

OPERATIONAL POLICY HANDBOOK FOR WILDFIRE CONTROL



**State of Hawaii
Department of Land and Natural Resources
Division of Forestry and Wildlife
2008**

SECTION 1 - PROGRAM SUMMARY

1.0 Purpose

The purpose of this handbook is to: (1) identify organizational practices and management policies, and (2) specify requirements on safe procedures and equipment to insure the successful prevention and control of wildfires.

1.1 Scope

This handbook presents fundamental information for the control of wildfires burning in vegetative fuels. It includes necessary useful information on safe procedures, practices, organization and management, as well as other topics that are essential for the safe and successful prevention and control of wildfires, as authorized under Chapter 185 (Land Fire Protection Law, Hawaii Revised Statutes).

1.2 Wildfire Management Program

1.2.1 Prevention

A major responsibility for every Branch is to keep the community informed on the need for sound fire protection. Prevention of wildfire is a continuous effort. Fire is an ever present danger, and, to be effective, fire prevention must be constantly practiced. Each fire prevention program should analyze the common cause of fire, identify fire hazards and risks existing in the protection area, and propose measures to reduce the threats of fire and fire damage. Branch fire prevention strategies shall include the following:

A. Public Education

- 1) Smokey Bear material/fire prevention radio and TV spots.
- 2) Talks to schools, civic organizations, etc.
- 3) Public notices/news releases declaring high fire danger periods.
- 4) Posting of fire prevention/high fire danger warning signs and posters.

B. Hazardous Fuels

- 1) Identify areas with potentially hazardous fuels.
- 2) Reduction of "flash" fuels in high use areas.
- 3) Conversion of "flashy" fuels in high use areas.

Land Use Control

- 1) Appropriate restriction of the general public use within a fire hazard.
- 2) Encourage land use that reduces fire dangers.
- 3) Require fire plans for all appropriate land use activities within the Branch's areas of responsibility.

1.2.2 Presuppression

A. Training

All personnel shall receive training in first aid, fireline safety, fire behavior and techniques and methods of wildfire suppression. This shall include periodic hands-on training with hand tools and equipment, as well as crew and fireline organization. Supervisors and fire management personnel need special training in fire control tactics to insure their competence when directing fire suppression operations. Joint training with other cooperators shall be encouraged. This will be attained by the DOFAW Fire Management Core Group (FMCG), Branch, and other training agencies.

- (1) DOFAW FMCG - will be responsible for providing annual training in all aspects of wildland firefighting.
- (2) Branch - will be responsible for maintaining all health and safety requirements, and for providing supplemental and specialized fire training for all Branch personnel.
- (3) Other Agencies - reciprocal training between DOFAW and other agencies is encouraged.

B. Pre-attack Planning and Construction

Pre-attack planning is required at Administrative Staff and Branch levels for the gathering, coordinating and recording of intelligence, as well as the construction of certain fire control facilities, to insure the rapid and efficient suppression of fire on any given area. Pre-attack planning will include:

- (1) Administrative staff - coordinate/provide communications, logistics, and other administrative support.
- (2) Branch - pre-attack plan will include the following for each management unit:
 - (a) Assess and map existing facilities, topographic attributes, firelines and access route, which are judged to be important to the successful control of fires.
 - (b) Identify and propose additional facilities, firelines, and other aids to fire control, including maintenance required.
 - (c) An estimate of personnel, equipment, and other factors needed including other agency cooperators that will provide for safe and efficient fire control.
 - (d) Identify natural and physical resources of special importance.
 - (e) Construct and maintain new lines and facilities according to plan, by priority, as funds and time permit.
 - (f) Keep pre-attack plans current to annual field checks and revisions.

C. Equipment and Material Readiness

- (1) Administrative Staff
 - (a) Will acquire, account for, and maintain specialized equipment and material used in support of DOFAW fire control activities, such as telecommunications and computer equipment.
 - (b) Will coordinate/provide support in the acquisition, accountability, and maintenance of equipment and material used in support of Branch fire control activities.
- (2) Branch
 - (a) Will maintain firefighting equipment and material in safe condition and state of readiness.
 - (b) Will maintain an adequate inventory of equipment and material to supply a 50-man fire cache.
 - (c) Will maintain a current listing of aircraft and heavy equipment resources by vendors, location, contact person, telephone numbers and other pertinent information that will help to determine availability and criteria for hire.
 - (d) Will maintain a current listing of vendors providing lodging, meals, and supplies and services necessary for support of fire suppression.

1.2.3. Suppression

A. Organization

- (1) The DOFAW Administrator shall be responsible for coordinating the work of the Branch Managers and reviewing their plans for fire protection and control. The Branch Manager shall be in charge of planning, coordinating, and executing wildfire protection and control per Chapter 185, Land Fire Protection Law, Hawaii Revised Statutes.
- (2) Command and Control - The Incident Command System command control structure will be used for safe and efficient conduct of all suppression activities. A chain-of-command will be established on every incident that designates each DOFAW employee's job and immediate supervisor.

B. Mobilization

- (1) Branch Level - Respond with Branch resources and mutual aid cooperators in accordance with the pre-attack plan for the respective management unit(s). The incident commander is responsible for all activities and operations on the fire. He may delegate more responsibility to assistants as organizational needs grow, but he is always the final authority and bears total responsibility.
- (2) Project Level - Branch requests for additional manpower and equipment through the DOFAW Administrator or his designate. The State Protection Forester (SPF) will subsequently coordinate mobilization of additional resources. The requesting Branch is responsible for the administrative/logistical support and tactical deployment of off-island resources from time of arrival to departure.

C. Demobilization

- (1) Completion of all reports related to the fire.
- (2) Repair and maintenance of all equipment used on the fire and replacement of items rendered unserviceable or expended.
- (3) Debriefing and critique will be conducted as appropriate. Important items of information gained will be incorporated in the final fire report.

SECTION 2 - PROGRAM GUIDELINES

2.0 Safety

2.1 Policy

The safety and welfare of fire fighting personnel shall be the primary consideration in all fire suppression operations and decisions.

2.2 Personal Protective Equipment

The Administrator shall require that all Division personnel wear personal protective clothing and equipment while engaging in any firefighting activity.

A. Basic Requirements

- Personal carrier field pack
- Canteens (2 ea.) filled with potable water
- Individual first aid kit
- Ear plugs
- Dust mask or equivalent
- Goggles/Safety glasses
- Headlamp with batteries
- Fire shelter
- Hardhat with chin strap
- Leather gloves
- 8-inch all-leather lace type boots
- Nomex fire shirts (2 minimum)
- Nomex jeans (2 minimum)

B. Special Requirements (As applicable for particular equipment/jobs)

- Chainsaw chaps
- Colored vests
- Ear protective devices
- Waterproof/Rubber gloves

2.3 Physical Requirement

(A) Physical Examination

Prospective members of the Division shall undergo and pass a physical examination before admission to the Division as an active member. The attending physician shall certify the applicant's physical ability to perform fire fighting duties.

(B) Physical Fitness

Fire fighting requires fast action, sustained effort, and greater energy output than most other work. Physical fitness for fire line and other regular duties should be closely monitored to insure that employees are at low risk for personal injury. Use of an equivalent procedure, such as the Pack Test or other National Wildfire Coordinating Group approved evaluation method, can help minimize health and industrial risk.

2.4 First Aid/Medical Treatment & Safety Training

(A) Injuries/Ailments

Except in cases of very minor injuries or ailments, all injured fire fighters shall be given prompt and appropriate treatment by evacuation to a physician or hospital. Injured personnel shall not be permitted to participate on a fire except in the case of very minor injuries or ailments. Minor injuries shall be treated by use of individual or crew sized first aid kits.

(B) Safety Training

To ensure personnel safety, every fire fighter shall be trained in basic first aid and cardiopulmonary resuscitation (CPR).

2.5 Fire Vehicles-Pumpers/Tenders

(A) All fire vehicles shall have current motor vehicle safety inspections for suppression use.

(B) Specific safety operations for fire vehicles are:

- (1) Fire vehicles shall be equipped with seat belts and chock blocks. All personnel shall use seat belts whenever the vehicle is in motion.
- (2) Chock blocks shall be set at the rear wheel whenever the vehicle is parked.
- (3) Personnel shall not jump on or from a moving vehicle.
- (4) A signal person shall be used whenever a vehicle is moved in reverse.
- (5) Fire crewmembers shall be trained and familiar with the apparatus that they use.
- (6) Vehicles on the fire line shall be parked so they face in the direction of the escape route and in a location as safe as practical away from flammable fuels.
- (7) Fire vehicles shall be driven and operated only by trained personnel. It shall be driven in a safe and rational manner. All applicable laws and regulations regarding the response of emergency vehicles shall be obeyed.

2.6 Tractors and Bulldozers

(A) Tractors and bulldozers are inherently dangerous to fire fighters because of their loud noise generation and large size. Personnel operating in and around this category of equipment need to be aware of the associated hazards.

(B) Specific safe operations for tractors and bulldozers are:

- 1) Tractors and bulldozers shall be operated by trained operators.
- 2) Firefighters shall not work directly in front of, or behind tractors or bulldozers as they may slide beneath the machine or be struck by falling or rolling material.
- 3) Firefighters shall not approach a tractor or bulldozer until it has stopped and the operator has signaled it is safe to approach.
- 4) Firefighters shall not get on or off moving equipment.
- 5) Firefighters shall not sit or bed down near or under a tractor or bulldozer.

2.7 Hand Tools

(A) Chainsaws

Chainsaws are dangerous equipment and shall be operated only by trained and experienced personnel. Specific chainsaw procedures include the following:

- (1) Chainsaw operators shall wear safety hard hats, chaps, gloves, eye and ear protection.
- (2) The chainsaw motor shall be stopped whenever a saw is to be carried more than ten feet or over unstable or bushy terrain.

(B) Other Hand Tools

All tools other than chainsaws; e.g. shovel, pulaski, McCleod, machete, axe, etc.; are the basic implements of the wildland firefighter. Guidelines for maintenance and safe use of hand tools are as follows:

- (1) Hand tools shall be maintained in good condition, with tight handles, properly sharpened, and all sharp edges guarded or sheathed when not in use.
- (2) Hand tools are not to be carried on the shoulder. Hand tools shall be carried by the balance point on the downhill side with the cutting edge away from the body. A distance of at least 10 feet shall be maintained between individuals when carrying hand tools. When using tools, a distance of at least 10 feet shall be maintained between individuals. Except in an emergency, firefighters shall not run while carrying hand tools.

2.8 Aircraft Operations

DOFAW personnel shall be trained in safety procedures regarding fixed-wing and rotary-wing aircraft. Refer to Air Operations sections in the Presuppression and Suppression Chapters for additional details on safety practices.

3.0 Prevention

3.1 Policy

The fire prevention efforts of the Division will ensure the cost-efficient reduction of wildfire suppression costs by reducing the number of preventable fires, produce the most efficient and cost effective fire prevention programs, by coordinating these activities with local fire agencies and organize available resources to maximum fire prevention efforts.

3.2 Prevention Program

The Division's fire protection activities are designed to prevent ignition of unwanted fires and to minimize loss if fire does occur. Such activities including public education, personal contact, law enforcement, engineering, and reduction of fuel hazards, are directed at reducing or eliminating the number of fires that start. The Division's fire prevention program will take shape in the following sequence:

- (1) Analysis of Fires
- (2) Fire Prevention Planning
- (3) Fire Prevention Training
- (4) Fire Prevention Education
- (5) Fire Prevention Engineering
- (6) Law Enforcement in Fire Prevention

3.2.1 Analysis of Fires

Fire prevention analysis is based on (1) human-caused fire occurrence and, (2) existing risk and hazards. Basic factors to consider are:

- (1) What causes or could cause fires
- (2) Where fires occur
- (3) When fires occur
- (4) Why fires start
- (5) How fires start
- (6) Who starts fires

Maps and records maintained in a fire atlas should furnish most of the facts needed to develop fire prevention plans. Fire prevention plans will be base on information categorized as follows:

- (1) Analysis of fires
- (2) Fire occurrence maps
- (3) Fire prevention risk identification
- (4) Use patterns
- (5) Weather factors
- (6) Damage potential
- (7) Evaluation techniques

3.2.2 Fire Prevention Planning

The NWCG Wildfire Prevention Handbook shall be used as a guide for prevention planning.

3.2.3 Fire Prevention Training

Fire Prevention training standards and programs are essential to develop effective personnel performance toward meeting fire prevention objectives.

Training Standards - Fire prevention needs to be performed by adequately trained people who know what to do and how to do it. Annually, each Branch Protection Forester shall (1) analyze capabilities and training needs of personnel assigned to prevention week, and (2) plan for and request the training required. Refer to the National Wildfire Coordinating Group publication Job Performance Analysis Wildfire Prevention for assistance.

3.2.4 Fire Prevention Education

Fire prevention education involves the dissemination of information and education through a variety of means. These means may include written material, personal, group, and media contacts, cooperative work with other fire service agencies, and displays and exhibits at community gatherings and functions.

- (1) Person-to-Person
- (2) Group Contacts
- (3) Media Contacts
- (4) Exhibits
- (5) Cooperative forest fire prevention
- (6) Fire prevention signs
- (7) Fire prevention literature
- (8) Show-me tips

3.2.5 Fire Prevention Engineering

Fire prevention engineering is the process of reducing risks and hazards by shielding or removing heat sources from fuels. Environment is defined as the sum total, or the whole, of conditions, influences, or things surrounding an object or situation. Fire prevention engineering makes it possible to alter an environment by using one or more of the following three methods:

- (1) Remove the heat source from the fuel.
- (2) Reduce or eliminate the fuels where the heat source must remain.
- (3) Shield the fuel from the heat source to prevent contact.

A meaningful fire prevention engineering program will include:

- (1) Fire prevention inspections or programs.
- (2) Structure and improvement inspections.
- (3) Equipment design and modification considerations.
- (4) Inspections of construction operations in the wildland environment.
- (5) Recreation area management and inspections.
- (6) Proper right-of-way clearance.
- (7) Proper management and formal inspections of rubbish dumps and landfills.
- (8) Hazard reduction through fuel management.

3.2.6 Law Enforcement

Law enforcement is one of many tools used in fire prevention. It is based on federal law, agency regulations, state fire laws, and local fire ordinances. Laws regulate conduct and protect both the individual using forest lands and forest resources. Just as there are laws to protect individuals, there are laws to protect the public forests from negligent or illegal acts.

4.0 Presuppression

4.1 Policy

The Division shall develop and maintain a wildfire presuppression system commensurate with resources protected.

4.2 Presuppression Program

Presuppression is the function of preparing for fire suppression. As a minimum, the following activities are included:

- (1) Training/Certification and Qualification
- (2) Mobilization Planning
- (3) Pre-attack Planning
- (4) Manning and Personal Preparedness
- (5) Air Operations
- (6) Communications
- (7) Logistical Services
- (8) Federal Excess Personal Property (FEPP)

4.2.1 Training/Certification and Qualification

Every Division employee who participates in fire suppression shall receive formal wildland fire training for the task assigned. This is to insure individual's safety and incident organization effectiveness.

1) Training Program

The Staff Protection Forester and each Branch Protection Forester comprise the Division's Fire Management Core Group (FMCG). The FMCG shall be responsible for training of the Division's employees annually to meet the Division's stated training needs. Branch Managers shall determine training curricula and schedules for their branches based on their respective fire suppression organization needs. The Division uses the National Wildfire Coordinating Group's (NWCG) qualification guidelines to meet these requirements. Every employee involved in Division suppression activities are required to have the formal S-130, Firefighter Training, and S-190, Introduction to Fire Behavior, as a foundation for subsequent formal fire training.

2) Frequency of Training

Annual – Division employees engaged in fire suppression activities are required to attend an 8-hour annual refresher workshop. Subject matter of the workshop will be determined by the Branch Protection Forester in consultation with the State Protection Forester.

Monthly - Fire suppression training issues, and other appropriate subjects may be integrated during monthly branch safety meetings.

3) Certification and Qualifications

The purpose of this Certification and Qualification program are to insure individuals' safety, insure organizational effectiveness, and insure that qualified individuals are also available to fill incident positions. The FMCG establishes position criteria and qualifications for incident positions with annual reviews. The Administrator will have final approval authority on committee recommendations. In its criteria evaluations, this committee will consider the criteria in use by other fire and disaster agencies. The committee will examine other criteria in use for possible adoption by the Division.

4) **Needs Unique to the Division**

For personnel evaluations, the committee will consider:

- A) **Fire Experience** - In an evaluation of past incident responsibility, the committee must match past experience to the closest current position criteria. As a part of the matching process, the individual's highest position on at least two major incidents will be used. Major incidents are defined as situations involving large-scale organizations, complex or multi-incidents, different disaster-type incidents, or long-term (duration) incidents.
- B) **Training** - Past training, and its compliance with current NWCG courses are considered. Course work taken in the past five years will be considered.
- C) **Fire organization needs** - An individual will be considered and qualified for as many positions as possible, to lend versatility and balance to the organization. Current qualification rosters will be maintained at the Branch level. A copy shall be provided for the Administrator's files. Each individual participating in an incident will have a complete recorded history of the incident experience. The Fire Qualification Form will be used regardless of incident type. It will itemize the fires, dates, size, number of shifts, and positions held. The record will be updated annually. Recorded historical files will indicate job qualifications, as well as identify training needs.

4.2.2 Mobilization Planning

Mobilization planning is preparing to respond to an incident. Branches will prepare and maintain current Mobilization Guides. Included in this Guide will be:

- (1) A listing of personnel qualified to assume incident command system positions. Refer to Section 4.2.4 - Manning and Personal Preparedness.
- (2) The locations, inventories, and special instructions of all fire caches, vehicles and equipment staged for response.
- (3) A listing of agencies and organizations that we have formal cooperative agreements with; and agencies and organizations that supports the Division without formal written agreements.
- (4) A directory of vendors that provide logistical support and resources.
- (5) An itemization of branch fire administrative matters, i.e. organization, authorities, and administrative procedures.
- (6) Branch procedures to obtain assistance from the Division and other agencies (ref. Fire reporting form).

4.2.3 Pre-Attack Planning

Pre-attack planning is a procedure to insure appropriate and efficient suppression to a given area. Branches will prepare pre-attack plan for its management units to include:

- (1) A survey of all existing facilities, topographic features, firelines, access routes, and other items judged to be important to the successful control of the fire.
- (2) Map of items surveyed, using a standard system, set of symbols, sign color, and established design.
- (3) Plan and propose additional facilities, fuel breaks, firelines, and other aids to fire suppression including type of maintenance required.
- (4) Estimate the number of men, equipment, and time needed to construct planned lines, travel times, fire camp capacities, and other facts that will help make control of the fire faster and more efficient.
- (5) Catalog all of the above physical and factual information, process, and issue in a form suitable for Branch use in fire suppression.
- (6) Construct and maintain new lines and facilities according to plan as funds and time permit.
- (7) Incorporate the ideas and needs of all Branch resource functions into the planning.
- (8) Update the pre-attack plan prior to the fire season.

4.2.4 Manning and Personal Preparedness

This refers to the staffing of incident command system positions, conditioning and equipping of incident personnel. The organization at any incident will follow guidelines and principles as used in the incident command system (ICS). Qualified personnel will have enough personal and official gear to allow them to respond to a fire and to stay on an incident for at least five days. Overnight personal gear is the responsibility of the individual. The list of necessary equipment are as follows:

A) Fire Suppression Gear - see Chapter 2.2.A

B) Overnight Personal Gear

- (1) Travel Bag
- (2) Personal clothing for five (5) days
- (3) Toilet articles to include towels
- (4) Personal medication

C) Crew Leader Additional Equipment

- (1) Portable radio
- (2) Pencil and tablet
- (3) Flagging

In the event that crews are mobilized to another island, it will be the responsibility of the host Branch to request needed support items from the traveling crews (tool cache items, sleeping bags, etc.).

4.2.5 Air Operations

DOFAW shall have air safety as the highest concern in air operations. All pilots and aircraft will be qualified for the various fire missions required by DOFAW. Specific operational guidelines are described in Chapter 5.0 - Fire Suppression.

4.2.6 Communications

Good communications is the key to safe and efficient command and control, deployment of tactical resources, and logistical support for any incident management. It is therefore imperative that consideration and planning include all means of communications to help emergency response teams cope with any incident.

Radio use is regulated by Divisional guidelines and policies. As a minimum, a communications plan should be developed for each incident and should employ the following frequency assignment as the situation becomes more complex:

TAC 3 - Incident Tactical Operations

TAC 2 - Incident Command and General Staff

TAC 1 - Incident Security

Green Frequency(s) - DLNR Administrative use (Incident to Administrator)

Mobilization dispatching will take precedence over all other telecommunications traffic, with the exception of other traffic declared to be of an emergency nature (threatening to life).

Each Branch will have initial dispatching responsibility for incidents falling within their jurisdictions. When a Branch determines that the incident is beyond their capabilities to control, assistance can be requested from the Administrator or his designate and subsequently coordinated by the State Protection Forester.

4.2.7 Logistical Services

Logistical services encompass the contracting, catering, vending, utility, and logistical entities that assist the Division during incidents.

- A) Each Branch will maintain an active list of key vendors and contractors by resource type.
- B) Fire caches will be stocked and maintained by each Branch. Periodic inspections by the Branch's fire management staff will insure that fire fighting tools, equipment, and material will always be in a high state of readiness.

4.2.8 Fire Vehicle and Equipment Maintenance

The purchase of appropriate vehicles and equipment are encouraged to meet wildland fire protection needs. A systematic acquisition/replacement budget schedule should be developed based on a reasonable fire management plan for each Branch.

4.2.9 Federal Excess Personal Property (FEPP) Management

Equipment and vehicles obtained through the FEPP are managed in accordance with current Forest Service management guidelines. Detailed DOFAW procedures are included in the FEPP Desk Guide.

5.0 Fire Suppression

5.1 Policy

The policy of the Division is to fight fire aggressively while providing for firefighter safety first, the potential loss of life and property, and the resource values threatened.

5.2 Suppression Program

Suppression is the function of extinguishing wildland fires. Overall guidelines, are as stated in the National Wildfire Coordinating Group's "Fireline Handbook." Efficiency will be maximized by:

- (1) Organizing and staffing to meet suppression objectives.
- (2) Utilization of mutual aid assistance to meet suppression objectives.
- (3) Implementation of mobilization procedures that respond within reasonable times to incident needs.
- (4) Development of reasonable control objectives with due consideration for public safety, structural protection, and resource values threatened.

5.2.1 Authority

The responsibility of the Division are set forth in appropriate State law, regulations, and policies. The Division will provide assistance and cooperation to other agencies as provided in mutual aid agreements.

5.2.2 Fire Organization

It is the policy of the Division that the basis for all wildland firefighting positions and organizational structure will follow the Incident Command System (ICS). The DOFAW Administrator shall be responsible for coordinating the work of Branch Managers and reviewing their plans for fire protection and control. The Branch Manager or his designee shall be in charge of planning, coordinating, and executing wildland fire protection and control coming within the meaning of fires in Chapter 185 HRS.

5.2.3 Mobilization

Mobilization action is the implementation of mobilization plans as set forth in Section 1.2.2

Presuppression:

A. Branch Level

- 1) Upon notification of wildland fire, initial and extended attack strategies will be developed with due considerations for: location, jurisdiction, fuels, topography, weather, values threatened, and public/structural safety.
- 2) Establish an ICS organization to accomplish the fire suppression objectives for the incident:
 - a) Fill key and other appropriate ICS positions.
 - b) Muster major items of equipment from Branch fire tool caches.
 - c) Notify vendors, cooperators, and other jurisdictions.
 - d) Notify the Administrator or his designate.

With the above procedures in place, proceed to accomplish suppression objectives, aggressively and safely. The Incident Commander will make regular analysis of the fire situation and will adjust his strategy and tactics accordingly to meet the fire suppression goal. In the event the wildfire incident exceeds the ability of the Branch to successfully extinguish the fire, the Branch Manager will notify the Administrator to request assistance. The kinds of assistance requested will be specifically listed. At a minimum, it shall include: type and number of resources, and other coordinating instructions, such as when and where to send.

B. Project Level

In large fire scenarios that exceed the Branch's ability to successfully extinguish fires, the Incident Commander through the Branch Manager or his designate will request additional assistance from statewide resources via the Administrator's office. The State Protection Forester will subsequently coordinate mobilization of additional resources based on the overall State fire situation: i.e. availability of other Branch manpower and equipment. The Incident Commander is responsible for the tactical deployment and logistical support for all firefighting resources.

5.2.4 Air Operations

It is the policy to have air safety as the highest concern in air operations. Current policies regulating the use of aircraft shall be in effect. Such practices as mentioned above shall be in accordance with procedures described in the DLNR Helicopter Policy guidelines.

5.2.5 Demobilization

It is the policy of the Division to treat demobilization with the same importance as mobilization. The Incident Commander and his staff will prepare a demobilization plan:

- 1) A plan of action for the systematic release of workers and equipment.
- 2) The orderly and sequential shutting down of all operations.
- 3) Fire Reports. All incident related documentation shall be as concise and timely as possible, i.e. completion of all fire-related reports within ten (10) working days of fire extinguishment.
- 4) Repair and maintenance of all equipment used on the incident.
- 5) Replacement of items rendered unserviceable or expended.
- 6) Debriefing and/or critique will be conducted before the incident management team demobilizes.