

APPENDIX B

STANDARDS FOR INTERAGENCY HOTSHOT CREW OPERATIONS ANNUAL IHC PREPAREDNESS REVIEW

The following document is designed to evaluate crew preparedness and compliance with the *Standards for Interagency Hotshot Crew Operations (SIHCO)*. It will be used to review IHC programs annually while the crew is fully staffed and operational. This review is not required to verify that a crew is ready for incident assignment at the beginning of their availability period.

When a review is completed the document is to be kept on file at the local host unit fire management office.

Crew Name:	Host Unit/Address:
IHC Personnel Roster (Name/Working Title):	NWCG Qualifications
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Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1	Crew meets Agency and National Standards for Organizational Requirements: a. Superintendent b. Assistant Superintendent/Captains c. Squad Boss d. Senior Firefighters e. Number of career positions (7 required)		
2	Crew meets Agency and National Standards for: a. Mobilization and dispatch time frames b. Government purchase authority c. Operational Preparedness Training d. SIHCO and Red Book		
3	Is the crew properly stasued with the appropriate Geographic Area Coordination Center?		
4	Has the local first line Supervisor, Agency Administrator and IHC Superintendent signed Appendix C? (SIHCO)		
5	IHC has been trained on accident/injury notification procedures: a. Vehicle Accident Reporting b. SAFENET c. SAFECOM d. CA-1/CA-16/APMC e. Safety Management Information System (SMIS) (SHIPS)		
6	IHC regularly participates in documented tailgate safety sessions.		
7	Unit Safety Plan is available and can be readily accessed.		
8	IHC has Job Hazard Analysis completed for each fire related task.		
9	IHC has Risk Assessment completed for each project task. (Agency requirement)		
10	Radio operations meet requirements: a. Minimum number of radios b. Knowledge of radio programming (Narrow/Wide Band/Digital Frequencies) c. Understand frequency authorization and use issues d. Facility radio and speaker system e. Approved local radio frequencies are posted		

11	IHC leadership is familiar with administrative issues and prepare and secure documents as per agency standards: a. Time & Attendance b. Crew time reports c. Fire time reports d. Per Diem forms e. Accident reports f. Credit card purchases and records g. Fleet purchasing cards		
12	IHC members meet the agency qualifications required of their positions.		
13	Status (filled/vacant) of leadership positions within the approved Organizational Chart.		
14	Leadership is familiar with air cargo transport limitations and requirements including: a. Purging of gas receptacles b. Air transport manifesting c. Weight limitations d. Safe packaging procedures for specialized equipment e. Local security requirements and procedures		
INCIDENT QUALIFICATIONS AND CERTIFICATION CONSIDERATIONS			
15	The Incident Qualifications and Certification System is used to produce Red Card qualifications.		
16	IHC members have current Red Cards.		
17	IHC members have a documentation file for current season training, certification, and experience (Hardcopy or Electronic).		
18	IHC members have a hard-copy file for past season fire training, fire experience, task books, performance evaluations and physical fitness.		
19	Each IHC member who drives a government vehicle is current with agency required driving documentation.		
20	IHC has access to training materials and equipment.		
21	IHC members are current in annual firefighter safety refresher training.		
22	IHC members have taskbooks initiated appropriate to their training needs. (NWCG 310-1)		
23	IHC members have documentation of currency with the agency medical standards.		
24	IHC members have completed the following training as per agency requirements: a. Defensive driving for drivers b. First aid c. CPR Certification d. Blood-borne pathogens e. Hazardous materials awareness/MSDS(OSHA 29CFR/1910.1200 & 29CFR 1910.120)		
25	IHC members have attended agency required employee orientation.		
26	Each IHC member has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.		
27	Per agency standards IHC members participate in an established physical fitness program.		

28	IHC is aware of and meets agency mobilization standards, including: a. Mobilization and get-away time frames b. Driver duty limitations c. Work/rest requirements		
29	IHC members possess commercial drivers' license where appropriate.		
FACILITIES			
30	Annual Agency Safety Inspection is documented and complete.		
31	Computer/fax/telephone equipment meets the needs of the IHC(s).		
32	Facility has security for: a. Personnel records (privacy act notice OS-76 Item 43 schedule) b. Government equipment c. Personal equipment		
33	Safety Equipment and Signing includes: (OSHA 29CFR1910) a. Fire Extinguisher b. Smoke alarms c. First aid kits		
34	Storage of flammables/hazardous materials meets standards. (OSHA 29 CFR1910)		
35	Bulletin board includes appropriate postings: a. Unit and IHC organization charts. b. Emergency Notification Procedures c. 10 Standard Firefighting Orders d. 18 Watch Out Situations e. LCES f. Facility fire plan g. Fire danger information h. Fire weather information i. Smoking policy j. Sexual harassment policy/EEO counselors k. Department of Labor required information		
36	Employee right-to-know information/Material Safety Data Sheet (MSDS) is posted.		
CACHE			
37	Inventory and use records are available and current.		
38	Inventories are posted, dated, signed.		
39	Cache is secure.		
40	Tools meet maintenance standards. (Fire Equipment and Storage and Refurbishing Standards NFES 2249)		
41	Fire extinguisher service is current and location is identified in a highly visible manner.		

VEHICLES			
42	Preventive maintenance checks are documented and current.		
43	If required by the agency an Annual Gross Vehicle Weight (GVW) slip from a certified scale is documented in logbook and meets vehicle specifications.		
44	References/paperwork available include: a. Accident report forms b. Communications plan c. Posted frequencies d. Inventory (specific to compartment/location) e. Use record current f. Preventive maintenance records g. Personnel accident/injury forms h. Unit maps i. Current North American Emergency Response Guide Book j. Current credit card		
45	Jack (serviceable for GVW).		
46	Lug wrench (serviceable for vehicle).		
47	Non-skid surface per (OSHA 29CFR1910)		
48	Fire extinguisher service is current and location is identified in a highly visible manner.		
49	Hazard reflectors/flares.		
50	First aid/trauma kit is available and appropriate size; location is identified in a highly visible manner		
PROFICIENCY CHECKS			
This is a listing of skills that an IHC should have as a minimum. How the Proficiency Checks are conducted is up to the local unit. The intent is for the Superintendent and Reviewing Official to verify the crew being reviewed is proficient in these skill areas. This is a crew proficiency check, all items do not necessarily apply to all crewmembers			
51	Basic Handcrew Tactics: a. Handline construction b. Chainsaw operations c. Firing & holding organization d. Mop-up & spot grid organization e. Portable pump setup f. Simple and progressive hoselays		
52	Specialized Handcrew Operations: a. Lookouts and scouting b. Hot spotting c. Spot fire attack d. Felling teams e. Initial attack f. Structure protection g. Medivac h. Map/Compass/GPS navigation		
53	Air Operations: a. Fixed-wing transport of Crew b. Helicopter passenger safety c. Helicopter transport of flammables d. Directing helicopter drops by radio e. Helispot specifications f. Longline/Hover hook operations		

54	Demonstrated ability to make fire weather observations (using belt weather kit, accessing local daily forecast, using weather indicators to anticipate potential fire behavior).		
55	Demonstrated ability to use two-way radios (Dispatch contact protocol, local call sign system, programmable radio procedures).		
56	Demonstrated knowledge of basic individual communication responsibilities (briefings, debriefings, acknowledge messages, identify hazards, asking questions for clarification).		
57	Demonstrated knowledge of the key components of the Fire Orders (LCES) and established protocol for Crew disengagement.		
58	Demonstrated knowledge of the differences between a Safety Zone and a Deployment Zone.		
59	Demonstrated ability to deploy fire shelters in various situations (individual, group, two people in one shelter, drop gear and run, with wind).		

PREPAREDNESS REVIEW SUMMARY

Comments:

General preparedness of the crew:

Items which are deficient:

Corrective action to be taken:

I have reviewed the _____ IHC program and certify the crew meets the requirements of the *Standards for Interagency Hotshot Crew Operations*.

Crew Superintendent: _____

Reviewing Official: _____
Signature and Title

Date: _____