

# **Incident Action Plan**

## **Wallow Fire**

**CA-SHF-001882**

**P5DYU1**

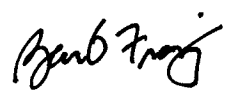


**NIGHT SHIFT**

**Sunday, Sept. 2/Monday, Sept. 3, 2007**

**1800-0600**

<b>INCIDENT OBJECTIVES</b>	1. Incident Name <b>WALLOW</b>	2. Date <b>SEPTEMBER 2, 2007</b>	3. Time <b>1200</b>									
4. Operational Period • <b>SEPTEMBER 2-3, 2007 1800-0600</b>												
5. General Control Objectives for the Incident (Include alternatives) <b>MANAGEMENT OBJECTIVES</b> <ul style="list-style-type: none"> <li>• The primary objective is to provide for firefighter and public safety throughout all incident operations.</li> <li>• Without compromising safety, minimize suppression impacts to private property, riparian areas, South Fork Trinity River, and Late Successional Reserves (LSR).</li> <li>• Adhere to the 2:1 work rest cycle.</li> <li>• Address suppression cost accountability by keeping fire expenditures commensurate with public and private values at risk.</li> <li>• Maintain clear and prompt information exchange with Forest, local communities and cooperators.</li> <li>• Provide Initial Attack support when requested by Shasta-Trinity National Forests.</li> <li>• Continue with Demobilization Plan implementation and consult with the local unit when developing the Incident Fire Suppression Rehabilitation Plan.</li> </ul> <b>OPERATIONAL OBJECTIVES</b> <ul style="list-style-type: none"> <li>• Keep fire within current containment lines.</li> </ul>												
6. Weather Forecast for Period <b>See Spot Weather Forecast</b>												
7. General Safety Message <b>Stay alert to changing weather conditions and its potential to affect fire behavior. Drink plenty of fluids and use extra caution while traversing steep slopes. Some access roads are dusty and can be very hazardous. Watch out for oncoming traffic and livestock. Always maintain a safe driving speed. Review <u>Yellow Jacket Safety Briefing</u> attached to IAP.</b>												
8. <b>Attachments (mark if attached)</b>												
<table border="0"> <tr> <td><input checked="" type="checkbox"/> Organization List - ICS 203</td> <td><input checked="" type="checkbox"/> Medical Plan - ICS 206</td> <td><input checked="" type="checkbox"/> Weather</td> </tr> <tr> <td><input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204</td> <td><input type="checkbox"/> Incident Map</td> <td><input checked="" type="checkbox"/> Safety Message</td> </tr> <tr> <td><input checked="" type="checkbox"/> Communications Plan - ICS 205</td> <td><input type="checkbox"/> Traffic Plan</td> <td><input type="checkbox"/> LCES Worksheet</td> </tr> </table>				<input checked="" type="checkbox"/> Organization List - ICS 203	<input checked="" type="checkbox"/> Medical Plan - ICS 206	<input checked="" type="checkbox"/> Weather	<input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input checked="" type="checkbox"/> Safety Message	<input checked="" type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> LCES Worksheet
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9. Prepared by (Planning Section Chief) <i>Patrick J. Farn</i>		10. Approved by (Incident Commander) <i>William Kauger</i>										

ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
1. Incident Name Wallow Fire		Day Ops Chief	Steve Raymer
2. Date 09/02/07		Night Ops Chief	Mike Beckett
3. Time 1000		Planning Ops	Frank Davis (T)
4. Operational Period 09/02-03/2007 Night Shift 1800-0600		a. Branch I - Division/Groups	
Position	Name	Division/Group	A, G, O, Z
5. Incident Commander and Staff		Division/Group	Mike Sandoval
Incident Commander	Bill Kaage	Division/Group	
Deputy	Joe Molhoek/Tim Fike (T)	Division/Group	
Safety Officer	Terry O'Connell, Aaron Lowe(T)	Division/Group	
Information Officer	Cathleen Thompson/ Jennifer Chapman(T)	b. Branch II - Division/Groups	
Liaison Officer		Branch Director	
6. Agency Representative		Deputy	
Agency	Name	Division/Group	
CALFIRE Agency Rep	Kelly Dreesmann	Division/Group	
Line Officer Rep	Donna Harmon	Division/Group	
Resource Advisor	Mark Arnold, Mark Goldsmith	Division/Group	
Trinity County OES Coord.	Richard Smith	c. Branch III - Division/Groups	
IARR	Danny Gomez	Branch Director	
7. Planning Section		Deputy	
Chief	Pat Farrell	Division/Group	
Deputy		Division/Group	
Resources Unit	Dean Lutz, Barb Frazier(T)	d. Air Operations Branch	
Situation Unit	Phyllis Banducci, John Staveley(T)	Air Operations Branch Director	Walter Bunt
Documentation Unit	Gail Tozier	Air Attack Supervisor	
Demobilization Unit	Dean Lutz	Air Support Group Supervisor	Russ Gorden
Fire Behavior Analyst	Gene Rogers	10. Finance Section	
Incident Meteorologist		Chief	Beth Lopez
Human Resources		Deputy	
Training Specialist	Brad Smith	Time Unit	Penny Portlock
GISS	David Hays, Kim Vieira, David Benitez (T)	Equipment Time Unit	Juanita Cortez
8. Logistics Section		Compensation/Claims Unit	
Chief	Jack Costello	Cost Unit	Rich Andersen
Deputy	Jack Knight	Prepared by (Resource Unit Leader)	
Supply Unit	Tracey Valentine(T)		
Facilities Unit	Hank Hennessy, Kevin Browning(T)		
Ground Support Unit	Mike Heckendorn, Greg Connick(T)		
Communications Unit	Don Stoner		
Medical Unit	Karen Brose		
Security Unit			
Food Unit	Dawn Pedersen		



FIRE BEHAVIOR FORECAST NO. 7

NAME OF FIRE: WALLOW  
LOCATION: SHASTA-TRINITY NF  
TIME AND DATE  
FORECAST ISSUED 10:30 9/02/07

PREDICTION FOR: NIGHT SHIFT  
SHIFT DATE: 9/02/07  
PREPARED BY: Gene Rogers  
GENE ROGERS, FIRE BEHAVIOR ANALYST

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**WEATHER SUMMARY:**

See attached Spot Weather Forecast from Eureka Fire Weather Office

**FIRE BEHAVIOR**

**GENERAL:**

Fire behavior will be limited to smoldering and creeping. Poor to fair humidity recovery is expected this evening. The fire will remain active throughout the night where fuels allow spread. All dead fuel size classes will burn and consume.

**SPECIFIC:**

Fire spread is possible if any spot across the perimeter line occurs. Winds will tend to push down and across the 2N07 Road in Div O until after dark. Winds will then become light.

**AIR OPERATIONS:**

Good visibility and flight conditions until dark.

**SAFETY:**

Many snags are in the fire area. Watch for embers, falling limbs and chunks. The fire has weakened snags and live trees, so beware of falling trees. Areas of white ash should not be walked across as they may obscure roots and stump holes.

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch		2. Division/Group <b>A, G, O, Z</b>			
3. Incident Name <b>WALLOW FIRE</b>		4. Operational Period <b>NIGHT OPERATIONS</b> Date: 09/02-03/2007 Time: 1800-0600					
5. Operations Personnel							
Operations Chief	Mike Beckett		Division/Group Supervisor	Mike Sandoval			
Branch Director			Air Attack Supervisor				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Last Shift	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time	
ENG3 CA-SHF 11	Bob Toney	9/11	4	N	DP7/1900	TBD by DIVS	
ENG3 AZ-TNF 38 (E-74)	Nathaniel Nozie	9/14	6	N	DP7/1900	TBD by DIVS	
7. Control Operations							
<ul style="list-style-type: none"> <li>Patrol the fire.</li> <li>Respond to rollouts, slopovers or any new spots.</li> </ul>							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	Rx 162.9625 Tx 171.7875	KING	8				
Tactical Div/Group	Rx 166.7250 Tx 166.7250	KING	1	Air to Ground	Rx 165.6000 Tx 165.6000	KING	13
Prepared by (Resource Unit Leader) <i>Barb King</i>		Approved by (Planning Section Chief) <i>Paul J. ...</i>		Date 9/02/2007		Time 0900	

# AIR OPERATIONS SUMMARY

PREPARED BY: **Walter Bunt AOB** NorCal II

PREPARED DATE/TIME: 9/01/2007 2100

1. INCIDENT NAME: **WALLOW**      2. OPERATIONAL PERIOD DATE: 09/02/07    START TIME: 0800    END TIME: 2000    SUNRISE: 06:32    SUNSET: 19:36

## 3. REMARKS

- All aviation resources have been reassigned to the Chipmunk fire and are located at Weaverville Airport.
- Frequencies associated with aviation operations will remain in effect until incident transition.
- TFR has been removed.
- Hayfork helibase has been demobilized.

## 4. MEDEVAC A/C:

See Medical Plan

## 5. TFR:

NO TFR OVER FIRE!!!

## 6. PERSONNEL

	Phone	7. FREQUENCIES	AM	FM
AOBD: Walter Bunt	(530)598-0594	AIR/AIR	122.225	166.2375
ASGS: Russ Gorden	(707)367-4611	AIR/AIR ROTOR	122.425	
Weaverville Helibase	(530)604-8643	AIR/GROUND:		165.600
Redding Dispatch	(530)226-2400	COMMAND RPT:		TX: 171.7875 RX: 162.9625 Narrow Band No Tone
Rohnerville AB	(707)725-4572	DECK		163.100
Redding Air Attack Base	(530)226-2795	TOLC FREQ:	122.800 (Unicom)	
ICP Fax	(530)628-5737			

## 8. FIXED-WING

Rohnerville, Redding

Airtankers

Order By Air Attack Through Redding ECC

Leadplanes

Order By Air Attack Through Redding ECC

ATGS Aircraft

Order by AOB through Redding ECC

Other

## 9. HELICOPTERS

## 10. TASK/MISSION/ASSIGNMENT

If aviation resources are required, Division Supervisors need to be ordered through Air Operations. Provide the following information:

- Location
- Ground contact
- Number and type of aircraft needed

AFTER ORDER IS PLACED EXPECT A 30 MINUTE RESPONSE TIME.

# Wallow Safety Message

September 2-3, 2007  
Night Shift 1800-0600

**Hazard trees** have become an issue on the Wallow Fire. Assess hazard tree threat while patrolling the fire.

**Stay engaged** - you have an assignment to do.

## REMAIN FOCUSED

- Be especially alert around hazard trees and snags at all times.
- Keep up your situational awareness
- Establish and maintain communication with equipment operators and supervisors



Nor Cal Team II Safety Officers - Terry O'Connell, Aaron Lowe (T)



# INCIDENT RISK ANALYSIS

## Wallow Night Shift (ICS 215A)

DIV	HAZARDOUS ACTIONS / CONDITIONS	MITIGATIONS / WARNINGS / REMEDIES	
ALL	DRIVING HAZARDS	<ul style="list-style-type: none"> <li>• DO NOT CUT THE CORNERS while driving on the roads</li> <li>• Drive defensively! Expect the unexpected around every curve.</li> <li>• Drive with headlights on; use chock blocks, keep windshields clean and look before backing; use backers whenever available.</li> <li>• Keep speeds to 25 mph through Hayfork.</li> <li>• Maintain Situational Awareness.</li> </ul>	
ALL	FATIGUE	<ul style="list-style-type: none"> <li>• Be alert for signs of fatigue and take breaks as necessary. Monitor for cumulative effects. Maintain 2:1 work/rest ratio. Monitor incoming resources for level of fatigue.</li> </ul>	
ALL	COMPLACENCY	<ul style="list-style-type: none"> <li>• Ensure proper PPE are being utilized during all operations</li> <li>• Situational Awareness must be maintained for the duration of the operational period and incident.</li> <li>• Make sure all personnel receive thorough briefings at every shift.</li> </ul>	
ALL	FIRE BEHAVIOR	<ul style="list-style-type: none"> <li>• Monitor current weather conditions and forecasts. Be observant for formation and passage of thunder cells through or close to fire area and alert all personnel.</li> <li>• Maintain adequate escape routes and safety zones. Advise all personnel if these are compromised or changed. Set trigger points when appropriate.</li> <li>• Adhere to 10 Std Orders, mitigate 18 situations. Maintain Situational Awareness.</li> </ul>	
ALL	SNAGS/HAZARD TREES	<ul style="list-style-type: none"> <li>• Identify and mitigate hazards prior to beginning work. Pay attention to your surroundings.</li> </ul>	
INCIDENT NAME: <b style="font-size: 1.2em;">Wallow</b> ICS 215a		DATE PREPARED: <b style="font-size: 1.2em;">September 2, 2007</b> TIME PREPARED <b style="font-size: 1.2em;">1000 hrs</b>	OPERATIONAL PERIOD <b style="font-size: 1.2em;">09/2-3/2007</b> <b style="font-size: 1.2em;">Night</b> Prepared by, T OConnell, A Lowe (T)

# YELLOW JACKET SAFETY BRIEFING

A recent incident on the Shasta-Trinity NF and reports of Yellow Jacket abundance at this time of year, and perhaps especially this year warrant some information on the subject of safety related to Bee and Yellow Jackets and their stings. Dealing with attacks and stings of Yellow Jackets or bees may be similar, but the "Yellow Jacket wasp" or "meat bee" stings may be more numerous.



Yellow Jackets are considered beneficial around home gardens and commercially grown fruits and vegetables at certain times of the year because they feed abundantly on insect pests such as caterpillars and harmful flies. Unfortunately, in late summer and early fall when their populations peak, the Yellow Jacket's normal insect diet disappears and their feeding habits become a problem to man. At this time of year, the Yellow Jacket has an appetite for much the same food and drink as those consumed by man. Also, Yellow Jacket stings can result in a life-threatening situation, especially if the person is allergic to Yellow Jacket venom.

Nests are normally located in a soil cavity such as an abandoned mouse nest or hollow tree. Other possible nests sites are in buildings, including attics, porches, eaves or sheds. Disturbing ground nests or trees can cause swarming Yellow Jackets to attack.

## Fire Management Notes--

When attacked by honey bees or Yellow Jacket wasps -

1. If at all possible, run away from the nest as quickly as you can
2. If running away is impossible due to injury, fire conditions, or topography, then deploy a fire shelter to drastically reduce the number of stings. Get your head and neck under the shelter as quickly as possible, and try to lie flat, covering the rest of your body if possible.
3. Flatten down the edges of the shelter along the ground to prevent additional insects from entering.
4. If stung by honey bees, remove stings by rubbing your hands over exposed skin. Remove stings in clothing by rubbing or pulling on the cloth.
5. Use gloved hands to crush any insects inside the shelter.
6. After the bees or Yellow Jackets settle down (which will take several minutes to an hour, depending on the degree of their agitation), move away from the nest, using the shelter as protection from any remaining defenders.

As always, knowledge of how to respond correctly in an emergency is the best insurance of survival. In most circumstances, timely escape is best; but when escape is impossible, the fire shelter can provide significant protection from stings. The fire shelter now has a new, potentially life-saving application.

# YELLOW JACKET SAFETY BRIEFING

Allergic reactions to Yellow Jacket or bees stings may cause shock and life threatening conditions. Those with known allergies should carry sting treatment kits. Co-workers of multiple sting victims should watch the co-worker and be prepared for emergency medical responses and evacuation.

General guidelines are to leave the area, and covering the face with both hands to protect the sensitive body areas.

## **Safety Measures**

Precautions should be taken when working or playing in areas that are likely to be inhabited by Yellow Jackets. Logging equipment operators often disturb nests in the forest that can make their work very dangerous. A veil, hat and pressurized container of wasp or hornet spray are highly recommended during summer and fall.

If a colony is disturbed, a person should slowly walk away with both hands covering the face to protect the more sensitive body areas. It is best to walk toward dense vegetation or enter a vehicle or building to avoid the stinging insects. Swift movements will only attract more yellow jackets. Persons highly sensitive to yellow jacket venom should always carry a sting treatment kit during outdoor activities.

A Yellow Jacket does not leave a stinger in its victim, so there for it can sting multiple times. To reduce swelling following a stinging incident, a person may use several sting remedies. A convenient material to lace on the sting site is moistened table salt. Mound the dry salt on the sting entry point and moisten with a few drops of water. Leave the salt on the site for several minutes. This procedure must be applied within three to four minutes following the stinging incident to be effective.

Yellow Jackets and other stinging insects often get inside moving vehicles, which may result in a very dangerous situation. The driver should carefully stop the vehicle on the side of the road and all passengers should exit on the front passenger's side of the vehicle to avoid traffic. The driver should open all windows and leave the passenger doors open to allow the insects to exit the vehicle. Flying insects normally go immediately to the windows when inside a moving vehicle in an attempt to escape and are rarely in a defensive posture inside a moving vehicle unless provoked by an occupant. Persons should refrain from swatting the insect inside the vehicle.

Michael Cobbold  
Safety Officer  
Shasta-Trinity and Mendocino National Forests

<b>MEDICAL PLAN</b>	<b>1. INCIDENT NAME</b> <b>Wallow Fire</b>	<b>2. DATE PREPARED</b> 09/02/07	<b>3. TIME PREPARED</b> 1100	<b>4. OPERATIONAL PERIOD</b> 09/02-03/07 1800-0600 Night
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5. INCIDENT MEDICAL AID STATIONS			
MEDICAL AID STATIONS	LOCATION	PARAMEDICS	
		YES	NO
Wallow Base Camp	Hayfork Fairgrounds	X	

6. TRANSPORTATION				
A. AIR AMBULANCE SERVICES				
NAME	ADDRESS	PHONE	PARAMEDICS	
			YES	NO
PHI Air Medical	3775 Flight, Redding CA	530-225-7250	X	
Reach	1100 Butte Street, Redding CA	800-338-4045	X	

B. AMBULANCES			
NAME	LOCATION	PARAMEDICS	
		YES	NO
Arcata Ambulance	Hayfork Fairgrounds	X	

7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		Y	N	Y	N
Trinity Hospital	60 Easter Avenue, Weaverville CA	15min	60min	530-623-5541 ext 3240	X			X
Mercy Medical Center	2175 Rosaline Avenue, Redding CA	25min	120min	530-225-7201	X			X
Shasta Regional	1100 Butte Street, Redding CA	25min	120min	800-338-4045	X			X
UC Davis Burn Center	2315 Stockton, Sacramento CA	60min	-----	916-734-5669	X		X	

8. MEDICAL EMERGENCY PROCEDURES	
<p><b>LINE EMERGENCY:</b> Crew Supervisor is to contact DIVS w/ patient complaint/condition and location.</p> <p>DIVS will run medical emergency on Command Channel *** Clear Command Channel for Emergency Traffic</p> <p>1. DIVS will contact: 1. Wallow Communications</p> <p>2. Wallow Communications will contact: 1. Base Camp Medical Unit 2. Safety/IC 3. Night Operations</p> <p><b>ICP EMERGENCY:</b> Contact Medical Unit with patient complaint/condition and location. Medical Staff will respond or patient delivered to Medical Unit.</p> <ul style="list-style-type: none"> <li>Communications contacts <ul style="list-style-type: none"> <li>1. Medical</li> <li>2. Safety/IC</li> <li>3. Operations</li> </ul> </li> </ul>	<p align="center"><b><u>INJURY REPORTING PROCEDURES</u></b></p> <p>PATIENT UNIT ID _____ IS A EMT WITH PATIENT: YES ____ NO ____</p> <p>AGE _____ SEX: MALE ____ FEMALE ____</p> <p>NATURE OF INJURY _____ #Pts _____</p> <p>+ LOC Y / N Level of Consciousness A &amp; O X _____ LOCATION OF PATIENT _____</p> <p>SPECIAL RESCUE/EXTRICATION NEEDS _____</p> <p>TRANSPORTATION REQUESTED BY: AIR ____ GRD ____ RONDEZVOUS _____</p> <p>POINT OF PICKUP _____</p> <p>LAT _____ LONG _____</p> <p>NOTES:</p> <p align="center">KEEP CALM</p>

ICS 206 8-78	9. PREPARED BY (MEDICAL UNIT LEADER) Karen Brose MEDL	10. REVIEWED BY (SAFETY OFFICER) Terry O'Connell/Aaron Lowe (T)
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INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name WALLOW FIRE		2. Date/ Time Prepared 09/02/07 1100		3. Operational Period Date/Time 09/02-03/07 1800-0600	
Channel	Function	Frequency	Tone	Mode	Assignment	Remarks	
1	TAC 1	RX: 166.7250		N	DIV -A / G / O / Z		
		TX: 166.7250					
2	TAC 2	RX: 166.7750		N			
		TX: 166.7750					
3	TAC 3	RX: 168.2500		N			
		TX: 168.2500					
4	CH 4	RX:		N	RELEASE		
		TX:					
5	CH 5	RX:		N	RELEASE		
		TX:					
6	TAC 6	RX: 173.9875		N	SECURITY		
		TX: 173.9875					
7	SFMU NET	RX: 170.4875		N	SFMU DISTRICT NET		
		TX: 170.4875	Y				
8	CMD RPT	RX: 162.9625		N	CMD REPEATER		
		TX: 171.7875					
9	SERVICE NET	RX: 164.1250		N	ALT CMD NET	TONE 4	
		TX: 164.8250	Y				
10	I/A - CMD	RX: 171.5750		N	SHASTA-TRINITY I/A	TONES 4,8,11	
		TX: 169.1000	Y				
11	CREW NET	RX: 168.2000		N	I/A		
		TX: 168.2000					
12	I/A A/G	RX: 170.0000		N	I/A AIR TO GROUND		
		TX: 170.0000					
13	A/G	RX: 165.6000		N	WALLOW AIR TO GROUND		
		TX: 165.6000					
14	AIR GUARD	RX: 168.6250		N	EMERGENCY USE ONLY		
		TX: 168.6250	110.9				
15		RX: 165.6000					
		TX: 165.6000					
16		RX: 168.6250		N	EMERGENCY USE ONLY		
		TX: 168.6250	110.9				

5. Prepared by Don Stoner ComL  
 REPEATER LOCATION C-7      EMEY PEAK N 40 29.902    W 123 17.616    4700'

# Finance Information

**Guaranteed Hours on an incident** – Every day is considered a workday during an incident until the incident is over or the individual is officially released from the incident. All individuals are ensured pay for base hours of work, travel or ordered standby at the appropriate rate of pay for each workday. **Exception: When personnel are required to take a mandatory day off which falls on their normal day off, there will be no pay compensation.**

Individuals under a compressed 9 or 10 hour work schedule are ensured of at least those 9 or 10 hours per day on days corresponding to their weekly tour of duty. On days that normally would be off time at the home unit, individuals are ensured only 8 hours.

**Compensable meal breaks** – Personnel on the fireline may be compensated for their meal period if all the following conditions are met:

1. The fire is not controlled, and
2. The operations section makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and
3. The compensable meal break is approved by the supervisor at the next level of the crew boss and it is documented on the Crew Time Report.

## **Incident Driving Regulations** –

1. No driver will drive more than 10 hours (behind the wheel) within any duty.
2. Multiple drivers in a single vehicle may drive up to the duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
3. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

**Exception:** Exception to the minimum off duty hour requirement is allowed when **essential** to:

- a) accomplish immediate and critical suppression **objectives**, or
- b) address **immediate** and **critical** firefighter or public safety issues
4. As stated in the current agency work/rest policy documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour workshifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitation.

**Shift Length** – Shift length including travel to and from the line should not be over **16 paid hours**. Any shifts in excess of 16 paid hours need an explanation in the remarks section of the CTR, as well as needing IC approval before time can be accepted and posted.

**CTR Approval** – CTRs **must** be signed by your next higher supervisor. If the Crew Foreman or Superintendent is also the Crew Boss, then the Division Supervisor must sign. Crew Foreman or Superintendent signatures on CTRs for their own crew will not be accepted except for travel to and from an incident.

Please turn in CTRs and shift tickets at the end of each operational period.

**Work/Rest Guidelines** – Plan for and ensure that all personnel are provided a minimum 2:1 work rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no workshift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident personnel will resume 2:1 work/rest ratio as quickly as possible.

On incidents during assigned operational periods, work shift time includes travel to and from the worksite, compensable and non-compensable meal breaks, debriefing and equipment refurbishment following the shift in preparation for the next operational period. Work shift length maximums are just that and should be reduced as necessary to counter the effects of acute or cumulative fatigue.

**Start times** – In general, shifts start no earlier than ½ hour before briefing time for federal or AD crew bosses, captains, etc, as well as for overhead single resource line positions, shift time also starts at briefing time for federal or AD crews. Contract crews are paid according to contract specifications. Any variance to this policy needs to be explained in detail in the remarks section.

