

APR 30 2012

MEMORANDUM THRU


Technical Support Branch (CENWS-OD-TS) ^{concur} MR. WAGNER
Operations Division (CENWS-OD) ^{for} MR. COOK ^{concur}

FOR Commander, Seattle District


SUBJECT: Seattle District's Wildland Fire Management Program Policy

1. Request approval to implement a wildland fire management program policy (enclosed). This policy outlines the process for conducting prescribed burns, fire suppression, fighting incipient stage fires, and burning wood debris piles at lake and river projects for Seattle District.
2. The point of contact for this action is Mr. John Derby, Natural Resource Specialist, Natural Resource Management Section, (206) 764-3754 or john.e.derby@usace.army.mil.

Encl

 Approved/Disapproved


JAMES R. JACOBSON
Chief, Natural Resources Management Section


BRUCE A. ESTOK
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DEPARTMENT OF THE ARMY
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CENWS-OD-TS-NR

PROJECT OPERATIONS

Wildland Fire Management Program

1. Purpose: To establish a District policy for conducting prescribed burns, fire suppression, fighting incipient stage fires, and burning wood debris piles at lake and river projects for Seattle District.

2. Authority:

- a. ER/EP 1130-2-540, Chapter 8, Revision #3, 18 August 2008.

It is the policy of the U.S. Army Corps of Engineers to integrate fire management activities on all Civil Works projects in a manner that provides for the safety of the environment, public, and project personnel. In addition to wildland fire suppression, another component of fire management is to use prescribed fires under contract to accomplish the resource objectives identified in the project's Operational Management Plan.

- b. EM 385-1-1, Chapter 09.K USACE Wildland Fire Control, 2008.

All Seattle District's facilities, with potential exposure to wildland fire including using fire to remove unwanted fuels, will develop wildland fire management plans to include fire prevention and suppression methods.

- c. Section 2012 Federal Statute 42 USC 1856a and 1856a-1.

In accordance with the Water Resource Development Act of 2007, Section 2012 "Wildfire Fighting," the Corps has the authority to contract and pay for wildfire suppression services on Corps lands. The Operations Project Manager (OPM) can initiate an action for the Corps to enter into a contract subject to compliance with all applicable Federal procurement laws and regulations. The OPM can also use project personnel to suppress wildfires on Corps project lands provided these employees are appropriately trained and equipped as described in EP 1130-2-540, Section 8-4.

3. Applicability: The policies prescribed herein are applicable to all employees of the Seattle District.

4. Policy: All employees of Seattle District are to follow the regulations outlined in the ER/EP 1130-2-540; Chapter 8, dated 11 August 2008, concerning wildland fire management. Further, the actual fighting of wildfires on project lands is the prime responsibility of trained fire control specialists. Project personnel are restricted to attacking initial incipient stage fires until trained fire control specialists arrive on the scene at which time project personnel will withdraw and perform supportive roles unless adequately trained and under supervision of the fire boss or fire chief at the scene. The use of project personnel for wildland fire activities is restricted to planning and implementing debris pile disposal burns, prescribed burns, and fighting incipient stage fires.

5. Fire Protection at Corps Projects: The OPM is responsible for ensuring adequate fire protection of civil works properties including:

a. Prompt action by all trained employees to fight incipient stage fires.

b. Notifying all appropriate Federal, State and local agencies prior to burning on or adjacent to Corps properties including the burning of debris piles.

c. Maintain a supply of clearly identified fire tools including shovels, Pulaski's, and backpack water pumps. For those projects routinely utilizing ranger patrol vehicles, maintain at least one 50-gallon pumper unit on a Park Ranger patrol vehicle during the fire season. For those parks that routinely patrol by vessel, maintenance of a 5-gallon back pack pump on the patrol vessel will be required during the fire season. A shovel will be carried in all vehicles and vessels assigned to the project during the fire season.

d. Project personnel burning debris piles on project lands, assisting with prescribed burns, or attacking incipient stage fires must receive at least 8 hours of annual fire protection training and be medically cleared for those duties by a licensed physician. Projects are to maintain on file documentation that an employee has been cleared to combat said fires. Additional standards and fitness requirements may be established at the discretion of the District Commander or OPM.

6. Definitions:

a. Debris Pile: An aggregation of any combustible material collected to concentrate fuel hazards and to facilitate disposal through removal by prescribed fire.

b. Pre-suppression: Any fire activities undertaken in advance of a fire to ensure a more effective fire suppression including overall planning, training of fire personnel, procurement, and maintenance of equipment and supplies, fuel treatment; and creation of fuel breaks, roads, water sources, and where the control lines are to be established.

c. Prescribed Fire: A pre-planned fire or burn for pre-selected lands under selected weather conditions to accomplish the projects' management objectives. Also referred to as a prescribed burn or controlled burn.

d. Fire Suppression: All work and activities connected with fire extinguishing operations, beginning with discovery and continuing until the fire is completely extinguished.

e. Wildfire: An unplanned and uncontrolled fire spreading through vegetative fuels, at times involving structures.

7. Procedures/Responsibilities/Training:

a. Incipient Fire Training: All project personnel authorized by the OPM and cleared by a licensed physician to combat incipient stage fires will receive 8 hours of annual fire protection training. Outside sources may be contracted to conduct this training such as the U.S. Forest Service, Bureau of Land Management, the local fire department, or from other qualified professionals. Training will be completed annually with documentation kept on file at the project office prior to the burn season. Classroom topics may include and are not limited to: fire behavior, control techniques, prevention, reporting procedures, communications, safety, attacking incipient stage fires, fire line construction methods, use of fire hand tools, pumpers and portable backpack water bound systems.

b. Refresher Training: Dependent on the level of duties, wildland fire management refresher training is available on line. A website titled "Wildland Fire Safety Training Annual Refresher (WFSTAR)" is available to assist in this training. The hyper link is www.nifc.gov.

c. Fire Management Plan: All authorized employees will review their project's Fire Management Plan (FMP) annually. FMP's will be included as a component of the project's Operational Management Plan (OMP). Reference EM 385-1-1, Section 09.K.01 'all USACE facilities and areas with potential exposure to fire, whether prescribed or planned, shall have a plan in place at the project level'. An example of a FMP is included as Appendix A.

d. Protective Clothing: The project will provide all authorized personnel directly involved with fighting incipient stage fires or burning debris piles with Nomex fire resistant pants, hard hats, goggles, non steel-toe leather boots, gloves, and other related protective items. All personnel engaged in burning activities must wear the prescribed Personal Protection Equipment (PPE) referenced in EM 385-1-1, Section 09.K.02. All contractors or designated volunteers engaged in prescribed burns or fires on project lands must comply with the Safety and Health Requirements Manual, EM 385-1-1, Section 05.A.03.

e. Hazardous Duty Pay: Under 5 U.S.C. 5545(d) and 5 C.F.R. 550.901-907, GS employees who are assigned hazardous duty or duty involving physical hardship are entitled to hazardous duty pay for the time spent fighting incipient stage fires. Hazardous duty means a duty performed under conditions in which an accident could result in serious injury or death. Duty involving physical hardship means duty that may not in itself be hazardous, but causes extreme physical discomfort or distress and is not adequately alleviated by protective or mechanical

devices. For examples, such as duty involving exposure to extreme temperatures for a long period of time, arduous physical exertion or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation. OPM's will certify the hours of actually time spent fighting fires to justify payment of the hazardous duty pay differential.

f. Position Hazard Analysis: All authorized personnel engaged in fire management activities will have a Position Hazard Analysis (PHA) on file at the project office. An example of a PHA is included as Appendix B.

g. Activity Hazard Analysis: An Activity Hazards Analysis (AHA) will be reviewed by all authorized employees prior to the fire season. Contractors and volunteers engaged in prescribed burns will review and sign off on the AHA prior to burning. An example of an AHA is included as Appendix C.

8. Prescribed Fire Burns and Fire Plans: Prescribed burning is a management tool to reduce wildfire hazards. Prescribed burns will be coordinated with the appropriate Local, State and Federal agencies. All projects planning to conduct a prescribed burn under contract must inform appropriate entities when the burn is to take place, including the calendar date, time, and the number of acres to be burned. The OPM is responsible for obtaining all necessary permits prior to conducting a burn. Only qualified contractors or qualified fire departments may be contracted to burn Corps lands. A burn plan must be on file at the project office with a copy furnished to the contractor performing the burn. Plans will be kept on file for 2 years after the burn has been completed. Factors to consider before a burn can take place are:

a. Clearance from the air quality management departments in Washington, Idaho, and Montana must be on file and made available to the contractor prior to burning.

b. Both the contractors and OPM's signature must appear on the burn plan authorizing the burn to proceed.

c. Notify appropriate regulatory agencies of the date.

d. Only trained and certified personnel trained in wildland fires may develop and oversee a burn.

e. All FMP's will be reviewed by the OPM and a qualified Fire Boss or Fire Chief prior to ignition.

f. Prior to burning, project personnel shall complete the necessary environmental coordination/compliance as necessary (i.e. National Environmental Policy Act, Endangered Species Act, Clean Water Act, etc).

g. All burn plans will include a post burn report. Reference Appendix D.

h. Examples of a Prescribed Fire Burn are included as: Appendix E-1 through E-9.

9. Structure Fires: All USACE employees are required to call 911 prior to attacking an incipient structure fire. Properly trained project personnel are authorized to combat incipient structure fires. Project personnel are prohibited from fighting chemical or flammable storage buildings where combustible materials are stored including flammable liquids or gases.

10. Wildfire Suppression: Federal statute 42 USC 1856a and 42 USC 1856a-1 provides the authority to contract and pay for wildfire suppression. All contracts or agreements binding the Government or its employee's to assist with a prescribed burn will be reviewed. The Office of Council will review the contract prior to signing said contract agreement. In the event a controlled fire gets out of control reference the Wildfire Conversion Chart. (Appendix F).

11. Debris Piles: An aggregation of any combustible material collected to concentrate fuel hazards and to facilitate disposal through removal by prescribed fire.

- a. Designated project personnel involved with burning debris piles must obtain the appropriate permits if applicable.
- b. Designated project personnel will have medical records on file prior to conducting a burn.
- c. A completed burn plan must be signed and approved by the OPM prior to ignition.
- d. The general public is to be notified 48 hours in advance of a debris burn.
- e. Project personnel will ensure that the general public remains at least 200 yards away.
- f. Local Law Enforcement will be notified.
- g. Project personnel may not leave a burn area until the fire is ruled out by a designated employee appointed by the OPM.

12. Reciprocal Agreements: The Corps is authorized to enter into reciprocal agreements. Reference ER/EP 1130-2-540, Chapter 2, Natural Resources Management, section (g), paragraph 2. Any or all costs incurred in furnishing fire control on lands owned by the Corps are covered. Contract agreements will include a waiver statement against all claims made against the Government for any loss, damage, personal injury, or death resulting from a fire.

13. Responsibilities:

a. District Office: The Natural Resources Management Section (NRM) provides district-wide guidance, support, and oversight for the Fire Management Program. The NRM can provide support in the negotiations for a reciprocal fire control agreement.

b. Operations Project Manager: The OPM will ensure that subordinate managers adhere to provisions of reciprocal fire control agreements and that each project staff is appropriately trained and equipped to provide initial attack of incipient stage fires.

c. Manager: The manager will ensure that each permanent and temporary employee that might be required to provide initial attack of incipient stage fires be adequately trained and equipped to accomplish this task.

Attachments:

Appendix A Fire Management Plan
Appendix B Position Hazard Analysis
Appendix C Activity Hazard Analysis
Appendix D Post Burn Report
Appendix E-1 Pre-Ignition Check List
Appendix E-2 Prescribed Fire Go-No-Go Checklist
Appendix E-3 Smoke and Air Quality
Appendix E-4 Ignition and Holding Plan
Appendix E-5 Communications, Public and Personal Safety
Appendix E-6 Description of Fire Area/Goals and Objectives
Appendix E-7 Prescription and Scheduling a Burn
Appendix E-8 Briefing Summary
Appendix E-9 Authorization to Conduct a Prescribed Burn
Appendix F Wildfire Conversion

APPENDIX A

Fire Management Plan

A-1. A Fire Management Plan (FMP) will be developed by the project and referenced as an appendix to the project's Operational Management Plan (OMP). The FMP will be updated every 2 years.

A-2. The FMP will address all aspects of fire management including controlling wildfires, prescribed burns, burning debris piles, and fighting incipient stage fires using project personnel. The FMP is a tool for establishing a series of management strategies, trainings, and informing the general public that the Corps intends on burning tracts of land to prevent future forest fires. The FMP will document cooperative agreements with other State or Federal agencies including volunteer fire departments.

A-3. The District Commander has the authority to design the format for a project Fire Management Plan.

A-4. A FMP may include:

1. Introduction
 - a. General
 - b. Purpose
 - c. Authority

2. Fire Protection
 - a. General (wildfire, prescribed burns, wind speed, and humidity)
 - b. Objectives
 - c. Fire Season (timing)
 - d. Access (roads, bridges, and seasonal crossings)
 - e. Available Resources

3. Protection
 - a. General
 - b. Prevention Activities and Programs
 - c. Preparedness

4. Training and Medical Certifications
 - a. Equipment Maintenance Schedule
 - b. Tool cache
 - c. Agreements (cooperative and contracts.)
 - d. Fuel Management

5. Suppression
 - a. General
 - b. Jurisdictions and Incident Command
 - c. Suppression Operations
6. Record Keeping/Reporting Requirements
7. Coordination with local, State, and Federal entities

APPENDIX B

Position Hazard Analysis

Employee Name: _____

Office Symbol: _____

Series & Title: GS-0401 Biologist
GS-0401 Natural Resources Specialist

MAJOR ACTIVITY	LOCATION	HAZARDS	CONTROLS/PPE
Field Inspections	Dunn Creek	Wildfires Prescribed Fires	Report wildfires to Local Law Enforcement and advise responsible suppression organization. Maintain personal safety and assist with public safety and resources. Maintain awareness of heat, smoke, and poor air quality. Implement suppression efforts in accordance with District policy, training, available PPE, and suppression resources. Maintain continued awareness of weather conditions. Wear appropriate PPE to include fire resistant clothing, leather boots, gloves, goggles, and hard hat. Maintain contact with local Law Enforcement and responsible fire suppression agencies. Follow the approved NWS Fire Plan and instructions from the "Burn" Leader.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Safety Officer Signature: _____

Date: _____

Medical Surveillance: _____

Date: _____

Certification Training: _____

Date: _____

APPENDIX C

Activity Hazardous Analysis

Prescribed Burning Activities		
Organization: U.S. Army Corps of Engineers	Work Project Activity Prescribed Burns/Debris Piles	Location: Jelly Stone Park
ANALYZED BY/DATE:	REVIEWED BY/DATE	
REQUIRED AND OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Fire resistant long sleeve shirt, Fire resistant pants, Fire resistant gloves, Leather boots, Hard hat, and Goggles		

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTIONS
Travel to, from, and on the project	Motor vehicle accidents, slippery roads, soft shoulders, gravel and dirt roadways, weather, darkness, and smoke.	Driving defensively. Use seat belts. Identify road conditions during briefings. Mark hazards. Use headlights. Perform pre-use inspections on all equipment. Test communications equipment. Provide road system map for project. Due to weight of vehicles, increase breaking distances.
Qualifications for Assigned Position	Lack of Experience, Injuries	All personnel involved in burn will meet prescribed burn qualifications.
Briefing	Lack of Communications	Provide project briefing before burning will clarify firing order, responsibilities, communications, hazards, weather, and expected fire behavior.
Protective Clothing and Equipment	Injuries, Burns, and Death	Wear hard hat, safety goggles, nomex fire resistant pants, and shirts. Keep sleeves rolled down. Wear leather lace type boots with skid resistant soles and tops at least 8 inches high. Carry drinking water. Wear fire-resistant gloves. Wear hearing protection when working around equipment when noise exceeds 90 dba.
Lighters	Injuries, Burns, Death, Falls, and Smoke	Always have an escape route. Maintain communication with other crew members. Hand-held radios shall be provided to all crew members. Do not fill drip torches near ignition sources. Do not spill burn mix on clothing.
Fuel Mixing	Smoke, burns, falls, injuries, eye injuries, heat stress, dehydration, and CO poisoning	No smoking within 25 feet of mixing and filling area. Do not fill torches in pick up beds. Avoid fuel contact with bare hands, clothing, and boots.
Emergency Evacuation Procedures	Serious Illness Injuries	Notify burn boss. Follow Jelly Stone protocol emergency procedures. Radio type of emergency, number of victims, and their condition, location, note any escape routes, available medical equipment on site, and additional medical equipment needed.

APPENDIX D

Post Burn Report Format

1. Number of acres burned:
2. Number of hours to complete the burn:
3. List any accidents:
4. List employee's who participated in the burn:
5. List the supporting agencies:
6. After Action Report sent to Chief, Natural Resources Management, and Operations Project Manager at the project?
7. What time was the fire ignited?
8. Who was contacted?
9. What support teams were on hand?
10. Open:

APPENDIX E-1

Pre-Ignition Checklist

Instructions: Use this form to prepare a pre-ignition check with the agency or contractor assisting the USACE with a prescribed burn. Both the Corps and the contractor must review and agree on the information provided here in. Two signatures are required.

YES	NO	KEY ELEMENT QUESTIONS
		Is the Projects' Fire Management Plan up to date? (MM-YYYY)
		Does the Fire Plan address local drought and wind condtions?
		Are there historical or cultural resource sites in the burn area?
		Have the necessary precautions been taken to protect these sites?
		Has a Cultural Resource Specialist been notified of the burn?
		Has Natural Resources been notified of the burn date?
		Has Public Affairs been notified of the burn?
		Has Contracting awarded a contract to burn?
		Will park rangers be used for mop up or support work?
		Has the contractor read and signed off on the Activity Hazard Analysis?
		Have the radio's been tested?
		Has an escape route been established?
		Are Emergency personnel and equipment on hand?
		Have the local police and fire departments been notified of the burn date?
<p>Approved by: _____ Contractor</p> <p>Approved by: _____ OPM</p> <p>Approval expires (date): _____</p>		<p>Date: _____</p> <p>Date: _____</p>

APPENDIX E-2

Prescribed Fire Go-No-Go Checklist

A. Has the project experienced unusual drought conditions or contain above normal fuel loading which was not considered in the pre-inspection development? If no, proceed with checklist. If yes, go to item B.	yes	no
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B. If yes, have appropriate changes been made to the Ignition Plan, Mop Up, and Patrol Plans? If yes, proceed with the checklist below, if no, STOP!	yes	no
---	-----	----

YES	NO	QUESTIONS
		Are all smoke permits on file from the State and were the specifications for the burn outlined in the permit?
		Are all designated personnel and equipment on-site, available, and operational?
		Are contingency resources, personnel, and equipment available?
		Have project personnel been briefed on the objectives, their assignments, and where the escape routes or safety zones are?
		Have all of safety hazards been identified and are they in the FMP?
		Have the required notifications been made? News media etc.
		Has BLM or U.S. F. been notified of the burn date and time?
		Has the Burn Boss or Contractor reviewed and signed off on the required permits? Has the OPM cosigned the permits?
		In your opinion, can the burn be carried out according to the prescribed Fire Plan and will it meet the planned objective?

If all of the questions have been answered "YES", proceed with a test fire. Document the current conditions, locations, and results of the test.

Contractor or Burn Boss: _____ Date: _____

APPENDIX E-3

Smoke and Air Quality

1. Compliance measures:
2. Permits to be obtained (required before a burn can take place):
3. Smoke sensitive areas (cities, towns, schools, and hospitals):
4. Impacted areas:
5. Techniques to reduce smoke impacts (chemical drops and fire retardants, etc.):

APPENDIX E-4

Ignition Plan

- A. Prepare a detailed report on the type of ignition to be used for a burn.
- B. Document the types of devices are to be used.
- C. Review which techniques are to be used to set the first flames.
- D. Describe what sequences will be used to ignite the fire.
- E. What patterns are to be used?
- F. Has the support staff on the ground been briefed of the ignition start time?
- G. Was there a role call or has a roster been prepared of who is on the ground behind the fire?

Holding Plan

- A. General procedures for holding the fire:
- B. Critical holding points and actions:
- C. Capabilities needed: (who, what, where, and when)

APPENDIX E-5

Communications

A. Radio Frequencies:

1. Command frequency(s):
2. Tactical frequency(s):
3. Air operations frequency(s):

B. Telephone numbers:

Public And Personal Safety, Medical

A. Safety Hazards:

B. Measures taken to reduce the hazards:

C. Emergency medical procedures:

D. Emergency evacuation methods:

E. Emergency facilities:

APPENDIX E-6

Description of Fire Area

A. Physical Description:

1. Location:
2. Size:
3. Topography:
4. Project Boundary:

B. Vegetation/Fuels Description:

1. On-site fuels data:
2. Adjacent fuels data:

C. Description of Unique Features:

Goals and Objectives

A. Goals:

B. Objectives:

1. Resource objectives: (Remove old growth to prevent forest fires.)
2. Prescribed fire objectives: (Burn and eliminate the risk of fire.)

APPENDIX E-7

Prescription

- A. Environmental prescription:
- B. Fire behavior prescription:

Scheduling

- A. Ignition time frames/season(s):
- B. Projected duration of the burn:
- C. Constraints:

Pre-burn Considerations

- A. Considerations:
 - 1. Onsite:
 - 2. Offsite:
- B. Method and frequency for obtaining weather and smoke management forecasts:
- C. Notifications: (Who did you notify of the burn?)

APPENDIX E-8

Briefing Summary

Briefing Checklist:

- Organization that conducted the burn
- Burn objectives
- Description of the burned area(s)
- Expected weather and fire behavior
- Communications
- Ignition plan
- Holding plan
- Contingency plan
- Wildfire conservation
- Safety

APPENDIX E-9

Prescribed Burn Plan

Project Name: _____ Date: _____

Fire Location(s): _____ GPS: _____

Scheduled burn date: _____

Tract number(s): _____

Acres to be burned: _____

Contract number: _____

Prepared by: _____ Date: _____
Contractor

Reviewed by: _____ Date: _____
Operations Project Manager

Approved by: _____ Date: _____
Contractor, Fire Boss or
Operations Project Manager

APPENDIX F

Declaring a Wildfire

1. Wildfire declared by: (name, date, time declared by, area, acres in flame, and wind speed)
2. Notifications: (who is designated at the project level to call and declare a wildfire developed from a controlled burn)?
3. Notify the Chief of Operations Division during normal business hours or at home.
4. Notify the District Commander during normal business hours or at home.
5. Notify the Public Affairs Officer.
6. Notify the Chief of Natural Resource Management on duty or off duty.
7. Implement the Projects Fire Suppression Emergency Action Plan.
8. Deploy ground teams: (noting wind speed, direction, and rate of travel, etc.)
9. Which Fire Departments are to be called first?
10. Which other supporting agencies should be notified? (BLM, USFS, and Other)
11. Notify Emergency Management Branch, Seattle District.

Monitoring

1. What type of fuel is burning?
2. Monitor the weather noting approaching wind storms high pressure or low pressure cells.
3. Is the fire burning slow or fast, and has it increased in speed or slowed down.
4. Are any schools or hospitals in danger?

CENWS-OD-TS-NR

SUBJECT: Seattle District's Wildland Fire Management Program Policy

MFR: In accordance with ER/EP 1130-2-540, Chapter 8, Revision 3, 18 August 2008 and § 2012, 42 USC 1856a and 1856a-1, we are requesting your concurrence and authorization to integrate a Wildland Fire Management Program Policy for all Civil Works projects in Seattle District. Your concurrence will ensure the safety of the environment, public, and project personnel who will be authorized to combat incipient stage fires, burn debris piles and contract with professional agencies to conduct prescribed fires to accomplish the resource objectives at the project level.

SALISBURY/OD-TS *pls 4/24/11*

DERBY/OD-TS-NR *4/30/11*

JACOBSON/OD-TS-NR *4/23/11*

WAGNER/OD-TS *4-30*
received 5/2/12

Ja COOK/OD 5-10

For NELSON/OC *4/15/12*
STOLL/DD *4/17 5/17*
ESTOK/DE *RAC*

Call Julie x3431