



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

SEP 26 2019

Memorandum

To: All Regional Directors
Attention: All Agency Superintendents
All Regional Fire Management Officers
All Unit Fire Management Officers
Branch Chief, Branch of Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: Wildland Fire and Aviation Management (WFAM) Early Alert Notification Reporting Requirements and Process

Purpose: Define the situations, communication process and reporting requirements that necessitate a Wildland Fire and Aviation Management Early Alert Notification.

Background: Firefighter and public safety is the first priority for each and every wildland fire management action. To provide a safe and effective wildland fire response, BIA managers must be notified timely and accurately of significant, often rapidly evolving situations, to ensure regional and national offices receive and report meaningful information to make informed decisions at every level.

Time Frame: This Policy is effective immediately and remains in effect until either rescinded or superseded. The Early Alert Communication Process (attachment 1) will be included in Chapter 6 of the Interagency Standards for Fire and Fire Aviation Operations (Red Book) starting in 2020.

Policy: Unit and Regional Fire Management Officers will implement the Early Alert Notification Communication Process for any situation that meets the Early Alert Notification threshold. Early Alert Notifications will be made via a phone call and a written Early Alert Notification (attachment 2) within six hours of the incident.

If a wildland fire entrapment or fatality occurs, immediate notification to the National Interagency Coordination Center (NICC) is *required* using the Wildland Fire Entrapment/Fatality Initial Report ((PMS 405-1), attachment 3). Following the issuance of an Early Alert, the local unit will provide the PMS 405-1 to the 3rd tier Dispatch Center which will then provide it to the Geographic Area Coordination Center (GACC) electronically within 24 hours. The GACC immediately notifies the NICC Coordinator on Duty (COD) and within 24 hours, submits the PMS 405-1 to NICC COD.

The Early Alert Notification Communication Process, Template and PMS 405-1 are accessible online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>.

Contact: Robyn Broyles, National Fire Communications Specialist at Robyn.Broyles@bia.gov if there are questions. CC: Leon.Ben@bia.gov

Attachment 1: Early Alert Notification Communication Process

Attachment 2: Early Alert Notification Template

Attachment 3: Wildland Fire Entrapment/Fatality Initial Report (PMS 405-1)