

FIRE CONTROL HANDBOOK

UNITED STATES DEPARTMENT OF THE INTERIOR

National Park Service



NATIONAL PARK SERVICE

HANDBOOK

FIRE CONTROL

RELEASE NO. 3

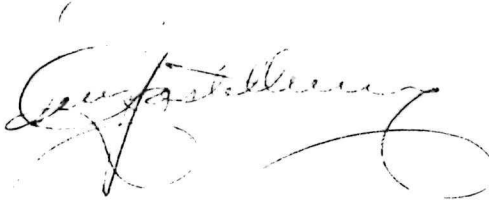
July 5, 1968

The enclosed Chapter 1 of this handbook embodies guidelines developed in the Western Regional Office concerning overtime, travel, and subsistence for General Schedule and Wage Board employees assigned to fire fighting duties. The guidelines are compatible with those used by the Forest Service and the Bureau of Land Management.

Please bring this material to the attention of all those who may have occasion to assign or supervise personnel on fire fighting assignments. It is imperative that everyone so associated with fire fighting adhere to the guidelines laid down.

A copy of this Release is being provided to every holder of the "Fire Control Handbook." Additional copies are available for your use, but requests should be based on actual need.

After the enclosed pages are inserted in the handbook, this transmittal sheet should be filed for future reference.



Enclosure

ACTING Assistant Director

OVERTIME, TRAVEL AND SUBSISTENCEOvertime

Premium compensation equal to one and one-half times the regular pay is authorized for all overtime work performed by General Schedule or Wage Board employees engaged in fire fighting and other emergencies; provided that in the case of General Schedule employees, the hourly overtime rate cannot exceed that specified for the first salary step of grade GS-10; and provided further that the bi-weekly aggregate compensation for General Schedule employees does not exceed \$920.00.

The payment of premium pay to civilian employees of the Executive Branch of the Government, in general, is governed by the Federal Employees Pay Act of 1945, as amended. Excluded from its coverage are Wage Board employees paid under locally determined rates subject to the provisions of Section 23 of the Act of March 28, 1934, as amended.

Forest and Range Firefighter wages are fixed on a net hourly basis for all hours worked and overtime pay is not provided.

Since delegations of authority no longer contain restrictions pertaining to approval of overtime, the authority to do so is automatically delegated to the superintendents. Chapter 550 of the "Federal Personnel Manual" provides regulating instructions as well as general guidelines for your use and compliance, therefore, further comment on definition of routine overtime does not appear necessary here. It is assumed that responsible supervisors will exercise proper care in selecting employees of an appropriate grade or wage level to match the degree of skill required.

Since most problems associated with the administration of overtime pay are related to emergency overtime, procedures suggested by these guidelines should be followed.

Each area or office should establish whatever local internal procedures are necessary to insure adequate administrative control over, and continuing review of, routine overtime.

Overtime performed by fire fighters can be defined, in most circumstances, as emergency services needed immediately to prevent loss or destruction of property or park values and/or possible

Overtime (con.)

personal injury or loss of human life due to emergency situations or conditions which could not be anticipated.

Overtime involving fire presuppression duty can be anticipated by the fire burning index and other forecasts, and will be subject to administrative policies and rules governing routine overtime.

Emergency overtime can be authorized and approved directly by the field supervisor having responsibility for relieving the emergency, subject only to procedures covering emergency overtime. This includes such situations as actual fire suppression, snow removal during and after storms, repairing damage due to floods, storms, slides, or other "Act of God" situations. It also includes searches and rescues and accidents of all types.

It will be the rule that no employee responding to an emergency situation should work more than sixteen hours in any one day or more than 84 hours in any one work week (any seven day period). In applying this rule, however, the field supervisor responsible for relieving the emergency must use his best judgment. For example, during the initial 24-hour attack period, and pending arrival of additional manpower, it may be necessary to extend this to not more than 20 hours in any one day or more than 92 hours in any one seven day period. However, in no case may female or minor employees be worked in excess of 12 hours in any one day or 48 hours in any one week.

When an employee is reassigned or dispatched from his regular duties to fire or any other emergency duty, this is considered to be the result of an event or occurrence which cannot be scheduled or controlled administratively, and travel time will be subject to the same overtime considerations as if the employee were actually performing work while traveling or travel was carried out under arduous conditions.

When an employee is reassigned from his regular duties to fire or any other emergency duty, his regular tour of duty is suspended from the date of such emergency assignment through the last day on which he renders such emergency duties, similar to procedures established to cover other uncontrollable situations, such as the establishment of flexible tours of duty. Therefore, the first eight hours of

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work becomes regular pay period and all hours in excess of eight hours would be subject to overtime compensation.

When employees who have been assigned to fire duty are released for return to their regularly assigned duties at the conclusion of the emergency, rules with respect to prior approval of overtime apply. For example: (1) an employee may have worked eight hours on the fire that day before being released to return to his regularly assigned duties. Inasmuch as the employee would have already worked eight hours that day, no further assignment should be given to him; (2) an employee released from fire duty who will be in travel status during his return to his permanent duty station is not responding to an emergency, and unless travel is under arduous conditions, i.e., foot, horseback, truck, etc., overtime is not authorized and travel must be accomplished in the most expeditious manner. Under these circumstances, and to provide assurance that the employee's regular account does not become unduly paralyzed, the regular account will be charged a maximum of eight hours per day regular time, any overtime charged to an employee's regular account will be for work in excess of eight hours performed on his regular assignment.

Under this provision, it is possible that fire time originally charged to the normal budgeted account will be converted to overtime and charged to the fire account. If the normal duties of an employee assigned to fire duty are such that covering services are necessary, overtime incurred thereby would be proper charges to the fire account.

Employees engaged in emergency operations such as fire fighting, rescue operations, floods, etc., may be requested to work eight hours or more without an assigned break. It is recommended that even under emergency conditions employees should be given a rest or lunch period of not less than one hour at the end of the first eight hour shift, and a rest period of not less than eight hours in any one 24-hour period, except as previously noted during the initial 24-hour attack period. Lunch periods during which an employee is free of duty may not be considered as compensable work-time and a minimum break period of $\frac{1}{2}$ hour must be assessed. If a meal break is not shown on the employee's fire time sheet during any consecutive 10-hour period, the timekeeper must indicate that

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Overtime, Travel and Subsistence

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(1) no break was taken or (2) the employee ate on the fireline while engaged in fire fighting duties. In the event that a meal break is not shown, and the timekeeper does not certify the validity of this, then a deduction of $\frac{1}{2}$ hour will be made prior to payment.

Hazardous Pay

All General Schedule and Wage Board employees who participate as members of a fire fighting crew in fighting forest or range fires on the fire line are entitled to 25% hazard pay differential, except those positions in which hazardous duty has been taken into account in the classification of their positions, such as Smoke-jumpers, Tank-Truck Operators, Aerial Observers, etc., and those employees responsible for logistics and overhead operations. Emergency Firefighters paid under the provision of a specified pay plan are not subject to this, or any other policy with respect to premium pay.

Travel

When a General Schedule or Wage Board employee is reassigned from his regular duty to fire duty, except within his home park or mutual aid zone, he is entitled to full per diem for actual travel time between his duty station and the base camp or fire line. Travel will be considered to begin when the employee actually commences travel and not when he is notified or alerted to report. He is also allowed full per diem for actual travel time to his headquarters area at conclusion of the fire duty. While on the fire line, a per diem rate of \$8.00 is authorized, less 30% for lodging provided at no cost to the employee and 15% for each meal provided at no cost or only minimal cost. Employees paid under a fire wage rate schedule, unless otherwise specified by provision of the schedule, will be paid for time consumed in travel to and from the fire. When a fire wage rate employee is transported by plane, rail, truck, or other means, he shall be allowed a maximum of eight hours traveling time in any one day, except if he quits or is discharged for cause before the fire is out, he may be denied pay for any or all travel time at the discretion of the head of the administrative area concerned, or other designated official.

Subsistence

When a General Schedule or Wage Board employee is detailed to a fire an appropriate per diem in lieu of subsistence will be allowed; provided that in the case of the Government furnishing intermittent meals or lodging, or meals and lodging become acquired without personal expense, a deduction of 15% of the per diem rate will be made for each meal provided and 30% for lodging furnished.

All employees paid under a fire wage rate schedule, as distinguished from regular General Schedule or Wage Board employees, are furnished subsistence as a part of their fire wage consideration. Wage Board and General Schedule employees may not claim either per diem or subsistence at their permanent or regular duty stations. For purposes of these guidelines, this will include mutual aid zones.

Cooks and all mess help at park or project messes, as distinguished from fire messes, will be charged a full day's subsistence for each day carried on the rolls. The fact that such messes may be used to subsist fire fighters does not waive this regulation.

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Appendix A

AMENDMENT NO. 1
June 12, 1964

Enclosed are amended pages of the "Handbook" which are to be inserted in their proper places after being brought to the attention of all interested personnel.

<u>Appendix A</u>	<u>Remove Old Pages</u>	<u>New Pages</u>
	1, 2, 3, 4, 5, 8, 10, 14, 15, 17, 18, 29, 35, 39, 40, 41, 42, 43, 44, 45	1, 2, 3, 4, 5, 8, 10, 14, 15, 17, 18, 24a, 29, 35, 39, 40, 41, 42, 43, 43a, 44, 45

Minor revisions have been made in the Individual Forest Fire Report Form 10-400 to correct errors and to clarify the format. Also, under Item 51 Fiscal Record, additional blocks have been opened under II. Funds, to permit reporting additional fire suppression cost data. Until such time as a supply of the revised forms is obtained, information concerning B., Equipment and Supplies, and C., Other Costs, should be typed in the appropriate shaded blocks under columns (c) Contributed and (d) Regular. The instructions on pages 43 and 43a, Appendix A, have been revised to reflect these changes.

The revised Form 10-400 (April 1964) is now available and should be ordered on a DI-1 requisition in the usual manner. Existing stocks of the old Form 10-400 should be destroyed as soon as the revised forms are received.

After the superseded pages have been removed and destroyed, and the new pages inserted, this transmittal memorandum must be filed in the front of the "Fire Control Handbook."

Additional copies of the amendment are available, but requests should be based on actual needs.



Acting Assistant Director

Enclosures

Interior - Duplicating Section - Washington, D. C.

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Appendix A

AMENDMENT NO. 2
November 15, 1965

Enclosed are amended pages of the "Handbook" which are to be inserted in their proper places after being brought to the attention of all interested personnel.

<u>Appendix A</u>	<u>Remove Old Pages</u>	<u>New Pages</u>
	1 through 44	1 through 50

Minor revisions have been made in the Individual Forest Fire Report Form 10-400 based upon experience in its use and recommendations submitted by the various regional offices.

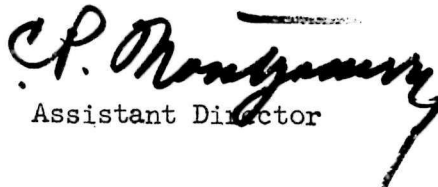
Appendix A, Instructions for preparing Form 10-400, has been updated and revised to facilitate its use and to clarify procedures.

The revised Form 10-400 (November 1965) is now available and should be ordered on a DI-1 requisition in the usual manner. Existing stocks of the old Form 10-400 should be destroyed as of December 31, 1965. The revised form and instructions are to become effective January 1, 1966.

After the superseded pages have been removed and destroyed, and the new pages inserted, this transmittal memorandum must be filed in the front of the "Fire Control Handbook."

Additional copies of the amendment are available, but requests should be based on actual needs.

This amendment cancels and supersedes FO 9-65 and all other previous instructions for preparation of Individual Forest Fire Report, Form 10-400.


Assistant Director

Enclosures

Interior - Duplicating Section - Washington, D. C.

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Appendix A

Amendment No. 3
November 9, 1973

Enclosed is the amendment, Appendix A, Instructions for preparing and submitting Individual Fire Report, Form DI-1201 (February 1973) which reflects a total change in the reporting of forest fires.

Appendix A

Remove Old Pages

Insert New Pages

1 thru 50

1 thru 20

Each park and office should circulate this amendment and furnish individual holders of the FIRE CONTROL HANDBOOK a copy for insertion therein. This transmittal sheet must also be filed for future reference.

Copies of the amendment are available, but requests for additional copies should be based on needs.



Assistant Director
Resource Management

Enclosures

NATIONAL PARK SERVICE

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Appendix A

RELEASE NO. 1

January 15, 1964

Enclosed Appendix A of the "Fire Control Handbook" contains instructions for preparing Individual Forest Fire Report, Form 10-400 (Rev. November 1963).

Revised Form 10-400 is designed so that the data reported thereon may be processed mechanically. This procedure, and the enclosed instructions conform with current Departmental instructions and procedures for processing forest fire statistics. The information obtained will provide an improved basis for better management and fire control research. Report NPS (CR)-5 in Part II of the "Reports Management Handbook" is being amended accordingly. Revised report Form 10-400 and the enclosed instructions for its completion and submittal will become effective January 1, 1964. Form 10-427, Field Notes, Individual Forest Fire Report has also been revised to conform with the format of the revised Form 10-400. The revised forms are now available and should be ordered on Form DI-1 in the usual manner.

The "Fire Control Handbook" will be issued in sections as rapidly as possible. Only one copy of this release is being distributed initially to each park and office. Most offices will need additional copies as each individual responsible for fire report preparation or review should have these instructions immediately available. A mailing list will be set up for the "Fire Control Handbook" based on the requirements of this release. Additional handbook material will be distributed accordingly in the future.

After review of the enclosed material, please determine how many additional copies are actually required by your park or office and fill out and mail to the Washington Office the tear-off portion of this transmittal sheet. Additional copies will be sent promptly.

This transmittal sheet should be filed for future reference.

C. P. Thompson

Acting Assistant Director

Enclosure

FIRE CONTROL
Instructions for Preparing and
Submitting Individual Forest Fire
Report, Form DI-1201

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UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

INDIVIDUAL FIRE REPORT INSTRUCTIONS
For use with DI-1201

GENERAL INSTRUCTIONS

1. Type or print plainly with a ball point pen.
2. Report and record each individual fire on a separate form.
3. Do not enter zeros (0) to left of significant numbers except where indicated as part of the code entry.
4. Round all numbers to the nearest whole number except that numbers ending in five tenths (.5) are to be rounded to the nearest even whole number (e.g., .5 as 0, 1.5 as 2, 2.5 as 2, etc.).
5. Prepare a narrative for each Class C or larger fire covering subject areas as required by the Regional Director, or which could be used by a Board of Review. Copies of the narrative shall be attached to the park and regional office copies of the fire report.
6. Do not make any entry for items 10d, 10j, 13e or 14.
7. Complete the items specified below for each fire class or fire type.
 - a. Class A (0 to .25 acre) fires: Items 1 through 13d.
 - b. Class B (.26 to 9 acres) fires: Items 1 through 13d, plus 13f and 13g.

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7. (con.)

- c. Class C (10 to 99 acres),
Class D (100 to 299 acres),
Class E (300 to 999 acres),
Class F (1000 to 4999 acres),
Class G (5000 acres and over) fires:

Items 1 through 13d plus 13f and 13g. Also complete the map plat on reverse of form using largest scale possible to show fire. Mark origin of fire with a red (X). Prepare complete narrative of fire.

- d. "NO SUPPRESSION ACTION" type fires (fires that have gone out naturally or were allowed to go out naturally):

- (1) Class A: Items 1 through 13d.
- (2) Class B or larger: Items 1 through 13d, plus 13f and 13g.
- (3) Complete the map plat on reverse of report form for Class C through G fires.

- e. "SUPPRESSION ACTION" type false alarms: Items 1 through 9, plus 11, 12b, 13a and 13b.

- f. "NO ACTION" type false alarms: Do Not Prepare a Report.

- 8. Make entries for all mandatory items designated for completion as indicated above.
- 9. When the instructions call for a written entry under "Remarks", this information is to be placed on the back of the report form and identified by Item Number (e.g., Item 10a. Cause unknown). Follow-up on all man-caused fires must be reported under this item.

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10. Do not enter more digits than are indicated by the number of dashes for each item, except on the "longitude" coordinate line, as needed under Item 11, and the "totals" line under Item 13.
11. Enter only code numbers except where other information is required in the Specific Instructions (e.g., Fire name in Item 7).
12. Reports are to be submitted to the Director of the Region within ten (10) days after the fire is declared out.
13. Fire reports must be approved by the Superintendent or the Acting Superintendent before distribution. The blue (BLM Denver Service Center) and yellow (Regional Office) copies will then be forwarded to the Director of the Region.
14. The Superintendent shall send a clearly marked machine copy of the approved report to the appropriate office of each agency having a legitimate interest in the fire.
15. The Director of the Region shall review and approve, then forward the blue (BLM Denver Service Center) copy to the Bureau of Land Management, Attention: Automatic Data Processing - Control Section; Building 50; Denver Federal Center; Denver, Colorado 80225, no later than the 10th day of the month following the fire.

SPECIFIC INSTRUCTIONS

Item

1. Report Status: Check the appropriate box.

NEW - Check this box to indicate initial report of fire.
(Also use as indicated below under DELETE.)

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CORRECT - When the NEW report is received by the BLM Automatic Data Processing - Control Section, the report information will be key-punched and run through a computer. Any errors or omissions will be recorded on a printout which will be returned to Boise Interagency Fire Center (BIFC). If correction is needed, BIFC will return the blue copy to the Superintendent with instructions for correction, which will involve entering a red (X) in the CORRECT box, entering the corrected or previously omitted information in red and resubmitting the corrected copy to the Regional Director for review and delivery to the BLM Automatic Data Processing - Control Section.

DELETE - If the printout indicates deletion is needed, the Superintendent shall place a red (X) in the DELETE box. He shall then prepare a replacement NEW fire report covering all required items, containing the correct information and having the NEW box checked. The replacement NEW report and the DELETE report shall be submitted together to the Regional Director for forwarding to the BLM Automatic Data Processing - Control Section. The replacement report shall carry the same fire number as the original unless that number was in error on the original.

2. Calendar Year: Enter last two digits only.
3. Fire Number: Number the fires in each park consecutively by date and hour of origin, regardless of type. Assign "1" to the first fire occurring in each calendar year, "2" to the second, "10" to the tenth, etc.
4. Reporting Unit: Enter the park's four digit organizational code number as issued by the Division of Organization and Methods, and as listed in the National Park Service Directory, (e.g., Carlsbad Caverns National Park, 7170; Olympic National Park, 9500; etc.)

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5. Reporting Agency: Circle code (3) NPS.
6. Area Name: Enter the name of the park. Leave code blank.
7. Fire Name: Enter the fire name. Abbreviate if more than ten letters. For false alarm fires on which some type of action was initiated, enter "F.A." and number consecutively (e.g., F.A. #1, F.A. #2, F.A. #3, etc.).
8. Type:

- a. Fire: Enter appropriate one digit code.

CODE

- | | |
|---|---|
| (1) for all fires suppressed on park lands and for all other fires on which the park's personnel, cooperators or contractors were primarily responsible for the suppression action, regardless of land ownership. | 1 |
| (2) for all fires that have gone out naturally or were allowed to go out naturally | 2 |
| (3) for all <u>false alarm</u> fires on which some type of action was initiated (e.g., patrol plane or crew dispatched, etc.) | 3 |

- b. Protection: Enter appropriate code.

- | | |
|--|---|
| (1) for park lands protected by park personnel | 1 |
| (2) for park lands protected by another agency under a cooperative agreement | 2 |
| (3) for park lands protected by another agency under a protection contract | 3 |

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b. Protection: (con.)

	<u>CODE</u>
(4) for "other" lands protected under a cooperative agreement	4
(5) for "other" lands not under protection contract	5
(6) for "other" lands not under cooperative agreement or contract but on which action is taken to prevent fire spread to park lands	6

9. Class:

a. Size: Enter appropriate one digit code.

Acres:

0 - .25	1
.26 - 9	2
10 - 99	3
100 - 299	4
300 - 999	5
1000 - 4999	6
5000 and over	7
False alarm	9

b. Cost: Enter appropriate one digit code.

(1) Code - Estimated Suppression Cost - dollars:

0 - 100	1
101 - 500	2
501 - 1500	3
1501 - 5000	4

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b. Cost: (con.)

CODE

5001 - 25000	5
25001 - 50000	6
50001 - 100000	7
100001 - 500000	8
500001 - and over	9

(2) Actual: Enter best estimate of total suppression cost at time report submitted.

10. Planning Data: Required information pertains to point of origin of fire.

a. Cause: Enter three digits.

First Digit - Statistical Cause:

Lightning	1
Campfire	2
Smoking	3
Debris burning	4
Incendiary	5
Equipment use	6
Railroads	7
Children	8
Miscellaneous	9

Second and Third Digits - Specific Cause:

Lightning	01
Aircraft	02
Burning vehicle	03
Exhaust-power saw	04
Exhaust - other	05
Logging line	06
Brakeshoe	07

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	<u>CODE</u>
Second and Third Digits - Specific Cause: (con.)	
Cooking fire	08
Warming fire	09
Smoking	10
Trash burning	11
Burning dump	12
Field burning	13
Land clearing	14
Slash burning	15
Right-of-way burning	16
Resource Management burning	17
Grudge fire	18
Pyromania	19
Smoking out bees or game	20
Insect or snake control	21
Job hunting	22
Blasting	23
Burning building	24
Power line	25
Fireworks	26
Playing with matches	27
Repelling predators	28
House or stove flue sparks	29
Other (Identify in Remarks)	30

Note: If cause is unknown, code as "Miscellaneous - Other," (930), and enter "Unknown" in Remarks.

- b. Class of People: Enter appropriate one digit code.
- (1) for all fires where cause is lightning or unknown 0
 - (2) for all individuals, their agents or employees, who own land or businesses within the protection boundaries 1
 - (3) for all individuals, their agents or employees, who have special use permits on park lands 2

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- | | <u>CODE</u> |
|---|-------------|
| b. <u>Class of People:</u> (con.) | |
| (4) for all individuals, their agents or employees, who have contracts for the purchase of products or the construction of facilities | 3 |
| (5) for all Federal, State, county, municipal or other public employees | 4 |
| (6) for all permanent residents living inside, or within one mile outside the protection boundary | 5 |
| (7) for all seasonal residents or workers residing inside or within one mile outside the protection boundary | 6 |
| (8) for all visitors, motorists, campers, etc., in transit through the protected area | 7 |
| (9) for all people not included above. Enter class in Remarks, if known | 8 |

Note: The protection boundary may be either the park boundary or an arbitrary line outside the park established by agreement or contract.

c. Ownership: Enter appropriate one digit code.

- | | |
|---|---|
| BLM | 1 |
| BIA | 2 |
| NPS | 3 |
| BSF&W | 4 |
| USFS | 5 |
| Other Federal lands (Identify in Remarks) | 6 |
| State | 7 |
| Private | 8 |
| Other (Identify in Remarks) | 9 |

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CODE

d. Resource Value Class: Leave blank

e. Topography: Enter appropriate one digit code
for topography in vicinity of fire origin.

Ridgetop	1
Saddle	2
Upper one-third of slope	3
Middle one-third of slope	4
Lower one-third of slope	5
Canyon bottom	6
Valley bottom	7
Mesa or plateau	8
Flat or rolling	9

f. Hour Control Zone: Enter appropriate one digit
code.

No hour control zone	0
One-half hour	1
One hour	2
Two hours	3
More than two hours	4

g. Rate of Spread: Enter appropriate one digit
code.

<u>Perimeter Increase Per Hour</u>	<u>Rate of Spread</u>	
15 chains or less	Low	1
15 to 25 chains	Moderate	2
35 to 60 chains	High	3
over 60 chains	Extreme	4

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- h. Resistance to Control: Enter appropriate one CODE
digit code.

<u>Chains of Fire Line</u> <u>Constructed and</u> <u>Held Per Manhour</u>	<u>Resistance</u> <u>to Control</u>	
over 3 chains	Low	1
1.2 to 3 chains	Moderate	2
0.5 to 1.2 chains	High	3
less than 0.5 chain	Extreme	4

- i. Fire Danger Indices: Enter four digit code (two dashes will be left blank) showing fine fuel Spread Index and Buildup Index as determined by the National Fire Danger Rating System, as follows:

First two digits indicate Spread Index (SI). SI of 6 code as 06, 18 as 18, 54 as 54, 100 as 99. Last two digits indicate Buildup Index. Code to nearest 10. If BUI is 4, code as 00; if 50, code as 05; if 219, code as 22; if 305, code as 30. Two indices are then entered together as 0600, 1805, 5422, 9930, etc. Enter "0000" for all fires that occur before or after fire danger records are maintained.

- j. Fuel Model: Leave blank
11. Location of Fire Origin: Enter latitude and longitude to nearest minute. Township, range, section and principal meridian may be entered for local park use.
12. Suppression Data: Enter whole numbers only.

Column 1 - Date

Lines a through f: Enter four-digit number for month and day. (e.g., August 22, 0822; October 12, 1012, etc.)

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Column 2 - Time

Lines a through e: Enter four-digit number
using 24-hour clock. (e.g., 1:00 a.m., 0100,
8:00 p.m., 2000, etc.)

Note: It is not necessary that all entries in the
Time column be equal to or greater than the
entry immediately above. Report entries as
they actually occurred.

Column 3 - Type

Line a - Discovered: Enter appropriate one digit
code.

CODE

Park lookout	1
Other lookout	2
Patrolman	3
Other park employee	4
Planned cooperator (all persons with whom a cooperative fire control arrangement or contract exists)	5
(Do <u>not</u> include aircraft observers)	
Permittee (all persons holding a use permit or contract on park lands)	6
Park Aircraft observer	7
Other aircraft observer	8
Other (Identify in Remarks)	9

Line c - Equipment/crew: Enter appropriate one
digit code.

Dozers	1
Flows or trenchers	2

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	<u>CODE</u>
<u>Line c - Equipment/crew: (con.)</u>	
Ground tankers or pumpers	3
Ground force (handtools)	4
Helicopter tanker	5
Airplane tanker	6
Smokeyumper	7
Helitack crew	8
Other (Identify in Remarks)	9

Line d - First Attack: Enter appropriate one digit code.

Dozers	1
Plows or trenchers	2
Ground tankers or pumpers	3
Ground force (handtools)	4
Helicopter tanker	5
Airplane tanker	6
Smokeyumper	7
Helitack crew	8
Other (Identify in Remarks)	9

Note: If two or more types of attack force were dispatched at the same time or shared the "first attack," enter the type that was most effective in the suppression of the fire.

Column 4 - AMT (Amount)

Line c - Equipment/crew: Enter the appropriate one digit code for the number of men, the number of pieces of equipment or (if a helicopter tanker or airplane tanker is used) the number of gallons of retardant used. In addition, whenever retardant is used on a fire, enter the total number of gallons used in Remarks.

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Line c - Equipment/crew: (con.)

CODE

<u>Men or pieces of equipment</u>	<u>Retardant/Gals.</u>	
1	0 - 200	1
2	201 - 400	2
3	401 - 600	3
4	601 - 1000	4
5	1001 - 1500	5
6 - 10	1501 - 2000	6
11 - 20	2001 - 3000	7
21 - 30	3001 - 4000	8
over 30	over 4000	9

Line d - First Attack: Enter the appropriate one digit code for the number of men, the number of pieces of equipment or (if a helicopter tanker or airplane tanker is used) the number of gallons of retardant used. In addition, whenever retardant is used on a fire, enter the total number of gallons used in Remarks.

<u>Men or pieces of equipment</u>	<u>Retardant/Gals.</u>	
1	0 - 200	1
2	201 - 400	2
3	401 - 600	3
4	601 - 1000	4
5	1001 - 1500	5
6 - 10	1501 - 2000	6
11 - 20	2001 - 3000	7
21 - 30	3001 - 4000	8
over 30	over 4000	9

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Column 5 - Acres

Note: Enter 0 or whole acres only. Do not use fractions or decimals. Controlled acres in "e" are total acres within perimeter fire line. All entries in the Acres column must be equal to or greater than the entry immediately above.

Line a - Discovered: Enter acres of fire at time of discovery.

Line d - First Attack: Enter acres of fire at time of first attack.

Line e - Controlled: Enter acres of fire at time of control.

Line g - Total Force: Enter actual number of line workers, overhead and camp personnel used in suppressing fire. Do not include headquarters dispatchers, warehouse personnel, etc. Count a person only once if used at different times on the same fire.

13. Burned Area Data: Use a separate line listing Items a, b, c, d, f and g, whenever any of the following occurs:
- a. The fire burns from one state to another.
 - b. The fire burns from one land ownership to another.
 - c. The fire burns from one vegetative type to another.
 - d. The severity of the fire changes.

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Column a - State: Enter appropriate code as listed in Federal Information Processing Standard 6-1 (Revised June 15, 1970), published by the Department of Commerce, National Bureau of Standards.

Column b - County: Enter appropriate code as listed in Federal Information Processing Standard 6-1 (Revised June 15, 1970), published by the Department of Commerce, National Bureau of Standards.

Column c - Ownership: Enter appropriate one digit code. See Item 10c.

Column d - Vegetative Type: Enter appropriate code.

CODE

Commercial Forest Land: Land producing, or capable of producing wood products such as sawtimber, posts, poles, etc., and not withdrawn from timber use. 100

Noncommercial Forest Land: Land not capable of yielding wood products, or commercial forest land withdrawn from timber use. 200

Nonforest Watershed: Land which has never supported forests or which has been developed for nonforest uses. 300

Column e - Resource Value Class: Leave blank

Column f - Severity of Burn: Enter appropriate one digit code.

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CODE

Severe: More than $2/3$ of mineral soil exposed as a result of the fire. Humus mostly destroyed. Little or no vegetation remaining. Tree trunks badly burned to considerable heights above the ground. More than 50 percent of the tree crowns destroyed. 1

Medium: From $1/3$ to $2/3$ of mineral soil exposed as a result of the fire. Less than 50 percent of crowns destroyed. Tree trunks may be badly burned or scorched a short distance above ground. 2

Light: Less than $1/3$ of mineral soil exposed as a result of the fire. Little or no damage to vegetation or tree crowns. Tree trunks may be scorched a short distance above the ground. 3

Column g - Acreage Burned: Enter to nearest whole acre.

14. Resource Damage (dollars): Leave Blank

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CHECKLIST FOR COMPLETING INDIVIDUAL FIRE REPORT (DI-1201)

Fire Type	Fire Size Class	Reporting Requirement (Item Numbers)	Comments
1 Fires upon which suppression action was taken.	A	1-13d except 10d and 10j	No "0" entries will be accepted in items 2, 3, 4, 5, 8, 9a, 10a, 10c, 10e, 10g, 10h, 11, 12a, 12b (date) 12f, and 13a through 13d and 13f.
	B	1-13g except 10d, 10j and 13e	
	C-G	1-13g except 10d, 10j and 13e. 12b-e optional. Complete map plat and narrative.	
2 Fires allowed to burn out naturally; or went out naturally.	A	1-13d except 10d and 10j	In item 12, "0" should be entered when data cannot be determined except that 12a and 12f must not have "0" entries in Fire Type 1 and Fire Type 2 fires.
	B	1-13g except 10d, 10j and 13e. 12b-e optional	
	C-G	1-13g except 10d, 10j and 13e. Complete map plat and narrative.	
3 False Alarm fires; suppression action taken.	Suppression Action Type False Alarm	1-9, plus 11, 12b, 13a and 13b	When no entry is indicated (e.g., 10d, 10j and 13e), leave blank.
No suppression action taken.	Suppression No Action False Alarm	No report required	

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SAMPLE FORM

UNITED STATES DEPARTMENT OF THE INTERIOR										1. REPORT STATUS (check one) (2)				
INDIVIDUAL FIRE REPORT										<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> CORRECT	<input type="checkbox"/> DELETE		
5. Reporting Agency (circle one) (13)										2. Calendar Year (3-4)	3. Fire No. (5-8)	4. Reporting Unit (9-12)		
<input type="checkbox"/> 1 BLM <input type="checkbox"/> 2 BIA <input checked="" type="checkbox"/> 3 NPS <input type="checkbox"/> 4 BSF&W <input type="checkbox"/> 5 OTHER										73	8	6640		
6. Area Name (14-17)										7. Fire Name (18-27)				
Ozark National Scenic Riverways										Pultite				
8. TYPE										11. LOCATION OF FIRE ORIGIN (Location plot on reverse of original (38-57))				
a. Fire (28)		b. Protection (29)		a. Coordinates (30-38)				b. Rectangular Survey (39-52)						
1		1		Lat 3710 Long. 9120				T. ---, R. ---, Sec. ---, --- Mer.						
9. CLASS										12. SUPPRESSION DATA				
a. Size (53)		b. Cost (1) Code (54)								DATE	TIME	TYPE	AMT	ACRES
2		(2) Actual \$ 78.60								a. Discovered (9-23)	11061310	3		1
10. PLANNING DATA										b. Reported to Agency (24-31)				
a. Cause (55-57)		b. Class of people (58)								11061312				
101		0								c. First crew/equipment departure (32-41)				
c. Ownership (59)		d. Resource value class (60)								11061317				
3										4 3				
e. Topography (61)		f. Hour control zone (62)								11061335				
3		2								4 3 2				
g. Rate of spread (63)		h. Resistance to control (64)								11061345				
1		1								e. Controlled (58-71)				
i. Fire danger indices (65-70)		j. Fuel model (71-74)								1106				
6308										f. Declared out (72-75)				
										g. Total force (76-79)				
										5				
13. BURNED AREA DATA										14. RESOURCE DAMAGE (Dollars)				
STATE	COUNTY, PARISH, OR BOROUGH	OWNERSHIP	VEGETATIVE TYPE	RESOURCE VALUE CLASS	SEVERITY OF BURN	ACRES BURNED	SOIL	WATERSHED	LOCATION	TIMBER	RECREATION	WILDLIFE	GRAZING	
(9-10)	(11-13)	(14)	(15-17)	(18)	(19)	(20-26)	(27-31)	(32-37)	(38-42)	(43-48)	(49-53)	(54-58)	(59-63)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
29	203	3	200	-	3	5								
29	203	8	200		3	2								
TOTALS						7								
Submitted by (Signature)										Approved by (Signature)				
A. W. Smith										John W. Jones				
Title										Title				
Park Ranger										Superintendent				
Date										Date				
10/23/73										10/23/73				

Form DI-1201 (February 1973)

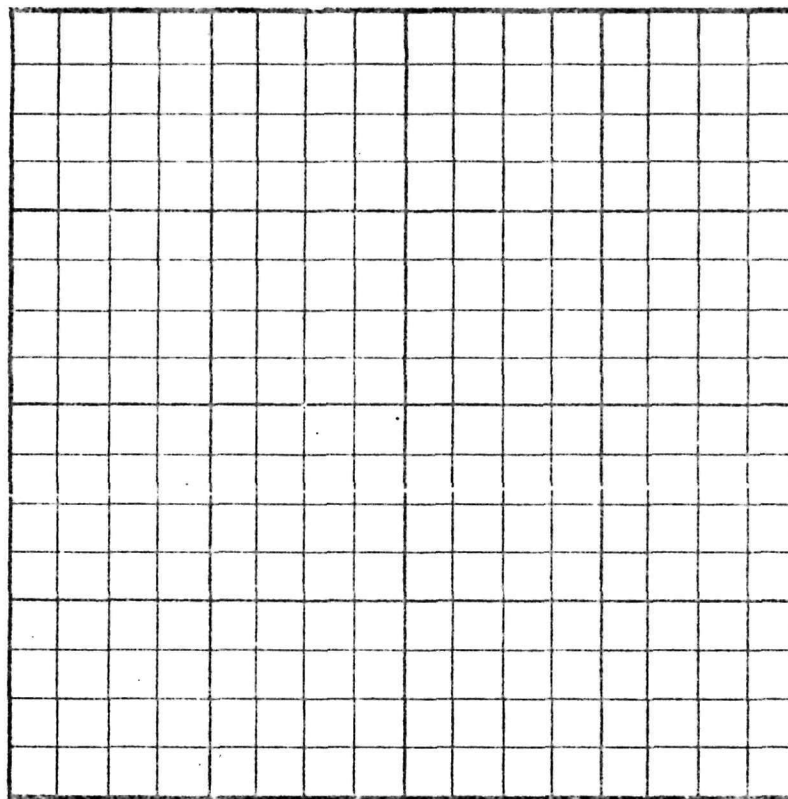
BLM - DISTRICT OFFICE NPS - AREA BIA - AGENCY BSF&W - REFUGE

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SAMPLE FORM

(FORM DI-1201 continued)

LOCATION PLAT SCALE " = 1 MILE



T. , R. , Sec. , Mer.

Remarks

Amendment No. 3

November 1973

NATIONAL PARK SERVICE

HANDBOOK

FIRE CONTROL
Appendix B

RELEASE NO. 2
May 29, 1968

Enclosed is Appendix B to be inserted following Appendix A of this handbook after being brought to the attention of all interested personnel.

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New Pages</u>
Appendix B	--	1 thru 5

Appendix B covers instructions for preparing and submitting Form 10-398, Fire Log, Class A and B Fires. Also refer to Report NPS(OR)-5 in Part II of the "Reports Management Handbook."

Form 10-398 (4/68) is now available and should be ordered on Form DI-1, Requisition, in the usual manner. The new form and instructions are effective as of January 1, 1968. Class A and B fires occurring between January 1, 1968, and receipt of the new form, will be transposed from Form 10-400 onto Form 10-398 and submitted as required.

After the new Appendix has been inserted, this transmittal sheet must be filed in the front of the "Fire Control Handbook."

Additional copies of this release are available, but requests should be based on actual needs.



Assistant Director

Enclosure

INSTRUCTIONS FOR PREPARING AND SUBMITTING
FIRE LOG, CLASS A & B FIRES, FORM 10-398

General

Fire Log, Class A & B Fires, Form 10-398, provides data for improving the administration and planning phases of fire control; also for study of procedures, techniques and fire problems by research and administrative personnel; and for simplifying reporting procedures on class A and B fires.

Personal Injuries and Fatalities

Refer to Appendix A, page 1.

An extra copy of each Supervisor's Report of Accident, DI-134, will be prepared for injuries incurred through activities associated with suppressing a fire. This copy will be attached to Form 10-398 and retained in the regional office.

References

Refer to Appendix A, page 2.

Applicability

Form 10-398 will be used for reporting all class A and B statistical and reportable nonstatistical forest, brush and grass fires.

Reportability of fires

Refer to Appendix A, pages 2 & 3.

Copies and Distribution

Fire Log, Class A and B Fires, Form 10-398, will be prepared in triplicate. The original and one copy will be forwarded to the regional office and one copy retained in the park area. Pen or pencil may be used as long as copies are legible. (Xerox or other quick copies are sufficient for regional and Washington Office use.)

FIRE CONTROL
Instructions for preparing and submitting
Fire Log, Class A & B Fires, Form 10-398

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Page 2

Mailing Date

Form 10-398 is due in regional office January 10, for the previous calendar year, and in the Washington Office February 1.

General Instructions

1. Field areas will log each class A or B statistical and reportable nonstatistical forest, brush and grass fire. Form 10-398 will be used for this purpose.
2. A separate form will be kept for each state involved.
3. Each man-caused fire report must have a statement attached to Form 10-398 and retained in the park, describing the follow-up investigation made, and enforcement or other action taken to prevent similar fires in the future.
4. At the end of the calendar year, or when a page is full, columns should be totaled across bottom of page.

Specific Instructions

Columns

- (1). Date of fire. Self-explanatory
- (2). Fire number. Number fires consecutively, by date and hour of origin, assigning No. 1 to the first statistical fire occurring each calendar year. Nonstatistical fires should be numbered in a separate series from the statistical fires, and with the prominent prefix "NS."
- (3) and (4). Size Class. Enter "X" in appropriate space. Class A fire (0 - 0.25 acre). Class B fire (0.26 - 10 acres).
- (5)-(8). Point of Origin. Enter "X" in appropriate space. Also refer to Appendix A, Item 12, page 24.
- (9)-(14). Acres Burned - Cover Type and Ownership. Enter "X" if class "A" fire; enter acres burned (to nearest whole acre) if class "B" fire.

FIRE CONTROL

Instructions for preparing and submitting
Fire Log, Class A & B Fires, Form 10-398

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Specific Instructions (con.)

(15). Acres Burned - Total Burned Inside. Sum of columns (9) thru (14); enter "X" if class "A" fire.

(16). Acres Burned - Total Burned Outside. Total acres burned outside park boundary. Enter "X" if class "A;" enter acres burned (to nearest whole acre) if class "B" fire.

(17). Acres Burned - Grand Total. Sum of columns (15) and (16). Enter "X" if class "A" fire.

(18)-(25). Cause of Fire. Enter "X" if class "A" fire; enter acres burned (to nearest whole acre) if class "B" fire. Also refer to Appendix A, Item 9, page 19.

(26)-(28). Suppression Costs - FFS. Enter FFS costs (to nearest whole dollar) in appropriate column. Also refer to Appendix A, Item 50, page 42.

(29). Suppression Costs - Total FFS. Sum of columns (26) thru (28). (Enter to nearest whole dollar.)

(30) and (31). Suppression Costs - Other. Enter regular NPS costs and contributed costs in appropriate column. (Enter to nearest whole dollar.)

(32). Suppression Costs - Grand Total. Sum of columns (29) thru (31). (Enter to nearest whole dollar.)

(33)-(35). Man-Days. Enter man-days in appropriate column (to nearest whole man-day). Also refer to Appendix A, Item 50, page 42.

AREA
REGION
STATE

U.S.D.I. - NATIONAL PARK SERVICE
FIRE LOG - CLASS A AND B FIRES
CALENDAR YEAR 19____
(See Instructions on Reverse)

FIRE DATE	FIRE NUMBER		SIZE CLASS	POINT OF ORIGIN		NUMBER OF ACRES BURNED												CAUSE OF FIRE										SUPPRESSION COSTS						MAN-DAYS			
						COVER TYPE AND OWNERSHIP WITHIN AREA						TOTAL BURNED								MAN-CAUSED										F. F. S.		OTHER		GRAND TOTAL ALL COSTS	MAN-DAYS		
						FOREST		BRUSH		GRASS		TOTAL BURNED INSIDE	TOTAL BURNED OUTSIDE	GRAND TOTAL	EQUIP.	SMOKING	REC.	FIRE & LIGHT Utilization	Land Occup.	Incen.	MISC.	LIGHTNING	PERSONAL SERVICES	EQUIP.	OTHER (Inc. S. P. S.)	TOTAL FFS	OTHER NPS	CONTRIB.		PERM.	SEAS.	OTHER					
						INSIDE	OUTSIDE	Federal	Non-Federal	Federal	Non-Federal																										
	A	B	Federal	Non-Federal	Entered	Did Not Enter	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal																									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)			

FIRE CONTROL
Instructions for Preparing and Submitting
Fire Log, Class A & B Fires, Form 10-398

HANDBOOK
Appendix B
Page 5

INSTRUCTIONS FOR COMPLETING

FIRE LOG (FORM 10-398)

A. GENERAL

1. Fire log, Form 10-398 (April 1968), will be prepared in triplicate. The original and one copy will be forwarded to the regional office, and one copy retained by the park area. Pen or pencil may be used as long as the copies are legible. Xerox or other quick copies are sufficient for regional and Washington Office use.
2. Field areas will log each class "A" and "B" statistical forest, brush or grass fire on this form. Form 10-400 will not be submitted on these two classes of fire.
3. A separate Fire Log will be kept for each state involved.
4. Each man-caused fire must have a statement attached to the Fire Log at the park level describing the follow-up investigation made, and education or enforcement or other action taken, to prevent similar fires in the future.

B. SPECIFIC

- (1) Self explanatory.
- (2) Consecutive number of statistical fires occurring each calendar year.
- (5) - (8) Enter "X" in appropriate space.
- (9) - (14) Enter "X" if class "A" fire; enter acres burned (to nearest whole acre) if class "B" fire.
- (15) Sum of columns (9) thru (14); enter "X" if class "A" fire.
- (16) Total acres burned outside park boundary. Enter "X" if class "A"; enter acres burned (to nearest whole acre) if class "B" fire.
- (17) Sum of columns (15) and (16), Enter "X" if class "A" fire.
- (18) - (25) Enter "X" if class "A" fire; enter acres burned (to nearest whole acre) if class "B" fire.
- (26) - (28) Enter F.F.S. costs (to nearest whole dollar) in appropriate column.
- (29) Sum of columns (26) thru (28). (Enter to nearest whole dollar.)
- (30) & (31) Enter regular NPS costs and contributed costs in appropriate column. (Enter to nearest whole dollar.)
- (32) Sum of columns (29) thru (31). (Enter to nearest whole dollar.)
- (33) - (35) Enter man-days in appropriate column (to nearest whole man-day).

NOTE: At end of calendar year, or when page is full, columns should be totaled across bottom of page.

