

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
OFFICIAL CORRESPONDENCE VIA ELECTRONIC MAIL
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Pacific West Regional Office
600 Harrison Street, Suite 600
San Francisco, California 94107-1372

IN REPLY REFER TO:

F30 (PGSO-OF)

September 11, 2000

Memorandum

To: All Superintendents, Pacific West Region

From: Acting Regional Director, Pacific West Region

Subject: Wildland Fire Reporting

The response of the staff of the Pacific West Region to the wildfire situation has been excellent, with fire personnel arriving from as far away as American Samoa. The 2000 fire season has also contained many lessons for the National Park Service which can be used to further improve its fire program, and we will be incorporating these lessons into this program over the next several months.

One area that we believe needs more clarity is the process by which we transmit information on wildland fires within the Pacific West Region and the National Park Service. The public, other government agencies, and the media are interested in fires in national parks, and it is important that such information is both readily available and consistently accurate.

To facilitate this process, we are establishing a standard operating procedure for wildland fire reporting. Attached to this memorandum is a template outlining the information you should collect and report to this office. This information is to be sent to Regional Fire Management Officer Tom Nichols (415-427-1371) or, if unavailable, to the Acting Regional Fire Management Officer, usually either Ken Till (206-220-4257) or John Kraushaar (415-427-1370). The information will be routed to the Deputy Regional Director, the Associate Director, Park Operations and Education, and other members of the staff as appropriate.

The park is also responsible for the establishment and completion of the DI-1202 fire report, as well as transmittal of fire information to both the NPS Morning Report and to the Boise Fire Management Program Center's Situation Summary report. If no one is

available at the park to do these reports, the Regional Fire Program Assistant (415-427-1373) can do them, if requested by the park and the information is provided.

Accurate and timely information will allow a more comprehensive understanding of the actual and potential effects of the fire on natural and cultural resources as well as on the use of the park by the public. It will also enable us to negotiate more effectively with other agencies when competition for fire management resources becomes more intense as the fire season worsens.

If you have questions on this process, please contact Tom Nichols; if you have specific questions about the completion of DI-1202's or of the fire reports, please contact Fire Program Assistant David Minaglia.

/s/ Martha K. Leicester
(Signed original on file)

John J. Reynolds

Attachment: (1) report.doc

Report of Serious Forest, Brush, or Grass Fires

Required for all wildland fires which have reached 100 acres inside park or are likely to require an Incident Management Team.

1. Name of fire

2. Where fire is located

3. Size of fire

4. When fire started

5. How fire started

6. Who is Incident Commander, and from what agency

7. What agencies are cooperating in the incident

8. Number and type of fire management resources on fire

9. Estimated costs of incident management to date

10. Estimated date of containment, if any

11. Estimated size at containment, if known

12. Weather forecast

13. Injuries to personnel or visitors

14. Park natural or cultural resources damaged or at risk

15. Park structures damaged or at risk

16. Neighboring communities at risk

17. Any restrictions on suppression strategies (dozers, retardant, fireline location)

Report received from:

Name:

Date:

Time:

Report taken by:

This information will be called into, or sent electronically to, the Regional Fire Management Officer or to the Acting Regional Fire Management Officer.

The park is responsible for the completion of the DI-1202 fire report, and to provide information on this fire to the NPS Morning Report and to the Boise Fire Management Program Center's Situation Summary Report.

Cc: Deputy Regional Director, ARD-Operations