2014

ANNUAL WILDFIRE ACTION PLAN

GUIDELINES AND PROCEDURES

STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE

DIVISION OF WILDLAND FIRE

PREPARED BY:

JAMES E. STRAIN
ASSISTANT CHIEF-OPERATIONS

APPROVED BY

JAY T. ESPERANCE
STATE WILDLAND FIRE COORDINATOR/DIVISION DIRECTOR

DIVISION OF WILDLAND FIRE
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I. INTRODUCTION

A. PURPOSE

The purpose of this operating plan is to provide guidelines, direction, and background information in the presuppression, suppression, and management of wildfire activity to the employees of the South Dakota Division of Wildland Fire (WF), its interagency cooperators and the citizens of South Dakota.

WF is responsible under South Dakota Codified Law (SDCL) for taking authorized action to prevent, suppress, and extinguish forest fires on all private and state forested lands and to assist county commissioners in the suppression of range fires on the prairie when an emergency is declared by the Governor. This plan contains direction and guidance on the initial attack, extended attack and the management of large wildfires. This plan includes pre-suppression (preparedness) information, suppression (mobilization) information with appendix.

WF personnel need to have a fundamental knowledge of the working relationships the Division has with its partners and cooperators in the wildland fire management community. Other procedures and guidelines are found in the following documents listed in Appendix at the end of this plan.

Forest fire protection in South Dakota lies with the responsible federal agency for federal lands and with WF for state and private lands. Ownership of land in the Black Hills Forest Fire Protection District (BHFFPD) is highly fragmented, with the majority of the ownership belonging to the United States Forest Service under the jurisdiction of the Black Hills National Forest. Other federal agencies having wildfire suppression jurisdiction in the BHFFPD include the Bureau of Land Management and the National Park Service.

B. MISSION STATEMENT

The mission of the South Dakota Wildland Fire Division is to provide protection for resources and the public that we serve from wildland fire.

C. AUTHORIZATION

SDCL Chapter 33-15, Emergency Management.
SDCL Chapter 34-35, Range and Forest Fire Prevention.
SDCL Chapter 34-48, Assistance among Public Agencies and Emergency Management Entities.
SDCL Chapter 41-20A, Fire Prevention and Suppression

II. PRE-SUPPRESSION (PREPAREDNESS)

A. AREA OF RESPONSIBILITY

WF has direct suppression responsibility on forested areas in and adjacent to the BHFFPD. Forest fires on private and state land in other regions of the state are suppressed by cooperators, usually rural fire departments, with assistance available from WF upon request.

The Interagency Cooperative Fire Protection Agreement between State of South Dakota and the United States Department's of Agriculture and Interior allows WF and federal agencies to share initial attack responsibilities in each others jurisdictional areas. By agreement, WF and federal agencies utilize the *"closest forces"* concept in the initial attack of wildfires in the BHFFPD regardless of jurisdiction. The closest forces concept decreases agency costs and increases suppression efficiencies.

To that end, WF maintains wildfire suppression forces at four primary locations in the BHFFPD (Hot Springs, Custer State Park, Rapid City, and Lead) with each field office having a well-defined area of responsibility within the response zone framework of the Northern Great Plains Interagency Dispatch Center (GPC). The primary areas of responsibility are described in text as follows:

Hot Springs Field Office:

The Hot Springs office has a somewhat U-shaped initial attack area that includes private, state, and some federal lands within its protection area. The "first-in" initial attack area of Hot Springs Field Office units comprise the areas of the Minnekata and Pilger run cards and the private land inholdings of the Tepee run card areas (Appendix A, Fire Response Zones, GPC WildCAD map for 2014). In addition, Hot Springs Field Office units will respond to southern areas of the Foothills runcard zone.

By use of the closest forces dispatch protocol by GPC, forest fires on private and state lands within Hot Springs' protection area but outside its initial attack area will be suppressed by federal and local government cooperators. Exceptions to this dispatch protocol are:

1.) Forest fires occurring in Custer State Park (CSP).

2.) Forest fires occurring south of the Cheyenne River will be initially attacked by rural fire departments.

Custer State Park Field Office:

Forest fires occurring within Custer State Park will be attacked by Division personnel from the Custer State Park Field Office and personnel from the SD Game, Fish and Parks Department, as outlined in the current MOU between Custer State Park and WF. In addition, GPC dispatch protocols using the closest forces concept for dispatch in Custer State Park will also utilize National Park Service and Black Hills National Forest Engines as first-in responders per run-card criterion for reported incidents in Custer State Park. This area is denoted by the CSP runcard area on the Appendix A, Fire Response Zones, WildCAD 2014 map. In addition, CSP Field Office personnel and units may respond to the adjacent Custer, Black Elk, Wind Cave and Foothills runcard areas as well upon dispatch orders from GPC.

Rapid City Field Office:

The Rapid City Field Office is responsible for initial attack of forest fires on state, federal, and private lands in the east/central portion of the BHFFPD. This area on the Appendix A, Fire Response Zones, WildCAD map for 2014 is primarily the central portions of the Foothills runcard zone and eastern portion of the Lakes zone.

Wildfires occurring within the forested area just east of the fire protection boundary and north of Rapid City, commonly referred to as the "Hogback", will be treated as if within the BHFFPD This is due to the extensive forested cover and values at risk in the Black Hawk, Piedmont, and North Haines Fire Districts. This area is covered under the Foothills run card.

Rapid City Field Office units also respond "first-in" on mutual aid to the City of Rapid City to reported wildland fires within the city limits when the fire danger is High or above or when requested by the Rapid City Fire Department.

Lead Field Office:

The Lead office protects the area contained within the Exemption Area runcard zone on the Appendix A, Fire Response Zones, 2014 WildCAD map and the northern portion of the Foothills runcard zone from Sturgis to the Wyoming border, up to Belle Fourche. In addition, Lead Field Office personnel and units will respond into the adjacent areas of the Cement and Nemo runcard zones.

Outside of the BHFFPD, Lead Field Office will also respond to forest fires within the following areas:

1. The "Hogback" area - Those forested lands in Lawrence County north and east of the Black Hills Forest Fire Protection Boundary up to the Belle Fourche River. Response to fires in this area will follow the same policies and procedures as apply within the Black Hills Forest Fire Protection District.

2. BLM Lands -Those areas as described in the Fire Protection Operating Plan between the BLM and The South Dakota Dept. of Agriculture for Harding, Perkins, Butte and Lawrence Counties.

3. Butte, Harding, and Perkins Counties - Fires on State and private forested areas in these three counties will not normally be initial attacked by Lead office personnel because of long response times. Local rural fire departments will provide the initial attack on reported forest fires. Lead Field Office personnel may provide initial attack if they are in the area on routine business or if the VFD or County having jurisdiction requests them.

4. Forested School and Public Lands in Harding County – The West Short Pines in Harding County contains forested lands under the jurisdiction of the State of South Dakota. The Lead Field Office will respond to those incidents upon notification from Miles City Dispatch (MCC) or the Harding County Sheriff's Office.

In all areas, regardless of which agency initial attacks a forest fire on private or state land, WF may respond to the fire if the State Wildland Fire Coordinator, Assistant Chief of Administration or Operations, or the WF Duty Officer believe it is in the best interest of the State of South Dakota.

Black Hills National Forest (BKF)

By agreement, forest fires on private and state lands in the BHFFPD and within the Black Hills National Forest Boundary but outside the State's primary initial attack areas as described above will be suppressed by federal and local government fire resources utilizing the closest forces concept with the appropriate run-card response levels . Exceptions to this might be if USFS personnel are unavailable to suppress a reported fire, state personnel happen to be in the area (closest forces), if the fire is a "boundary" fire, or if requested to suppress the fire by GPC.

Nebraska National Forest (NBF)

The Division will provide support to the NBF for incidents occurring on Wall, Fall River, and Fort Pierre Ranger Districts in South Dakota on a request basis thru GPC. The Division will assist the NBF in providing direct support to suppression of wildfires in those ranger districts if authorized by the Governor in an Emergency Declaration.

Custer National Forest (CNF)

The Division will provide support to the CNF and BLM for incidents occurring on the Sioux Ranger District in Harding County through established dispatch protocol with Miles City Dispatch.

Dakota Prairie National Grasslands (DPF)

The Division will provide support to the DPF for incidents occurring on the Grand River Ranger District in Perkins County through established dispatch protocol with North Dakota Dispatch. The Division will assist

the DPF in providing direct support to suppression of wildfires in those ranger districts if authorized by the Governor in an Emergency Declaration.

National Park Service (NPS)

The National Park Service provides wildland fire management for the following units in South Dakota: Badlands National Park, Minuteman Missile Nat'l Historic Site, Missouri Nat'l Recreational River, Mount Rushmore National Memorial, Wind Cave National Park, and Jewel Cave National Monument.

The Division will provide assistance on a request basis thru GPC to NPS for incidents on or threatening NPS units outside of the BHFFPD and will provide initial attack and extended attack support to NPS managed lands at Mount Rushmore, Wind Cave and Jewel Cave within the BHFFPD per GPC dispatch protocol.

Bureau of Land Management (BLM)

Rural fire departments and local county governments generally provide direct suppression protection for BLM rangeland in South Dakota. The BLM will reimburse these entities for the cost of suppression services on predetermined rates through a signed agreement.

The State will protect forested BLM lands in western South Dakota directly and in cooperation with local rural fire departments and counties as outlined in an annual operating plan between WF and BLM.

The Montana/Dakota's Office for the BLM in Miles City, MT provides direct suppression protection only on those forest service lands within the boundaries of the Custer National Forest in Harding County through agreement with the Custer National Forest.

Bureau of Indian Affairs (BIA)

BIA firefighting resources and rural fire departments located within the boundaries of the eight reservations in South Dakota provide direct suppression protection for any forested deeded lands within reservation boundaries. The Division will also provide assistance through GPC to the BIA upon request for any incident within BIA jurisdiction.

US Fish and Wildlife Service (USFWS)

The Division will provide support to the USFWS for incidents occurring on refuge lands in South Dakota on a request basis thru GPC. The Division will assist the USFWS in providing direct support to suppression of wildfires around designated refuge areas if authorized by the Governor in an Emergency Declaration.

South Dakota Department of Game Fish and Parks (GFP)

For GFP lands that are outside of the BHFFPD and managed by the Wildlife Division, local rural fire departments and county government entities provide initial attack on wildfires starting on or threatening those Game Production Areas where property taxes are assessed by the county and paid by GFP. The Division will provide extended attack support and technical assistance for those incidents on Game Production Areas upon request from GFP or the local fire department.

For those lands owned and administered in the state park system by GFP outside of the BHFFPD, local fire departments and GFP personnel will provide initial attack of fires originating or threatening the state park and the Division will provide extended attack support and technical assistance upon a request basis from either GFP or the local fire department. However the Division and its cooperators will provide direct protection with initial and extended attack through GPC Dispatch protocol on wildfires occurring on or threatening the McNenny State Fish Hatchery, Bear Butte State Park, and the Angostura Recreation Area.

South Dakota School and Public Lands (School Lands)

Local rural fire departments and county government entities provide initial attack on wildfires starting on or threatening those School Lands where property taxes are assessed by the county and paid by lessee. The Division will provide extended attack support and technical assistance for those incidents on school lands upon request from county or local fire department or upon emergency declaration by the Governor.

The Division and its cooperators will provide direct suppression responsibility on those forested School Lands in the West Short Pines region of Harding County through existing dispatch protocols in place with Miles City Dispatch Center.

B. RESOURCES

State-owned wildfire suppression resources are managed by the WF and are located in Hot Springs, Custer State Park, Rapid City and Lead Field Offices. The Appendix contains a detailed list of all State owned fire suppression resources. Additional resources are available from rural fire departments and local government cooperators by written agreement throughout the Black Hills area. Each field office has the ability to access the type and kind of resources through the Fire Administration Database on the state server that can be used in their area. Great Plains Dispatch in Rapid City maintains a master fire suppression resource list and dispatches these resources through the Resource Order Status System (ROSS).

C. DETECTION

Most forest fires in the BHFFPD and around South Dakota are reported primarily by one of the following methods:

1.) Local residents or tourists who report fires to a local, state or federal office or to a local or regional 911 center.

2.) Lookout towers operated by federal or state agencies.

3.) Commercial airline flights and local airplanes, which in turn notify the FAA at Rapid City Regional Airport or FAA Flight Services in Denver, CO, who in turn notifies Rocky Mountain Coordination Center, which in turn notifies GPC.

4.) Military flights that detect fires notify the Ellsworth AFB ATC which in turn notifies GPC.

5.) Agency tasked detection flights using trained aviators and observers under a fire detection mission coordinated through GPC.

Detection flights are used on days when the probability of fire occurrence and fire danger is very high (such as hot, dry, windy weather following a lightning storm). Use of any detection flight will be ordered through and coordinated by the aviation desk at GPC.

When a fire is initially spotted by WF personnel in the field, this information will be immediately be relayed to GPC and the local 911 center.

D. TRAINING

All WF personnel will receive training commensurate with their abilities, division needs, and available training funds, and will meet qualifications and fitness standards for assigned duties as outlined in Division A.D. #3 "Incident Qualification and Certification Procedure" dated 2/16/2011 and PMS 310-1 requirements.

No WF personnel will be used in an "operations" position without having a minimum level of fire training of S-130: "Basic Wildland Firefighter" and S-190: "Introduction to Wildland Fire Behavior", I-100 "Introduction to ICS" and L-180,"Human Factors on the Fireline" combined with a practice fire shelter deployment.

All WF personnel that are required by the NWCG PMS 310-1 to obtain an RT-130 course must attend or teach a refresher course every spring before commencing summer fire season duty.

E. STAFFING LEVELS

Seasonal engine crews will be maintained in Hot Springs, Custer State Park, Rapid City, and Lead field offices from late April till the normal end of fire season in late October or early November. These engine crews will be used for initial attack, suppression, and mop up operations. It is the responsibility of the crew, under direction of the local Division or Battalion Chief to ensure that all equipment and vehicles are maintained in a state of readiness. These engine crews will be familiar with their local area of operations and responsibility. They may be called upon to assist on fires anywhere in the Black Hills, GPC Zone, and dispatch neighborhood. Further direction and guidance for policy and operating procedures in the management of seasonal engine crews may be found in the WF publication *Engine Operations Section Seasonal Handbook.*

Seasonal hand crews are maintained at two crew bases in Rapid City. Both the Black Hat and the Bear Mountain Crews will be maintained at full 20 person strength during fire season from early May to November. Both handcrews may be maintained at reduced strength during the winter season for work on fuels projects. Further direction and guidance for policy and operating procedures in the management of seasonal hand crews may be found in the WF publication *Crewmember Handbook.*

Fire season staffing levels for both permanent personnel and seasonals will be based on Energy Release Component (ERC) as calculated from the National Fire Danger Rating System (NFDRS). These NFDRS outputs are derived from the daily processing of field data collected from Remote Automated Weather Stations (RAWS) network by the Weather Information Management System (WIMS). The staffing levels (SL's) will be based on ERC as described in the following tables. In SL's 1-4, routine work will continue with radio contact with GPC as to their location in the field. At SL 5, both handcrews may be staged in a state of readiness and some engine crews may patrol strategic areas. At SL's 3-5, all state personnel will advise the WF Duty Officer of their location while off duty and maintain cell phone contact.

Table 1: ERCs, staffing levels, and procedures.

CUSTER STATE PARK FIELD OFFICE STAFFING LEVELS					WEEKEND STAFFING
ERC	SL	RESPONSE LEVEL	ADJECTIVE	ENGINES STAFFED	
0-17	1	1	Low	Minimum of 1	No
18-35	2		Moderate	Minimum of 1	No*
36-50	3	2	High	Minimum of 1**	1 Engine
51-65	4		Very High	Minimum of 2	1 Engines
66+	5	3	Extreme	Minimum of 2	1 Engines
BASED ON (393507) CSP RAWS AND CUSTER STATE PARK RUN CARD					

HOT SPRINGS FIELD OFFICE STAFFING LEVELS					WEEKEND STAFFING
ERC	SL	RESPONSE LEVEL	ADJECTIVE	ENGINES STAFFED	
0-22	1	1	Low	Minimum of 1	No
23-46	2		Moderate	Minimum of 1	No
47-56	3	2	High	Minimum of 1**	1 Engine
57-65	4		Very High	Minimum of 2	2 Engines
66+	5	3	Extreme	Minimum of 3	2 Engines
BASED ON (395105) RED CANYON RAWS AND MINNEKAHTA RUN CARD					

LEAD FIELD OFFICE STAFFING LEVELS					WEEKEND STAFFING
ERC	SL	RESPONSE LEVEL	ADJECTIVE	ENGINES STAFFED	
0-14	1	1	Low	Minimum of 1	No
15-29	2		Moderate	Minimum of 1**	No
30-36	3	2	High	Minimum of 2	1 engine
37- 43	4		Very High	Minimum of 2	1 engine
44+	5	3	Extreme	Minimum of 2***	2 engines
BASED ON (392506) NEMO RAWS AND EXEMPTION AREA RUN CARD					

RAPID CITY FIELD OFFICE STAFFING LEVELS					WEEKEND STAFFING
ERC	SL	RESPONSE LEVEL	ADJECTIVE	ENGINES STAFFED****	
0-21	1	1	Low	Minimum of 1	No
22-43	2		Moderate	Minimum of 1**	No
44-47	3	2	High	Minimum of 2	1 engine
48-50	4		Very High	Minimum of 2	1 engine
51+	5	3	Extreme	Minimum of 2***	2 engines
BASED ON (392606) BAKER PARK RAWS AND LAKES AREA RUN CARD					

*Weekend staffing should be considered.
** 2 Engines should be considered.
*** 3 Engines should be considered.
**** 1 Type III or IV CAFS engine to be staffed at SL 4 & SL 5.
Staffing levels for each engine will be a minimum of 2 personnel with 3 recommended at SL 4 & SL 5.
All "RED FLAG" days will be staffed at SL 5 based on availability of personnel.
Duty Officer may have the discretion to increase to the next higher SL if an adjoining district's SL is higher, or if there was dry lightning in the last 24 hours.
If engines are used for move-up and cover at SL 4 & 5, replacement engines will be ordered for back fill to cover for initial attack.

Procedures:
SL 1-4: Routine office and field work will continue with radio contact with GPC.

SL 5: Engines, Crews and overhead personnel will be stationed at strategic locations; all other division personnel will maintain radio and/or cell phone contact.

Staffing Level 1-2 (Low/Moderate) Normal work hours as scheduled. Personnel will sign out when away from the office and will monitor radio traffic. All permanent personnel will have cell phones in operation and in possession. Both seasonal engine and hand crew members will inform the supervisors of their availability status for after hours and on weekends. During the normal fire season from April 15th to November, , the Division Chief will relay this information to the WF Duty Officer via electronic mail or phone call for weekends and holidays.

Staffing Level 3-4 (High/Very High) Normal work hours for the Division and Battalion Chiefs will be 0800 to 1700 hours, Monday through Friday. All permanent personnel will have cell phones in operation and in possession for both after hours and work hours use. The seasonal engine crews will move to a flex schedule to accommodate 8-hour shifts on weekends and holidays. All seasonal fire crew members will inform the supervisors of their availability status for after hours and on weekends. They will also be available by pager. The Division Chief will relay this information to the WF Duty Officer.

Staffing Level 5 (Extreme) All personnel will work hours as directed by the Agency Director/State Wildland Fire Coordinator. Crews, engines and personnel will be pre-positioned in the initial attack areas as needed. Both seasonal and permanent personnel will inform the supervisors of their availability status for after hours and on weekends. They will also be available by pager or cell phone. The Division Chief will relay this information to the WF Duty Officer.

F. VOICE COMMUNICATIONS

The primary voice communication system used during fire suppression activities will be the State of South Dakota Digital Trunked Public Safety Radio System that is maintained by SD Bureau of Information and Telecommunications. The Division also has cooperative agreements in place with interagency partners that allow the use of their agency analog simplex and duplex frequencies by WF personnel. The annual radio channel plan and directions for its use by WF personnel on fire management activities is contained in the current GPC Communications Plan titled "*Radio Protocol for Initial Attack in the Great Plains Zone for South Dakota and Wyoming*".

In addition, most permanent personnel are issued a cell phone by WF for use in fire management activities. All personnel are expected to become familiar with the operation and channel locations on any communications device issued to them.

On large fire incidents WF can order more radios from the WF cache or from various federal cache locations. If an incident reaches that point, there should be personnel assigned to the incident to draw up a specific communications plan and to manage local radio operations.

G. MOBILIZATION GUIDES

On annual basis in the winter season, the Assistant Chiefs for Administration and Operations will work with the Center Manager for GPC to update and maintain any pertinent information contained in the Rocky Mountain and Great Plains Interagency Mob Guides.

H. PUBLIC INFORMATION AND CONTACT

Fire Prevention messages and activities will be coordinated through the Division's Public Information Officer (PIO) as conditions warrant throughout the work year.

All news releases will be coordinated by the Division's PIO and cleared through the chain of command.

All Division Chiefs will ensure that the Smokey Bear Fire Danger signs owned and maintained by the Division in their area will be maintained and updated daily with the correct National Fire Danger Rating System adjective as to the current forest fire danger posted on the GPC fire danger webpage.

It will be the responsibility of the Division Chiefs to maintain the "Black Hills Forest Fire Protection District" boundary signs in their areas. They will also post the "NO FIREWORKS" posters that detail the prohibition of discharging fireworks within the Black Hills Forest Fire Protection District. This is done during the week proceeding the 4th of July.

I. DAILY RESOURCE STATUS AND BRIEFINGS

At any time of the year that Division personnel are available for fire suppression duty, GPC and the State WF Duty Officer will be kept current on status throughout the day in accordance with Division SOP #23 *"Daily Resource Status"*.

At any time during the year that seasonal engine and hand crews are on duty, daily briefings will take place at the time and format outlined in the Division SOP #31 *"Seasonal Fire Crew Briefings"*.

J. FUEL MANAGEMENT / PRESCRIBED FIRE PROJECTS

Division Chiefs will assist the fuels section in the implementation of fuels management and prescribed fire assistance to cooperators. Procedures will follow the standards of Division policy, memorandums of understanding, agreements, and operating plans the WF has with other entities. Particular attention should be given to cost reimbursement policy, training opportunities, and safety.

Prescribed fire planning and implementation will be coordinated through the agency Prescribed Burn Coordinator and shared with GPC.

K. SITUATIONAL ASSESSMENT

The situational assessment is a prediction of the severity of the upcoming fire season for the Black Hills and the prairie regions of South Dakota. In addition, 30 to 90 day outlooks on wildfire activity in the zone and in the region for a situational assessment may be obtained by gathering information from the following sources:

- The Fire Weather Meteorologist at the South Dakota School of Mines.
- The Rocky Mountain Area Coordination Center – Predictive Services Website.
- The South Dakota Drought Taskforce.

III. SUPPRESSION (MOBILIZATION)

Fire suppression activities will be carried out in accordance with the "*10 Standard Firefighting Orders*". All firefighters are responsible for ensuring that LCES is in place before taking predetermined course of action on an incident. The Incident Command System (ICS) will be used on all incidents under this plan.

A. SAFETY AND RISK MANAGEMENT

When engaged in fire suppression or RX burning activities, WF personnel will strive to implement and maintain a systematic, organized and comprehensive risk management system to provide for firefighter and civilian safety based on interagency standards. Specific guidance for the individual components of the risk management system can be found in the following interagency references:

- *Wildland Fire Incident Management Field Guide (PMS 210, NFES 002943)*
- *Incident Response Pocket Guide (IPRG)(PMS 461, NFES 1077)*
- *National Interagency Mobilization Guide (NFES 2092)*
- *Wildland Fire Qualification System Guide (PMS 310-1)*
- *Interagency Standards for Fire and Fire Aviation Operations (NFES 2724)*

B. DELEGATION OF AUTHORITY/ADMINISTRATIVE PROCEDURES

Current agreements in place with the Division and its cooperators allow for the automatic delegation of authority to first-in responding Initial Attack Incident Commander to act on behalf of the State Wildland Fire Coordinator and South Dakota Secretary of Agriculture to contain and control a wildland fire on private or state lands in the first operational period.

Division Chiefs and the Assistant Chief of Operations are responsible to the Assistant Chief of Administration and the Fire Business Accountant to ensure that all the administrative procedures outlined in SOP #25 "*Incident Cost Recovery*" are implemented once a wildfire is controlled and called "out" in the Division's jurisdiction.

C. DISPATCH PROCEDURES

When a fire is detected or reported during any time that GPC is in-service, dispatch protocol will be followed with respect to the response level, use of closest forces, and notification of jurisdictional duty officer. When wildfires are detected or reported during any time that GPC is out of-service, the GPC "On-Call Dispatcher" will be notified by Division personnel reporting the fire and normal GPC dispatch protocols will be carried out.

D. INITIAL ATTACK

Division personnel need to be familiar with annual operating plans between the Division and the Black Hills National Forest, National Park Service, Bureau of Land Management, and other cooperators. On all incidents managed under this plan, firefighter and public safety is the first priority.

Crews, engines and overhead personnel responding on initial attack will report to the IC or SCKN as soon as they arrive at the scene of the fire. The first unit at the fire shall designate one person as the Incident Commander, and that person will remain in that position until relieved by a more qualified individual. Change of command will be documented in writing and verbally relayed to the GPC. The incident will be named as soon as possible in accordance with SOP #33 *"Naming of Fires"*.

The Incident Commander will begin size-up immediately upon arrival. Size-up observations should include the following: fuel type, weather, topography, resources on scene, location of fire, jurisdiction, and need for additional resources. Special note should be taken of any wildfire that is in, near or threatening a house, subdivision, town, or other manmade improvement. Direction on the establishment and prioritization of incident objectives are found in Appendix A. Information updates to GPC are very important, once an hour or more frequently if significant events occur (houses threatened, fire contained or controlled, injuries, etc.). The *Great Plains Incident Organizer Size-up* card should be used as a job-aid by the IC for a check-list and status reporting tool when working with the GPC Initial Attack Dispatcher. The template for this card may be downloaded from the GPC website.

Incident Commanders must define clear and concise control objectives (e.g. road, river, fuel type break, or other perimeter objective) on every wildfire. This is critical during initial/ extended attack actions as a means of recognizing the escalation of increased fire behavior. When control objectives are exceeded, the IC needs to immediately delay, modify, or abandon any firefighting action. Fireline supervisors will assess the new situation; form a plan that mitigates identified risks, brief the firefighters on strategy/tactical change, and then implement appropriate actions.

The Incident Commander is responsible for the safety and well being of all fire fighters and public that are involved with the incident. Upon arrival at the fire scene, the IC will determine the risk to individuals engaged in fire suppression activities. Those persons not equipped in proper PPE with be (a) provided with the necessary PPE if available, (b) be assigned to safer duties away from the incident area, or (c) released from the incident.

When a fire is suspected to be human caused, an investigator is to be ordered and the area of fire origin is to be protected for later investigation by a qualified investigator in accordance with Division SOP #26 *"Incident Investigation"*. If the ownership of the property on which the fire has occurred is determined as private ownership, the landowner of record should be notified as soon as possible.

E. MOP UP

The Incident Commander with direction from the Division Chief or Assistant Chief – Operations will determine the mop up standards on a case by case basis for small wildfires. Generally, small fires will be lined and mopped up 100% when adequate resources are available and other fire activity allows. Larger fires may be mopped up 1 to 2 chains in from the control line and then patrolled or checked until the fire is called "out". Division policy is that all fires will be patrolled until no smokes are showing for the third consecutive day before being reported to GPC as "out". Fires on private land may be turned over to the landowner or the local fire department for patrol, but the appropriate Field Office Division Chief is responsible for any follow-up and documentation and calling the fire "out".

F. MOVE-UP, COVER, AND BACKFILL

Move-up and cover will be done to temporarily restore initial attack capability within a response zone, when dedicated resources are depleted. Closest resources concept will be used to implement move-up and cover. Move-up and cover will be done through GPC in consultation with the duty officer of the affected response zones.

Backfill is a term to describe the augmentation of assigned resources by using resources within a dispatch zone to maintain local initial attack capability, i.e., detailing resources from out-of-area for a long duration. Generally decisions for backfilling will be coordinated through the local MAC group with funding codes attached to the backfill process. This process will be approved by the Agency Director, Assistant Chief of Operations or the WF Duty Officer on their behalf.

G. ACQUISITION AUTHORITY

All resources such as overhead, crews, equipment, aviation, and supplies are to be ordered through GPC or MCC. All orders for fire suppression and support resources must be approved by the Incident Commander, WF Duty Officer, Assistant Chief of Operations or Agency Director. The Northern Great Plains Interagency Dispatch Center Standard Operating Guide #25 "*Incident Supply Ordering Process*" and the Division SOP #28 *"Division Cache Operating Procedures"* provide direction and policy on the acquisition of all incident supplies used to support the incident. Land-Use agreements should be secured for use of buildings and land for logistical support of suppression activities such as ICP's, aviation bases, staging areas, and fire camps.

H. AVIATION RESOURCES

All orders for aviation resources under this plan will be routed through GPC or MCC. This includes all fixed-wing and rotor missions for fire suppression, detection and patrol flights, and ferry flights to pre-position of aviation resources during times of severity.

Safety is first and foremost the top priority of the Division when using aircraft. Policy direction and guidance for use of aircraft on incidents managed by the Division are found in the current policy manuals and SOPs:

1. WF Fire Aviation Procedures Manual
2. WF Single Engine Air Tanker Operations Plan
3. WF Single Engine Air Tanker SOP
4. Northern Great Plains Interagency Dispatch Aviation Operations Guide
5. Northern Great Plains Aviation Mishap Guide

I. MULTIPLE FIRE ACTIVITY

The WF Duty Officer will work with the Floor Supervisor at GPC and other agency duty officers in allocation of resources to multiple incidents in absence of any decisions made by a local MAC group. Further guidance on the role and responsibilities of the WF Duty Officer may be found in Division SOP #30 *"Duty Officer"*.

J. PAGER USE

All seasonal personnel will be issued a pager for after hour's notification during fire season. With approval of the Division/Battalion Chief, seasonal personnel may waive the obligation to wear a pager for after hour's call-back if they allow themselves to be contacted on their personal cell phones.

K. CHAIN OF COMMAND

The Assistant Chief of Operations is the supervisor for the fire suppression section. He or she provides daily work direction to the Field Offices. The Assistant Chief of Operations reports directly to the Division Director/State Wildland Fire Coordinator.

The local field office Division Chief has the primary responsibility for responding to wildland fires in their response zone per GPC dispatch protocol. Any response activity will be monitored by the WF Duty Officer upon the Duty Officer notification by GPC.

L. USE OF INCIDENT MANAGEMENT TEAMS (IMT'S)

Currently the Division supports an interagency Type II team (Rocky Mountain Area Team "C") that is capable of managing wildfires that escape initial and extended attack. For any large fire on state jurisdiction that escapes initial and extended attack efforts, this Interagency Management Team will be requested through the GPC. In the event that RMA Team "C" is not available, Another IMT order may be placed after consultation with the Division Director and Secretary of Agriculture.

Consultation with cooperators and the use of the current *"Wildland Fire Risk and Complexity Assessment"* worksheet as found in the Rocky Mtn Mobilization Guide for IMT mobilization should be used to guide the decision making process as to what type of team should be ordered.

The transition of the incident to an IMT will vary depending on the origin of replacement overhead and resources and immediate threat to cooperator's lands. The initial attack incident commander or designee during the first and second 12-hour shifts will organize resources. After the second shift, fatigued initial attack personnel should serve in an advisory capacity to replacement personnel until an adequate work/rest ratio is established.

A signed delegation of authority from the State of South Dakota will be provided for all incoming Type I, Type II and Type III IMT's during the Agency Administrator's briefing.

The WF Duty Officer will work with GPC or MCC to ensure that all other areas under WF jurisdiction are covered for initial attack while the IMT is managing the larger incident(s).

All WF personnel are available to fill overhead positions on large fires. Personnel will be qualified and able to fulfill the duties of the positions they are assigned, as per NWCG PMS 310-1.

M. DECLARING A FEMA OR PRESIDENTIAL DISASTER/EMERGENCY

The State of South Dakota and local government entities are expected to cover the normal costs of wildfire suppression. In situations where circumstances exceed the capability of state and local government units to pay for the suppression of a wildfire, then assistance may be requested from the Federal Emergency Management Administration, (FEMA). The Division Director of WF is the primary Governor's Authorized Representative (GAR) that can request a declaration from FEMA to assist the State of South Dakota in paying for large fire suppression costs through FEMA's Fire Suppression Assistance Program. Alternate GAR's are the WF Deputy Division Director, Division Director for DPS/OEM, and the SDDA Deputy Secretary.

In case of large scale catastrophic wildfire that has the potential or has already destroyed public infrastructure, or has caused widespread damage to communities, or resulted in a mass casualty incident, the Secretary of Public Safety will work directly with the Governor's Office in requesting a Presidential Disaster or Presidential Emergency Declaration.

N. REQUEST FOR ASSISTANCE OUTSIDE OF THE BHFFPD

The policy governing use of WF equipment, personnel and aviation resources outside of the BHFFPD can be found in two policy documents and one state law. These are as follows:

- Standard Operating Plan for Wildland Fire Management outside of the BHFFPD,
- Standard Operating Guide #4, *"Requesting Assistance in Suppression of Wildfire Outside of the Black Hills, but inside South Dakota"*,
- SDCL §41-20A-11 *"Suppression of range fires in county"*

O. GREAT PLAINS INTERSTATE FIRE COMPACT

The Assistant Chief of Operations will be the point of contact for all Compact orders that are received from other states, territories, or provinces. The State Wildland Fire Coordinator/Division Director will give final approval to those requests.

The Assistant Chief of Operations will be the point of contact for initiating all requests to other Compact members for assistance for fire suppression duties in South Dakota.

The GPC Center Manager will be notificed of any resource orders filled via Compact request.

P. SUPPLEMENTAL STAFFING

The State Wildland Fire Coordinator during times of critical fire danger and short staffing levels, or during times of intense fire activity, may order in additional staff of experienced fire managers to assist the State Wildfire Coordinator/Division Director in the performance of duties as authorized in SDCL Chapter 41-20A "Fire Prevention and Suppression".

Q. REVIEWS AND INVESTIGATIONS

Reviews and investigations are used by WF to evaluate and identify any barriers to improvement or potential safety issues that will affect fire suppression operations. WF personnel may participate on any interagency review and accident investigation teams as approved by the State Wildland Fire Coordinator/Division Director.

WF encourages the use of After Action Reviews (AAR's) after an incident assignment as a learning tool to improve future performance by identifying deficiencies and improving upon any organizational strengths.

Preparedness Reviews will be conducted by the Agency Director and the Asst Chief for Operations for both the local field offices and the handcrew program on annual basis. These reviews will seek to identify organizational, operational, procedural, personnel or equipment deficiencies and recommend any specific corrective actions before fire season.

In addition, large scale or complex fires under the jurisdiction of WF or shared-jurisdiction fires will be subject to individual fire reviews to examine all or part of the operations on an individual fire and indentify ways to improve strategy, tactics, and cost-effectiveness of operations for future incidents.

Situations which meet the interagency definition of a Serious Wildland Fire Accident, Near-miss, Entrapment, Fire Shelter deployment, or Escaped Prescribed Fire as outlined in Chapter 18 of the *Interagency Standards for Fire and Fire Aviation Operations* will be investigated per interagency protocols as determined by the State Wildland Fire Coordinator/Division Director.

APPENDIX A

FIRE MANAGEMENT PRIORITIES

1. LIFE SAFETY

Firefighters
Public

2. PROTECTION OF DEVELOPED RESOURCES

Residences
Subdivisions
Businesses
Infrastructure (power lines, cell-phone towers, roads, bridges)

3. PROTECTION OF AGRICULTURAL RESOURCES

Income producing crops
Timber
Grazing land

4. PROTECTION OF OTHER NATURAL OR MANMADE RESOURCES

Watersheds
Historical Sites
Archeological Sites
Wildlife Habitat

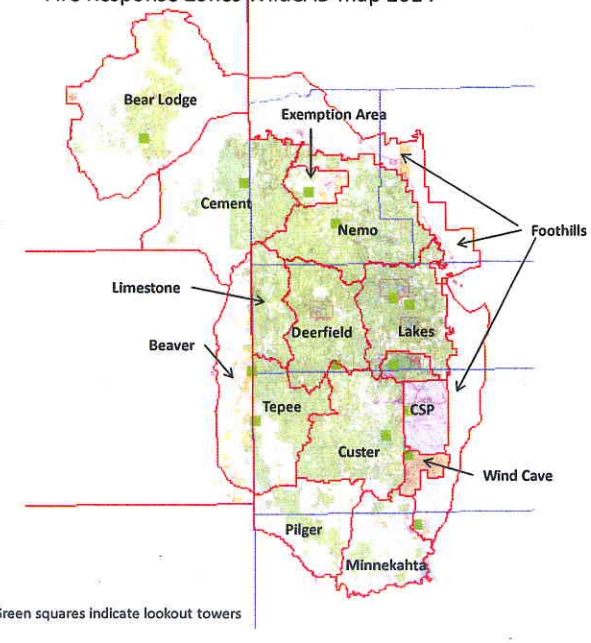
5. ECONOMIC EFFICIENCY

Use closest forces
Use qualified resources
Consider local purchases

APPENDIX B

2014 GPC FIRE RESPONSE ZONE WILDCAD MAP

Fire Response Zones WildCAD map 2014



Green squares indicate lookout towers