

## Bureau of Indian Affairs Fire Occurrence Reporting System – User’s Guide

### APPENDIX D: BIA fire occurrence reporting policy and guidelines

#### PART 1: Excerpts Pertaining to Fire Occurrence Reporting from the BIA’s 2007 Blue Book

Note: the following information was excerpted from the January 2007 release of the “Wildland Fire and Aviation Program Management and Operations Guide 2007” (aka “the Blue Book”), Chapter 4 – Program Preparedness/Readiness, Section F – Fire Occurrence Reporting, Items 1 and 2 (pages 4-12 through 4-14).

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### F. Fire Occurrence Reporting

#### 1. Wildland Fire Reporting

a. The Wildland Fire Management Information (WFMI) System is the Bureau’s official system of record for wildfire occurrence statistics. When wildfire occurrence data - both historic and current – is needed for planning efforts or other purposes, it will be obtained solely from WFMI. Units will be provided the opportunity to correct erroneous data in WFMI.

b. In accordance with the DOI policy that requires an interagency Fire Occurrence Reporting System (FORS), WFMI will also serve NPS and BLM.

c. In 2004, NWCG launched an effort to study the requirements for fire occurrence reporting and the current systems in use. While the timetable is undefined, this effort presumably will lead to the development and implementation of an interagency FORS that will include all federal and state agencies with WFM responsibilities.

d. With these impending developments, guidance issued in the form of memoranda, technical bulletins, handbooks, and user guides may supersede the information presented below.

#### 2. Policy

a. All local incidents; wildfires, natural outs, support actions, prescribed fire, wildland fire use, and false alarms – will have an Individual Fire Report prepared and archived as documentation. Only all-hazard incidents that are Presidential declared will require an Individual Fire Report. Reporting requirements vary by incident type and are described in the BIA *Fire Occurrence Reporting System Users Guide*.

- Because this data is used in planning to quantify a unit’s workload, it is important to create a separate report for each incident that requires independent action. Generally, each ignition warrants a separate report; however, there may be instances when a single report is appropriated for multiple ignitions. For example, if a train starts three wildfires along a short distance of the track, but all three wildfires are contained within a single control perimeter, the incident may be documented with one report.
- Units should report every support action, including those incidents where support is provided to another unit. Note that this reinstates the previous policy to negate the change implemented in 2004, where support actions were not reported when responding to another unit’s fire.
- Although prescribed fires and wildland fire use fires are also reported in National Fire Plan (NFP) reports and they must also be reported on an Individual Fire Report in FORS.

b. The Individual Fire Report format used by BIA is the DI-1202 BIA Fire Reporting Form.

c. The Individual Fire Report can be initiated at any time during an incident and it must be completed shortly after the incident has concluded. The completed local copy of the report may be used as a legal document and must be archived per BIA policy and guidelines.

d. Once the Individual Fire Report has been completed, the information must also be encoded into FORS.

e. Deadlines for completing the Individual Fire Report and encoding the information into FORS is as follows:

- Wildfires within 14 days after the fire is declared “out”.
- Natural outs and false alarms within 14 days after discovery or notification.

- Support actions within 14 days after all local resources have been released from the incident or other support activities have ceased.
- Prescribed fires within 14 days after project field operations have concluded.
- Wildland fire use fires within 14 days after project field operations have concluded.
- All-hazard Presidentially declared incidents within 14 days after the incident has concluded.

f. For some incidents, required data may not be available within the deadlines noted above. For example, the total incident costs may not be known until after BAER operations have been completed or the final acreage may not be known until map data has been processed in a Geographic Information System (GIS). To comply with the deadlines, such data must be estimated. However, the Individual Fire Report and FORS must be updated once the actual data becomes available.

g. In addition to the Individual Fire Report, large incidents may also require situation reports that are updated periodically. These reporting requirements are usually stipulated by unit's GACC and/or NICC. Typically, the Incident Status Summary Form (ICS-209) is updated daily and transmitted to the unit's respective zone or GACC.

h. In the event that is declared an escaped prescribed fire or wildland fire use fire, and is reclassified as a wildfire, separate Individual Fire Reports must be prepared. The narrative of the prescribed fire or wildland fire use report should indicate that the wildland fire was reclassified and reference the new assigned wildfire number, and report only those acres that burned with the prescription of the prescribed fire or wildland fire use fire. A new fire report is started for the newly declared wildfire and report acres burned from the point of reclassification to the declared out acres. The cause and narrative should indicate that the wildfire resulted from a prescribed fire or wildland fire use fire.