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|  | **Wilderness Resource Advisor (READ/REAF) and Technical Specialist (THSP)**  **Ralph Swain**  **R2 Regional Wilderness Program Manager**  **Updated: 6/2020** |  |

**Step-by-Step process for actions to take once assigned to a fire as a Wilderness READ/REAF/THSP**

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| **STEPS** | **Actions To Take** |
| **Step 1:**  **Make yourself available in ROSS** | 1. **Have a current Red Card** 2. **Get approval from supervisor to make yourself available for fire assignment** 3. **Update your ROSS status, through dispatch or ROSS web status** 4. **If allowed, have yourself “name requested”** 5. **Be sure you are requested for your qualifications – READ, REAF or THSP** |
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| **Step 2:**  **Call from Dispatch and Assigned as READ/REAF** | 1. **Get Resource Order and make copy/print out to take to fire** 2. **Are you assigned as a READ or REAF? Very important!** 3. **Can you drive to incident instead of flying? Very important!** |
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| **Step 3:**  **Pack Gear** | 1. **Inform your Supervisor of assignment** 2. **Determine if any special gear or equipment is required.** 3. **Pack your gear (see Resource Advisor’s Guide gear list, Appendix D)** 4. **Pack Incident Response Pocket Guide (IRPG), Crew Time Report (CRT)** 5. **READ – pack for IC Post and escort to fire line; REAF – pack for fire line** |
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| **Step 4:**  **Prepare READ Fire Box** | 1. **Prepare your READ fire box (or have resources on memory stick)** 2. [**www.wilderness.net**](http://www.wilderness.net) **(gather law, map, wilderness facts, special provisions)** |
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| **Step 5:**  **Call Agency Administer** | 1. **Your first call should be to the Agency Administer to introduce yourself** 2. **Go over travel plans and Expected Time of Arrival (ETA)** 3. **Ask how you can best help? What are AA’s expectations** 4. **Where do you fit in the team’s ICS –are you under Ops or Planning?** 5. **Get electronic version of Delegation of Authority letter sent to you.** |
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| **Step 6:**  **Call FS Regional Program Manager (RPM) or equivalent** | 1. **Your second call should be to the Regional Wilderness Program Manager (RPM). Let them know you are coming to wilderness fire in their Region** 2. **Gather any additional insights and key contact information from RPM** 3. **Ask to physically meet with RPM during fire or close-out** |
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| **Step 7:**  **Call local Wilderness Manager** | 1. **Your third call should be to the local wilderness manager and get very detailed information about the landscape, wilderness issues, key staff specialists and partners, etc. Ask for Forest Fire Plan, Wilderness Stewardship Plan, Wilderness Fire Checklist and other Infra-Wild data (NRM).** |
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| **Step 8:**  **Arrive at Fire: Check-in** | 1. **Follow list in Resource Advisor’s Guide (PMS-313), Pages 31 and 70.** 2. **Check in/out** 3. **Ground Support** 4. **Communications** |
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| **Step 9:**  **Immediately build Relationships with Incident Management Team (IMT) members.** | 1. **Introduce yourself to Incident Commander – if possible** 2. **Introduce yourself to IMT, especially Planning, Operations and PIO** 3. **Make friends w/ Situation Unit/GIS. Ask if incident map shows wilderness boundary, outfitter camps, bridges, allotments, improvements, heritage concerns? Also, PIO.** 4. **Get to know the Division Supervisor (DivS) as soon as possible** 5. **Meet other overhead on your Division (Safety Officer, EMT, paramedic)** 6. **Tie in with local resource specialists** |
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| **Step 10:**  **Connect with other READS on the Incident** | 1. **Contact the other READs on the fire. Some READs might be working “over the hill” and you will not be in the same Command Post. Be sure to coordinate activities, if appropriate.** 2. **On a large complex fire, you might be exchanging information with READs on other large, nearby fires. Share and steal ideas!** |
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| **Step 11:**  **Attend Briefings** | 1. **Make sure you attend the Briefings that you have been invited to attend.** 2. **Attend Morning Briefing (usually at 0600) and Planning’s afternoon briefing (if allowed/invited).** |
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| **Step 12:**  **Incident Action Plan (IAP)**  **IAP-209** | 1. **This daily document is very important to you. Know the day’s fire objectives, operations and where fire crews/equipment are going on each Division. This helps to anticipate READ/REAF needs.** 2. **Be aware of who is deploying and if equipment/aircraft is leaving the fire.** |
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| **Step 13:**  **Embed READ into Division work** | 1. **If possible and approved, have REAF assigned with Division.** 2. **Watch over wilderness resources and assets at risk.** 3. **Let your DivS know when you enter and leave a Division. Remember, DivS is responsible for the safety of everyone in the Division, including you.** |
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| **Step 14:**  **Be a Resource Advisor:**  **Provide professional advice and expertise** | 1. **Anticipate fire line activity that might degrade the wilderness resource.** 2. **Determine mitigation with the least adverse effect on wilderness character.** 3. **Is MIST an Incident objective? Make sure MIST is incorporated into IAP** 4. **The desired condition is when the effects of wildfire as a natural disturbance is observed and not the effects of fire management activities.** |
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| **Step 15:**  **Record Keeping** | 1. **Maintain your Unit Log (214)** 2. **Document resource issues, suppression repair needs and the work you do.** 3. **Use your notepad, camera, GPS or tablet as appropriate.** 4. **Anticipate Suppression Repair Plan and what needs immediate attention** 5. **Document completed repair work.** |
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| **Step 16:**  **Demob and Return to Home Unit** | 1. **Follow proper Demob (see Resource Advisor’s Guide, page 55)** 2. **Notify your local dispatch center that you are back to station/home unit** 3. **Notify your immediate supervisor of Expected Time of Arrival (ETA).** |
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