

PENNSYLVANIA WILDFIRE SUPPORT CREW STANDARD OPERATING GUIDELINES

1. **NAME:** The organization will be known as the _____ Wildfire Support Crew.
2. **PURPOSE:** (The following statement must be included in the papers of incorporation). To provide additional personnel to the Pennsylvania DCNR, Bureau of Forestry and in particular the District Forest Fire Warden, for the purpose of wildfire suppression, training, fire prevention, and other emergency incidents.
3. **MEMBERSHIP:** Members must be 18 years or older and meet the other requirements as defined below.
4. **TRAINING REQUIREMENTS:** Members must have successfully completed the following training/courses: PA-130 - Basic Wildland Firefighter, S-190 - Introduction to Wildland Fire Behavior, ICS-100 - Introduction to Incident Command System, IS-700 - National Incident Management System
5. **ANNUAL REQUIREMENTS:** Members must annually attend a district led RT-130 - Annual Fireline Safety Refresher. Members must successfully complete/pass a district administered Work Capacity Test (WCT) annually. The WCT will be either: Field Test-Moderate – 2 mile hike with 25 pound pack in 30 minutes. Annual requirements must be completed and provided to the District Forest Fire Warden prior to March 1st yearly.
6. **PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** While engaged in wildland fire incidents or fireline training, members must wear Nomex, gloves, eye and ear protection, NFPA approved hardhat, and NFPA approved fire shelter are required while on the fireline.
7. **TEAM BUILDING:** Members are expected to work together as a crew and engage in a positive and productive behavior.
8. **SUPERVISION:** Members must be under the supervision of the crew Fire Warden, a Special Assistant Fire Warden or other local Fire Warden while assigned to a wildfire or other incident. Crew members must be managed under the concept of span-of-control: one supervisor for every 3-7 crew members.
9. **CHAIN OF COMMAND:** The Incident Command System (ICS) shall be used during all mobilizations and trainings.
10. **SAFETY ISSUES:** At no time during an assignment or other crew activity, will any member be under the influence of alcohol or illegal substances. All injuries must be reported immediately to the District Forest Fire Warden through the crew Fire Warden.
11. **LEGAL:** Any member arrested or cited for a felony or a violation of the wildfire law will be immediately suspended from active status until cleared or convicted. If convicted, the member shall be immediately terminated from the Support Crew. If cleared, the member may be reinstated to active member status, at the discretion of the crew Fire Warden.
12. **MOBILIZATION:** A Support Crew, when mobilized, will be available and self sufficient for a minimum duration of assignment of 48 hours.
13. **MOBILIZATION WITHIN THE DISTRICT:** A Support Crew may be mobilized for a wildfire within the district by the District Forest Fire Warden. Support Crews will be paid at the appropriate in-district Support Crew rate established by the Chief Forest Fire Warden.

14. **MOBILIZATION OUTSIDE OF THE DISTRICT:** A Support Crew may be mobilized to a wildfire outside of the district when requested and available. Out of district Support Crews will be requested and mobilized through the Division of Forest Fire Protection. Support Crews will be paid at the appropriate out of district rates established by the Chief Forest Fire Warden.
15. **STANDARD SUPPORT CREW SIZE:** The standard Support Crew size for wildfire assignments will be 10 fire fighters including the crew fire warden as the leader.
16. **MINIMUM SUPPORT SQUAD SIZE:** A Support Crew that does not have the minimum of 10 members available, but does have at least 5 members available, including a Fire Warden, may respond to a wildfire when requested and be paid at the appropriate in district or out of district Support Squad rate established by the Chief Forest Fire Warden. A Support Crew responding with less than 5 members will be paid at the rates for a Forest Fire Warden and crewmembers.
17. **STANDARD WORK SHIFT:** The standard work shift on any out of district assignment will be 12 hours on the wildfire scene, including check-in, briefing, and orientation.
18. **FIRE LINE TOOLS:** The Support Crew is expected to respond with their own fireline hand tools.
19. **COMMUNICATION:** The Support Crew will respond with a portable VHF radio compatible with the receiving forest district.
20. **TRANSPORTATION:** Transportation to another forest district shall be the responsibility of the Support Crew. A detailed listing of any expenses incurred by the Support Crew while in travel status must be provided to the sending forest district within 15 days of returning from the wildfire. The sending forest district will forward this paperwork to the receiving forest district.
21. **EQUIPMENT:** Support Crews that are recognized by the Division of Forest Fire Protection will be provided with the following:

Hardhats (10)	Nomex pants (10)	Fire Rakes (4)
Fire Shelters (10)	Bladder Bags (2)	Shovels (3)
Nomex shirts (10)	Pulaskis (3)	

This equipment is available upon request by the Support Crew through the District Forest Fire Warden from the Chief Forest Fire Warden.

22. **DOCUMENTS:** To be initially recognized by the Division of Forest Fire Protection, a Support Crew must submit the following for approval:
 - Copy of signed Support Crew Standard Operating Guidelines
 - Copy of Incorporation Papers
 - Copy of the Crew By-Laws
 - Crew Contact information, including Crew Warden's name, address, phone number.
 - Federal ID number and SAP number
 - Written notification from the District Forest Fire Warden stating that the crew has met all of the above guidelines including training and fitness standards.

_____ - President - Warden Crew _____ - Date

_____ - District Forest Fire Warden _____ - Date