




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG - 8 2017

OWF POLICY MEMORANDUM 2017-007

To: Director, Bureau of Land Management
Director, National Park Service
Director, U.S. Fish and Wildlife Service
Director, Bureau of Indian Affairs
Commissioner, Bureau of Reclamation
Director, U.S. Geological Survey

From: Bryan Rice, Director – Office of Wildland Fire 

Subject: Serious Wildland Fire Accident Notification Process

Purpose: This Policy Memorandum provides Wildland Fire Management Program direction by establishing the Office of Wildland Fire Serious Wildland Fire Accident Notification Process.

Background: The Department of the Interior (DOI) Office of Wildland Fire (OWF) is the representative office for notifying Departmental leadership when serious wildland fire accidents occur. The OWF Director should be identified in each bureau's serious wildland fire initial accident notification contact list. This is important because Department leadership is included on automated or routine notifications such as the USFS Fire Desk daily update that is provided to senior leadership.

Scope: The intent of this notification process is to ensure that the OWF Director or designee receives immediate notification from the respective Bureau Fire Director of any serious accident on Department of the Interior (DOI) lands because of a wildland fire accident involving DOI employees, cooperators, or contractors and Departmental leadership is notified in a timely manner.

Time Frame: This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.

Policy: The Department will use the OWF *Serious Wildland Fire Accident Notification Process* in implementing notification to Departmental leadership.

For DOI policy regarding requirements for the reporting of Departmental incidents and accidents and additional requirements for the reporting of Departmental serious accidents, see 485 DM 7 Incident/Accident Reporting/Serious Accident Investigation available at <https://elips.doi.gov/ELIPS/DocView.aspx?id=1648>.

Additional Bureau and Occupational Safety and Health Administration (OSHA) reporting requirements and information is in the *Interagency Standards for Fire and Fire Aviation Operations*, also known as “the Red Book”, Chapter 7 Safety and Risk Management available at <https://www.nifc.gov/PUBLICATIONS/redbook/2017/Chapter07.pdf>

Contacts: Erin Horsburgh, Deputy Director, Management and Programs, OWF, at (208) 334-1550, or erin_horsburgh@ios.doi.gov.

OWF Serious Wildland Fire Accident Notification Process

SERIOUS WILDLAND FIRE ACCIDENT – Any unplanned event or series of events that have resulted in death or occupational illness to a DOI employee, cooperator, or contractor; or damage to, or loss of, equipment or property. For wildland fire operations, a serious accident involved any of the following:

- One or more fatalities;
- Three or more personnel who are inpatient hospitalized as a direct result of, or in support of, wildland fire operations;
- Property or equipment damage of \$250,000 or more; and/or
- Consequences that the Designated Agency Safety and Health Official judges to warrant Serious Accident Investigation.

DOI AIRCRAFT MISHAP NOTIFICATION – Any injury or death associated with an aircraft mishap operation shall be reported to 1-888-464-7527 (or, 1-888-4MISHAP)

1. The OWF Director or designee receives immediate notification from the respective Bureau Fire Director of any serious accident on Department of the Interior (DOI) lands because of a wildland fire accident involving DOI employees, cooperators, or contractors.

OWF Contact	Work	Cell
Bryan Rice, Director	202-208-2719	202-573-2150
Erin Horsburgh, Deputy Director	208-334-1550	208-890-5794
Craig Leff, Deputy Director	202-606-3053	202-549-9218
Jeremy West, Emergency Management	202-208-7262	202-329-0568
Rod Bloms, Fire Operations	208-334-1562	208-863-5022

2. The OWF Director or designee then makes immediate notification via telephone/email to the Deputy Assistant Secretary (DAS) for Public Safety, Resource Protection and Emergency Services (PRE).

DAS PRE Contact	Work	email
Harry Humbert, DAS PRE	202-208-2719	harry_humbert@ios.doi.gov

3. The Deputy Assistant Secretary PRE will then notify the Assistant Secretary for Policy, Management and Budget (PMB), who will notify the Deputy Secretary and/or Secretary.

4. The OWF Emergency Management Coordinator then makes immediate notification via SPOTREP to the Interior Operations Center (IOC).

IOC Contact	Work	Cell
DOI Watch Office (24 hours)	877-246-1373 or 202-208-4108	n/a
Tom Taylor, Director IOC	202-208-4492	202-369-6705