



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

APR 25 2016

## OWF POLICY MEMORANDUM 2016-08

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: Jim Douglas, 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.

**Scope:** The intent of this notification process is to ensure that 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**Time Frame:** This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.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 Office of Wildland Fire *Serious Wildland Fire Accident Notification Process* in implementing notification to Departmental leadership.

**Contacts:** Dick Bahr, Deputy Director, Management and Programs, Office of Wildland Fire at 208-334-1550.

CC: Interior Fire Executives  
Interior Fire Directors

## OWF Serious Wildland Fire Accident Notification Process

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

OWF Contact	Work	Cell
Jim Douglas , Director (Primary)	202-208-7754	202-603-4413
Bryan Rice, Co-Director	202-208-2719	202-573-2150
Dick Bahr, Deputy Director	208-334-1550	208-866-5268
Paul Steblein, Deputy Director	202-606-3053	202-580-9412
Mark Ruggiero, Emergency Management	202-513-0753	202-770-6519
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 Public Safety, Resource Protection, & Emergency Services (PRE).

DAS PRE Contact	Work	Cell
Harry Humbert, Deputy Assistant Secretary	202-208-6319	

3. The Deputy Assistant Secretary PRE will then notify the Assistant Secretary 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 Contact	Work	Cell
Watch Office 24 hr	877-246-1373 or 202-208-4108	
Tom Taylor, Deputy Director (IOC)	202-208-4492	

Serious Wildland Fire Accident – an unplanned event or series of events that resulted in death, injury, occupational illness, or damage to or loss of equipment or property. For wildland fire operations, a serious accident involves 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 (DASHO) judges to warrant Serious Accident Investigation.

DOI Aircraft Mishap Notification - Any injury or death associated with an aircraft mishap or aircraft operation shall be reported to 1-888-4MISHAP.