

Chapter 20 FWS Administration Supplement

[Link to Redbook Chapter 20](#)

G. Records and Reports

- a. Permanent Refuge Records - Old records (e.g., DI-1202, fire weather, narrative, photos, etc.) presently in the refuges should be held in the refuge as permanent historic resource management records.

- b. Situation Reports

Situation reports contain current information about fire danger, fire status, and resource availability. Refuges with permanent fire staffs prepare daily situation reports during their official fire seasons. Those refuges, when outside of official fire season, and all other refuges, prepare situation reports under the following circumstances:

- i. Daily, when in very high or extreme fire danger.
- ii. Daily, whenever a fire has occurred, is in progress, or is planned.
- iii. Additionally, as required by Regions/zones.

It is preferable for reports to be completed by 1100 hours (Mountain Standard Time Zone) for compilation into interagency situation reports. In accordance with local or Regional procedures, refuges provide situation reports to local cooperators or interagency coordination centers.

Historic situation report files will be used in the FIREBASE prescribed fire monitoring needs analysis to monitor staffing requirements. For this reason it is especially important that refuges make daily entries for all wildland fires and prescribed burns.

- c. Fire Weather Records

All refuges will maintain or reference fire weather stations, and record daily weather observations during their official fire seasons. Weather observations are entered directly into WIMS.

- d. Fire Report Records

Each wildland fire and support action will have a fire report prepared and archived to document the fire incident. In the event that a prescribed fire does not meet established objectives, and/or exceeds its established prescription and is reclassified as an unwanted wildland fire, two separate reports are prepared. The narrative of the prescribed fire report should indicate that the fire was reclassified and reference the new assigned wildland fire number, and report only those acres burned within prescription. A new report is started for the newly declared wildland

fire, and report acres burned from the point of reclassification to the declared out acres. The cause and narrative should indicate that the unwanted wildland fire resulted from a prescribed fire which was reclassified. All unwanted wildland fires caused by prescribed fires will be reviewed: see section 3.6.2 Fire Reviews - Prescribed Fire / Wildland Fire Review in the Wildland Fire Operations Chapter.

The Fish and Wildlife Service Fire Management Information System (FMIS) has an on-line data entry and editing application for direct entry of occurrence information. Refuges, which have computer telecommunications capability, will use the computer to file their reports, and retain the hard copy report on file in the refuge. Refuges without computers will forward one copy of each completed Fire Report to the appropriate data entry site assigned by the Regional Fire Management Coordinator for data entry.

Data entry begins at the time of the fire in order to get a fire number. The complete fire report is to be entered on the computer system within 10 days after the fire is declared out. Regional Offices will assure that all fire reports are entered into the Servicewide database. General Fire Reporting instructions can be found on the Fire Management Home Page.