

Railroad Wildland Fire Annex (example)

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Part One Overview

Background

The ABC Railroad's Southern Division includes a number of wildland zones along its route. In recent years the incidence of drought has increased, killing many of the trees in the forests adjacent to ABC Railroad's right-of-way. During wet seasons the underbrush is replenished, and then dries out seasonally, creating forest-floor-level fuel for fires. Recent weather conditions have included strong winds that carry large embers in the fire zone, spreading the burning beyond the reach of flames alone. These combined conditions can lead to fire leaving the forest floor, where it can be effectively fought with shovels, and into the forest canopy where aerial firefighting is required to surround the fire until it burns out. Aerial firefighting resources have to come from FEMA and other states with mutual aid agreements.

Some of the forest areas are in national forest and national park land, while some are in state park land. There are also active timber operations in areas along the right-of-way. Therefore, the railroad is both a landowner and a neighbor to other entities in the wildland fire zone. Since trains have been identified by the State of Minnesota as a major source of sparks that ignite wildland fires, it is important for the railroad to be proactive in fire prevention and a collaborating partner in fire response.

Organized firefighting in wildland zones is generally conducted by the National Forest Service and the State Parks Department that each have both full-time and part-time firefighters. Their resources include wheeled equipment and aerial capability. There are fire roads cut into the forests in some areas, but some of the wildland is inaccessible by existing roads. State highway departments will work with the state fire departments to create expedient roads from existing highways into the wildlands. However, this work is time consuming, and may become impossible when the fire begins to travel on strong wind currents.

ABC Railroad has a regular vegetation management program along its right-of-way, which is conducted in association with the utility companies in many areas. ABC Railroad and local utility companies clear vegetation at the same time to benefit from cooperative clearance work, and the railroad removes the vegetation debris for safe disposal outside of the wildland. This program helps to ensure that sparks from train wheels do not find tinder along the tracks to start a fire.

ABC Railroad's Southern Division also includes urbanized areas that have volunteer fire departments to protect urban property. These units do not generally fight wildland fires. However, recent fire events in California have demonstrated that wildland fire can burn into rural residential areas (often called the interface) and into urbanized areas. The recent fires burned over a thousand homes and killed dozens of residents. Therefore, plans for wildland fires have to include the possibility that

the wildland urban interface might become involved, threatening ABC Railroad's property in rural, suburban and even urban areas.

Goals

ABC Railroad's goals for wildland fire planning are to develop knowledge and practices that will allow the railroad to prevent and protect against wildfire, minimize its impact on railroad property and personnel, limit losses of capital investments, assist the surrounding jurisdictions, and protect the railroad's reputation.

Scope

The Southern Division encompasses coastal, mountain, and desert land in State A, desert and mountains in States B and C, and desert and grasslands in State D. A map of the division's boundaries is included as Attachment A.

Organizational Structure

ABC Railroad has organized its emergency response using the Incident Command System (ICS). Since all public safety personnel are required by federal regulations to follow the ICS organizational structure, using the same system eases collaboration between the railroad and first responders along its right-of-way. ICS is required for hazardous materials response, so using one consistent system makes emergency planning seamless across types of events.

The Southern Division has an organization chart that matches ICS positions with railroad positions, and is used regardless of the cause of the emergency.

ABC Railroad, Southern Division ICS Position Assignments	
Incident Commander	Division Director
Operations Section Chief	Operations and Maintenance Director
Planning/Intelligence Section Chief	Railroad Planning Director
Logistics Section Chief	General Services Director
Finance Section Chief	Finance Director
Safety Officer	Senior Safety Officer
Public Information Officer	Senior Public Information Officer
Liaison to the Incident Command	Division Deputy Director

What is the overall plan for managing a wildland fire adjacent to/near the railroad property?

Pre-event

Pre-event preparation includes education of all Southern Division staff about fire safety on the railroad, debris management, hot tool use and electricity management safety. The goal is to prevent any spark from escaping a work or operational space to ignite a fire.

The Southern Division has an ongoing vegetation management plan, as discussed above. It also has regular maintenance activities designed to prevent sparks and heated materials from entering the wildland areas.

Event Response

When a fire starts, the Southern Division of ABC Railroad provides support and services to the federal and state firefighting efforts. This may include the use of ABC Railroad's right-of-way for the movement of firefighters and firefighting equipment, use of personnel support equipment such as potable water and sanitation, and support from the railroad's public information officer at the Incident Command Post or at the Joint Information Center (JIC) if it is established. ABC Railroad provides open access to its lands and right-of-way for all public safety personnel engaged in the firefighting effort.

Immediate Recovery

ABC Railroad's engineers and support staff will participate in the development of the lead jurisdiction's damage assessment report by providing information about losses and damage to railroad property and capital goods. The Southern Division will contact the ABC Railroad headquarters with information to open claims with its insurance carriers for any covered property losses. Workers' Compensation Claims will be filed for injured ABC Railroad employees involved in fighting the fires or protecting railroad property during the fires.

Long Term Recovery

ABC Railroad will collaborate with the lead wildland fire agency to develop an after-action report and an improvement matrix, with the goal of future prevention and protection of railroad property from the impact of a wildland fire. The Southern Division will work with the ABC Railroad's headquarters to consider investments in additional insurance, in fire-resistant equipment and in fire response resources like fire trains (currently operated by BNSF and UP) for long-term protection, prevention, and adaptation. ABC Railroad will review fire resistant construction techniques for its buildings and facilities to adapt to more frequent extreme events.

External resource list (examples)

Jurisdiction	Official	Direct Emergency Line
County A	Fire chief	000-000-0000
County A	Sheriff	000-000-0000
City 1	Fire Chief	000-000-0000
City 1	Police Chief	000-000-0000
County B	Fire Chief	000-000-0000
County B	Sheriff	000-000-0000
County C	Fire Chief	000-000-0000
County C	Sheriff	000-000-0000
First Tribal Organization	Chairman	000-000-0000
Second Tribal Organization	Chairman	000-000-0000

XYZ Electric Utility	On-duty Operator	000-000-0000
MNO Electric Utility	On-duty Operator	000-000-0000
County A Water Utility	On-duty Operator	000-000-0000
County B Water Utility	On-duty Operator	000-000-0000
County C Water Utility	On-duty Operator	000-000-0000
Big Woods Timber Company	Executive Director	000-000-0000
Famous Brand Tool Company	On-duty Manager	000-000-0000
Big Hat Cattle Ranch	Ranch Owner	000-000-0000

Railroad facilities at risk of wildland fire

Access the spreadsheet of ABC Railroad property in proximity to wildland fire prone areas. Access the GIS map of ABC Railroad property in proximity to wildland fire prone areas. Ensure that the following elements are evaluated for preventive or protective actions in advance of a fire: buildings, yards, rolling stock, signals, switches, crossing gates, wheel bearing defect detectors (hot box detectors), cameras, other equipment.

Railroad resources that could be used to mitigate the event

Make a spreadsheet of ABC Railroad resources that could be used by railroad personnel or local first responders to mitigate the wildland fire event. These might include yards for staging, potable water and sanitation equipment, trains or maintenance trucks to move firefighters to the fire area, especially if it is in a remote area; open purchase orders or mutual assistance agreements with other railroads.

Railroad public information officer assistance

Create a Go-Kit for the Public Information Officer (PIO) to use during an emergency. It should include a list of media contacts and 24/7 contact information for senior PIO personnel at ABC Railroad headquarters and essential equipment like a laptop, charger, portable printer, note pads, and pens. Make sure the laptop is loaded with pre-made templates for media releases, the railroad's logo to include on joint media releases, and script formats for radio and TV spots. The senior PIO should be prepared to deploy to the Incident Command Post to assist the Incident Command's PIO, write media releases, provide a list of media contacts, and represent the railroad in a Joint Information Center (JIC) when established.

Part II Section Plans

A. Management Section

A.-1: Management Section Chief

1. **Pre-event:** at the beginning of wildland fire season

- a. Ensure that phone contact information is up to date for public safety organizations, utilities and neighboring property owners.
- b. Ensure that the spreadsheet of division resources at risk of wildland fire is reviewed and updated.
- c. Ensure that the list of resources that could be used to mitigate a wildland fire is accurate and that the items are available and in good repair.
- d. Ensure that the senior PIOs are ready to support the Incident Command if needed
- e. Contact counties and cities to confirm availability of railroad liaison for participation in ICS when established

2. **Emergency phase:** when notified of a fire by railroad employees or local authorities

- a. Open the emergency operations center
- b. Call back the EOC staff
- c. Notify the ABC Railroad headquarters emergency manager of the situation
- d. Hold the first Incident Action Planning meeting with the EOC staff, and repeat at the end of each Incident Action Period.
- e. Review and sign each Incident Action Plan as prepared by the Planning/Intelligence Section Chief.
- f. Send the PIO to the jurisdiction's Incident Command Post.
- g. Notify Operations Section Chief to call back or assign employees to surveillance of railroad property for signs of fire.
- h. Notify Operations Section Chief to begin defensive/suppression operations against fire as needed, in accordance with the Incident Action Plan for the Incident Action Period.
- i. Maintain a log of the section's decisions and actions.

3. Recovery phase: when the jurisdiction's Incident Commander declares the fire emergency over

- a. Instruct Operations Section Chief to inventory property and resources used in the wildland fire response, create a spreadsheet of item, location and priority of replacement and report that to the Logistics Chief and Management Section Chief.
- b. Instruct Safety Officer to inventory emergency operations center support supplies, and create a spreadsheet of items to be replaced, quantities and give copies to the Management Section Chief and the Logistics Chief.
- c. Instruct the Liaison to provide a spreadsheet of all requests and how they were handled, and if fulfilled, what personnel time, supplies or equipment were used, and provide a copy to the Management Section Chief and Logistics Chief.
- d. Instruct the Logistics Chief to replace routine supplies and equipment that were consumed or destroyed listed by the Operations Chief, Liaison and Safety Officer, add cost to the spreadsheet and provide to the Management Section Chief.
- e. Instruct the Logistics Chief to make a separate spreadsheet for capital equipment or projects required to restore the railroad to pre-wildland fire conditions, and estimated cost for each.
- f. Instruct the Logistics Chief to make a separate spreadsheet for assistance provided to the jurisdiction by the railroad, including personnel time, equipment and supplies, and their costs.
- g. Coordinate with ABC Railroad headquarters regarding whether there is a known responsible party and any insurance claims.
- h. Provide a damage assessment of railroad property and resources to ABC Railroad's organizational risk management, including the spreadsheets of routine item replacements from the Operations Section Chief, Safety Officer, Liaison and Logistics Chief and the spreadsheet of capital replacements being requested by the Operations Chief and Liaison with their priorities.
- i. Provide copies of the Incident Action Period plans and After-Action Report to the ABC Headquarters' emergency manager.
- j. Ensure that a long-term recovery process is staffed and organized to complete the restoration of railroad property and functionality, including consultation with all appropriate regulatory agencies at the local, state, and federal levels.
- k. Cooperate with the jurisdiction's After-Action Review and the creation of the After-Action Report.

A-2: Safety Officer

1. **Pre-event:** at the beginning of wildland fire season

- a. Check the emergency operations center facility to ensure that all equipment is in safe working order and all fire and electrical codes are met.
- b. Ensure that emergency operations center HVAC HEPA filters are in good working order, and in conjunction with Logistics Chief replace as needed.
- c. Check stored food and water to ensure that it is within use-by date and in adequate supply for anticipated emergency operations center staff.

2. **Emergency phase:** when notified of a fire by Management Section Chief

- a. Respond to emergency operations center when notified.
- b. Receive a briefing on the wildland fire.
- c. Participate in every Incident Action Planning meeting.
- d. Ensure the psychological safety of emergency operations center staff by scheduling rotating rest periods, providing hydration and snacks from the emergency operations center stores, and—in conjunction with the Logistics Section Chief—providing regular meals as the emergency circumstances permit.
- e. Assist with any family emergencies by offering resources or releasing the staff members in conjunction with the Management Section Chief
- f. Maintain a log of the Safety function's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Inventory all emergency operations center supplies, and make a spreadsheet of items that need to be replaced; provide copies of the spreadsheet to the Logistics and Management Section Chiefs.
- b. Coordinate replenishment of emergency supplies with the Logistics Chief.
- c. Coordinate replacement of the HVAC system HEPA filter with maintenance.
- d. Provide written input for the district's After-Action Plan to the Management Section Chief.

A-3: Public Information Officer (PIO)

1. **Pre-event:** at the beginning of wildland fire season

- a. Review media contact information and update.
- b. Review contents of professional emergency response kit and replace/update items.
 - 1. Check all rechargeable batteries, power cords, and extension cords for working condition.
 - 2. Check flashlight batteries and add new spares; hearing aid batteries and add new spares; extra pair of glasses; personal medications (minimum 10-day supply), 10 quarts of drinking water and water bottle or cup; other personal items for safety and comfort when working in the Incident Command Post, including being prepared for inclement weather.
- c. Obtain briefing on fire season expectations from Planning/Intelligence Section Chief.

2. **Emergency phase:** when notified of a fire by Management Section Chief

- a. Report to the emergency operations center.
- b. Receive a briefing on the wildland fire.
- c. When directed by the Management Section Chief, the Senior PIO will go to the jurisdiction's Incident Command Post and assist the PIO as needed.
- d. Senior PIO will join the JIC as the railroad's representative if one is opened.
- e. Other PIOs will provide media briefings regarding the railroad's role in the wildland fire event, including schedule changes, track closures and other railroad-specific information.
- f. Senior PIO at the ICP/JIC and other PIOs will maintain a log of the PIO function's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Close out all forms and activities at the JIC or Incident Command Post.
- b. Inventory all emergency supplies, and make a spreadsheet of railroad-supplied emergency kit items that need to be replaced; provide copies of the spreadsheet to the Logistics and Management Section Chiefs.
- c. Coordinate replenishment of railroad-supplied emergency kit items with the Logistics Chief.

- d. Provide written input for the district's After-Action Plan to the Management Section Chief.

A-4: Liaison

1. **Pre-event:** at the beginning of wildland fire season

- a. Review and update internal railroad contact information.
- b. Review contents of professional emergency kit and replace/update items.
 - 1. Check all rechargeable batteries, power cords, and extension cords for working condition
 - 2. Check flashlight batteries and add new spares; hearing aid batteries and add new spares; extra pair of glasses; personal medications (minimum 10-day supply), 10 quarts of drinking water and water bottle or cup; other personal items for safety and comfort when working in the Incident Command Post, including being prepared for inclement weather.
- c. Obtain briefing on fire season expectations from Planning/Intelligence Section Chief.

2. **Emergency phase:** when notified of a fire by the Management Section Chief

- a. Report to the emergency operations center
- b. Receive a briefing on the wildland fire
- c. When directed by the Management Section Chief go to the jurisdiction's Incident Command Post and provide the Liaison Office with information on railroad fire-related conditions.
- d. When requests for railroad assistance are made by the Incident Commander, relay the message to the Management Section Chief and get direction on what assistance may be provided by the railroad.
- e. Create a spreadsheet of all requests and how they were fulfilled, and at what cost, and provide a copy to the Management Section Chief.
- f. Determine if there is a responsible party or insurance coverage to reimburse railroad aid, and provide that information to the Management Section Chief.
- g. Maintain a log of the section's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Inventory all emergency supplies, and make a spreadsheet of railroad-supplied emergency kit items that need to be replaced; provide copies of the spreadsheet to the Logistics and Management Section Chiefs.
- b. Coordinate replenishment of railroad-supplied emergency kit items with the Logistics Chief.
- c. Create a spreadsheet of all requests for assistance from the jurisdiction and how they were handled, and if fulfilled, what personnel time, supplies or equipment were used, and provide a copy to the Management Section Chief and Logistics Chief.
- d. Provide written input for the district's After-Action Plan to the Management Section Chief.

B. Operations

B-1. Operations Section Chief

1. **Pre-event:** at the beginning of wildland fire season

- a. Ensure that employee call-back schedules are current.
- b. Ensure that employee call-back contact information is current.
- c. In collaboration with the Logistics Chief ensure that there is adequate food and water, medical kits and personal protective equipment available for railroad employee emergency responders.
- d. Inventory supplies and equipment needed to respond to a wildland fire on railroad property, and ensure that they are available in adequate supply.
- e. Ensure that mitigation measures have been taken, such as brush clearance along right-of-way and around structures.
- f. Inventory any railroad fire response equipment like fire trains or water tanks and ensure that they are ready for deployment.

2. **Emergency phase:** when notified of a fire by the Management Section Chief

- a. Go to the emergency operations center and get a briefing.
- b. When authorized by the Management Section Chief, call back employees needed for property surveillance, property defense and fire suppression.
- c. Establish a watch schedule for personnel rotation.

- d. Following the Incident Action Plan, protect railroad property, including expedient brush clearance, wetting roofs, track and right-of-way, removal of property at risk when possible.
- e. Collaborate with local jurisdiction on response through the Liaison as authorized by the Management Section Chief.
- f. Participate in Incident Action Plan development.
- g. Maintain a log of the section's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Create a spreadsheet of all resources used to respond to the disaster on railroad property, including personnel time, supplies or equipment were used, and provide a copy to the Management Section Chief and Logistics Chief.
- b. Provide written input for the district's After-Action Plan to the Management Section Chief.

C. Planning/Intelligence Section

C-1. Planning/Intelligence Section Chief

1. **Pre-event:** at the beginning of wildfire season

- a. Obtain a briefing on wildfire season from the local National Weather Service office.
- b. Review all maps and other GIS information for accuracy and current information.
- c. Review reporting information like the supply information logging forms (ICS 201), phone numbers/text numbers for counties and cities in the division.
- d. Ensure that all Planning/Intelligence Section technology equipment is working and that software is up-to-date.

2. **Emergency phase:** when notified of a fire by the Management Section Chief

- a. Go to the emergency operations center and get a briefing.
- b. Lead the Incident Action Planning meetings, including delivering a briefing on weather, fire predictions, and topography information.
- c. Take notes during the Incident Action Planning meeting, including the Management Section's Chief's direction.
- d. Create the hard copy Incident Action Plan and get the Management Section's Chief's review and signature.

- e. Distribute the Incident Action Plan to all officers and section chiefs to guide their management of the event during the Incident Action Period.
- f. Complete the Situation Status Report (ICS 201) for each Incident Action Period and distribute to the Management Section Chief.
- g. Maintain a log of the section's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Complete all documentation of emergency operations center activities managed by the Planning/Intelligence Section – Incident Action Plans, ICS 201, including maps and organization charts.
- b. Collect all documentation of emergency operations center activities from each section chief, including section logs and resources spreadsheets.
- c. Assemble a binder of emergency operations center documentation for the division's archives, including all Incident Action Plans, all spreadsheets of resources used, all ICS 201 forms, and the After-Action Plan when it is completed. Make a digital copy of the binder for the Management Section Chief to send to the ABC Railroad headquarters emergency manager.
- d. Provide written input for the district's After-Action Plan to the Management Section Chief.

D. Logistics Section

D-1. Logistics Section Chief

1. **Pre-event:** at the beginning of wildfire season

- a. Review all open purchase orders, contracts, and other instruments that would enable rapid procurement of essential supplies and services during a wildland fire.
- b. Review all contact information for local vendors that might be needed during wildfire response, such as food vendors, sporting goods stores for replacement boots and socks, and hardware stores for replacement gloves, N-95 masks and small tools.
- c. Ensure that all emergency operations center technology is working and has current software, including radios, telephones, cell phones, computers, servers, internet connections and any other devices.
- d. Notify each section chief to review their emergency operations center station and test all the technology they will need in an emergency.

2. Emergency phase: when notified of a fire by the Management Section Chief

- a. Go to the emergency operations center and get a briefing.
- b. Participate in the Incident Action Planning meetings.
- c. Maintain a log of the section's decisions and actions.
- d. Provide procurement, purchasing, and acquisition support for all sections and officers as directed by the Management Section Chief

3. Recovery phase: when the Management Section Chief declares the fire emergency over

- a. Complete all documentation of procurement, purchasing, and acquisitions; prepare all spreadsheets of replacement supplies and equipment with costs, of all requested replacements with costs, and all items given to or used by or for the local jurisdiction's response to the wildland fire; provide hardcopies to the Planning/Intelligence Section Chief and digital copies to the Management Section Chief.
- b. Provide written input for the district's After-Action Plan to the Management Section Chief.

E. Finance Section

E-1. Finance Section Chief

1. Pre-event: at the beginning of wildfire season

- a. Review all technology available in the emergency operations center and ensure that all software is current and compatible with software used day-to-day in the finance offices.
- b. Review all budgets to determine where emergency funds might be sourced for wildland fire-related purchases, including emergency operations center food and supplies.
- c. Review all insurance policies with natural hazards/wildland fire endorsements, and ensure that current contact information for the companies is in the section's emergency operations center documentation

2. Emergency phase: when notified of a fire by the Management Section Chief

- a. Go to the emergency operations center and get a briefing.
- b. Participate in the Incident Action Planning meetings.
- c. In collaboration with the Logistics Section, track all expenses related to the wildland fire response, whether by the emergency management center, the Operations Section or the Logistics Section.

- d. At the end of each calendar day, collect all receipts for each item ordered and received and log them into a spreadsheet of all wildland fire-related expenses, and safeguard all original receipts.
- e. Maintain a log of the section's decisions and actions.

3. **Recovery phase:** when the Management Section Chief declares the fire emergency over

- a. Complete all documentation of emergency operations center activities managed by the Finance Section—receipts, spreadsheets, logs
- b. Assemble a binder of the section's documentation for reimbursement efforts—responsible party, government agency, insurance companies, local jurisdiction or other sources of financial assistance. Make a digital copy of the binder for the Management Section Chief to send to the ABC Railroad headquarters emergency manager. Give the hardcopy to the Planning/Intelligence Section. Keep a digital copy for the division's Finance Department.
- c. Provide written input for the district's After-Action Plan to the Management Section Chief.

About the Authors

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