

Procedures for an Archaeologist Assigned to a CAL FIRE Wildfire or Other Emergency Incident

by:

Dan Foster, Rich Jenkins, and Linda Pollack
California Department of Forestry and Fire Protection

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This document provides guidance to an Archaeologist assigned to a California Department of Forestry and Fire Protection (CAL FIRE) wildfire or other type of emergency incident. This information includes a goals statement and specific logistic and technical suggestions describing what needs to be done when first assigned to an incident, as well as suggestions for successful completion of tasks upon arrival, during, and before departing an incident. These procedures are also intended to provide useful information for the Plans Section staff to which Archaeologists are likely to be assigned, and to the California Historical Resource Information System (CHRIS) Information Centers, Native American Heritage Commission (NAHC), and local Native American tribal contacts who will play a role in providing the Archaeologist with information concerning cultural resources which may occur within the areas affected by the incident.

GOALS STATEMENT

The purpose of assigning an Archaeologist to an incident is to identify and protect important archaeological, historical, and other types of cultural resources whenever feasible if such protection can be accomplished in a safe manner without delaying or hindering emergency response operations. The Archaeologist must never compromise safety for the protection and preservation of archaeological and historic properties. A successful Archaeologist is one that is viewed by most members of the team as an asset, rather than a hindrance, to the team that he or she supports.

ASSIGNMENT TO THE INCIDENT

- The request to fill an order for a Technical Specialist (Archaeologist) is likely to come from the Incident to the CAL FIRE Command Center. When the request reaches the Archaeologist he or she will be asked concerning their availability to respond to the incident. (Note: Since Archaeologists are trained in several positions on a fire assignment and not just archaeology work, i.e. Field Observer, Fuels Behavior Analyst, Dozer Boss, etc., they may be requested for one of those positions. The Archaeologist should only accept one of those positions if the Archaeologist position has already been filled.) If the Archaeologist is available to take the archaeology assignment that person should clearly indicate so, calculate the estimated arrival time to the incident, and provide that information to the Command Center. The Archaeologist will also need to ask for and write down the following items of information:
 1. Order and Request Numbers – These numbers will be needed to check in once the Archaeologist arrives at the incident and will be used on the incident timesheet (FC-33).

2. Reporting Location – Get the name of and directions to the incident reporting location. Ask for the phone number for the camp. Ask for the time of the morning briefing. Note that the Command Center will in turn ask the date and time of anticipated arrival. Be sure to budget time for sleep and try to arrive in time to attend the morning briefing.
3. Incident Legal Description – Township, range, and section information. Also request the size of the fire and the name of the USGS quadrangle(s) that show the fire area. This information may or may not be known at the time the Archaeologist receives the assignment, but CAL FIRE can usually provide information regarding the location of the fire and the direction the fire is moving.
4. Names of Other Landowning Agencies – Find out whether or not other agencies such as the USFS, BLM, California Department of Parks and Recreation, etc. manage lands within the incident area.

PREPARATION BEFORE DEPARTING TO GET TO THE INCIDENT

- After receiving an incident assignment from the Command Center contact the appropriate CAL FIRE Region Archaeologist. Inform them of the assignment to seek and acquire pertinent information regarding the fire area.
- Contact the appropriate CHRIS Information Center and request an archaeological records check for the incident area as outlined in the Memorandum of Agreement between CAL FIRE and the Information Centers. The Information Center should be contacted by telephone, notified of the incident, and requested to provide the needed information as quickly as possible. Request a listing of all known archaeological, historical, or other cultural resource sites which are located within the incident area and adjacent areas, and if the area had previously been surveyed. It will be helpful to provide the ICs with information on which direction(s) a wildfire is spreading in order to include information on all known sites that could be immediately affected by the fire or by suppression efforts. The IC will need a map or maps depicting the incident location, or if this is not available - a legal location (Township, Range, and Sections) in order to provide the needed information. CAL FIRE will usually need copies of the site records for these sites, or at least mapped locations and site descriptions. In some cases another CAL FIRE Archaeologist may be assisting the Archaeologist responding to the incident by providing the IC with the map or legal location and helping arrange a mechanism for such information to get to the responding Archaeologist. In some cases the Archaeologist may be able to have the Information Center photocopy the entire USGS quadrangle(s) that contain the fire area and arrange to pick up the maps en-route to the incident. In most cases the Archaeologist will have to report to the incident, obtain copies of incident maps, and then visit the Information Center to obtain USGS map copies or to simply transfer mapped data directly on to incident maps. Note that these offices are closed on the weekends but through an MOU the Information Centers have agreed to provide CAL FIRE with a list of confidential emergency response telephone numbers. Each spring one of the CAL FIRE Archaeologists will update this list of phone numbers. A statewide electronic database containing locations of all know sites throughout

California is not yet available but CAL FIRE and the Information Centers are working on this, and soon CAL FIRE expects to acquire immediate access to archaeological site location information pertinent to the incident.

- Consult with the Native American Heritage Commission (NAHC) at (916) 653-4040. Ask the NAHC to check the Sacred Lands File for known sites and provide CAL FIRE with local tribal contact information. If the NAHC does identify a site on the Sacred Lands File the contact information about the site might not be a person identified on either CAL FIRE's or the NAHC's contact lists, but an additional contact person. The NAHC may provide CAL FIRE with a confidential emergency response telephone number to use during weekends or off hours. Also note that these consultation procedures may have to be repeated if the fire grows substantially in size.
- Attempt to make contact with the appropriate local tribal contact(s) for the incident location. Provide notification about the incident and request information concerning the locations of cultural resources which might be threatened by the incident. The NAHC should be consulted to determine the most appropriate tribal contact(s) to be notified for the incident. CAL FIRE's Native American Contact List may not be a useful source for emergency response since multiple contacts (sometimes over 15) are listed for individual counties. Note that this contact or series of contacts may take some time to complete, and the Archaeologists responding to the incident may choose to forward this task to another CAL FIRE Archaeologist to complete while the Archaeologist is driving to the incident.
- Consult with any State or Federal Agency Archaeologist that has jurisdiction over lands within the incident area. The Archaeologist should make plans for a meeting to get site information upon arrival to the incident base.
- Gather field equipment, pertinent reference materials (Kroeber's *Handbook of the Indians of California*, the Smithsonian's *Handbook of North American Indians*, Moratto's *California Archaeology*, etc) camera, GPS unit, laptop computer, printer, cell phone, and any topographic maps (paper or electronic) that cover the incident area.
- Gather complete complement of personal protective gear (PPG) including Nomex, hard hat, gloves, web gear, and assigned radio.
- Gather complete CAL FIRE uniform including shirts, T-shirts, trousers, sweatshirt or jacket, boots, socks, undergarments, cap, and belt as well as after-hours clothing from home to last two weeks. Also be sure to bring a medium to large-sized ice chest for lunches and drinks.

TRAVEL TO THE INCIDENT

- The Archaeologist should drive to the Incident Base in their CAL FIRE vehicle. It is critical that the Archaeologist have a 4-wheel drive vehicle available for use on the incident and one may not be available should the Archaeologist fly to the incident and rely on a rental agency.

- The Archaeologist should make sure to use 00900 or other assigned emergency coding for the gas code when traveling to and from the incident.
- Be sure to plan adequate time for sleeping. Working the incident with little or no sleep will render an Archaeologist less effective and safety-conscious than if adequately rested.

ARRIVAL AT THE INCIDENT AND FIRST DAY SCOPE OF WORK

- Find the Check-In recorder. Oftentimes this person will be located at the entrance to the compound that is hosting the Incident Base and will have nothing more than a clipboard on which he or she records your name, place of origin, assignment, vehicle number, and time of arrival. In other cases the Check-In is found inside a trailer or tent with the clerk sitting behind a computer where he/she enters the same information directly into an electronic database. If the Archaeologist does not find Check-In within a few moments of arrival, ask for its location.
- Following check-in go to the Plans Section area, which is typically a trailer, and ask for the Plans Section Chief. The Archaeologist should provide an introduction and assure staff that the Archaeologist requires very little supervision. Inform staff that the locations of known archaeological sites will be obtained and the Archaeologist will work with Plans to develop strategies to avoid important sites where possible. Ask for an incident briefing and obtain a copy of the most recent Incident Action Plan (IAP). The Archaeologist should advise staff that a few hours will be needed to gather data and that the Archaeologist will meet with them later to discuss an archaeology plan.
- Obtain a copy of the full size incident map from the GIS trailer.
- Find a work space in one of the trailers or tents (perhaps with GIS or Fire Suppression Repair personnel) that has access to electricity for a computer, a table to lay out maps, and for a place for people to leave messages for the Archaeologist.
- Obtain site location data from Information Center, NAHC, and other agency Archaeologists. Plot known archeological site locations on GIS map and return to GIS trailer for digitization of site locations. Request that the burn boundary, Federal agency ownership boundaries (if any), and fire control line locations also be included on the requested map.
- If the incident includes federal lands, contact appropriate federal agency personnel to determine if any fire management plan or cooperative fire protection agreement exists for the affected federal unit, and consult to determine protection strategies and priorities. Find out who is the Agency Resource Advisor and make contact.
- Plot site locations and high sensitivity locations on your full sized incident map. Review IAP for description of general fire control objectives in these areas. Develop prioritized plan for field inspecting known site locations based upon estimated threats from fire and/or suppression. Also develop a plan for surveying high probability areas which may be

threatened by suppression activities. Determine whether or not additional Archaeologists are required to implement the plan.

- Meet with Plans Section Chief to discuss archaeology plan. If additional archaeology staff is required ask for approval to request them. Ask about attending the afternoon Plans Meeting if possible so that the Archaeologist gets an idea of where heavy equipment will be assigned the following day and to get to know the remainder of the Plans Section staff members. If asked to make a presentation at the Planning Meeting by all means do so in an effort to convey the importance of cultural resources to all in attendance. Ask about making a brief presentation at the next day's Morning Briefing so that you have an opportunity to alert all other fire-going personnel of archaeological concerns.
- Submit a one-page Archaeological Guidelines sheet to the Plans Section for inclusion in the next IAP. This document can be prepared using site data gleaned from the Information Center and other sources. Include types of artifacts and sites likely to be encountered, locations of likely sites, recommend avoidance if at all possible and otherwise to minimize ground disturbance, recommend mapping or taking GPS readings for new discoveries, have discoveries reported to the Archaeologist or Plans Section, note that work should cease in the event of discovery of human remains. Incident personnel that discover bones thought to possibly be human should immediately request an evaluation by a CAL FIRE Archaeologist to determine whether or not the remains are human. Once confirmed, Health and Safety Code Section 7050.5 requires immediate notification to the County Coroner. The discovery should also be promptly reported to the Plans Section Chief, CAL FIRE Archaeologist (if not involved earlier), the Native American Heritage Commission (NAHC). The NAHC will designate a Most Likely Descendant pursuant to PRC 5097.98 to make a recommendation to the landowner for the treatment and disposition of Native American human remains and any associated funerary objects.
- If time allows begin to relocate and flag known sites. Develop written protection measures, if required, to be included in the next IAP. Submit protection measures, in writing on an ICS 204 Form, to the Plans Section.
- Prepare Unit/Activity Logs (ICS 214) at end of shift and submit to Documentation Unit. List major events that occurred during the shift, any special actions that are required, and who you passed, in the chain-of-command, the information on to. Keep a copy of the ICS-214 for your records and for ease of writing your final report.

SECOND AND SUBSEQUENT DAYS SCOPE OF WORK

- Attend the Morning Briefing to find out whether or not the fire location changed overnight. Listen closely to predictions of where the fire is likely to grow. Also listen closely to messages delivered by Fire Weather, Fire Behavior, and Safety personnel. Have your large fire map available at the briefing showing site locations so Division and Branch Supervisors, Dozer Bosses and Dozer Operators can look at the locations of sites in the areas that they will be working in. Have them mark pertinent site locations on their maps.

- Flag known sites and develop written protection measures to be included in the next IAP. Make sure your flagging is different from colors that others are using to mark other types of areas. *Example:* Say the Archaeologist has relocated a known prehistoric village near the west end of Division C and marked it with red plastic flagging tape. The site is located immediately adjacent to a dozer line and you note that widening the north edge of the line would impact the site. In the “Special Instructions” section of the Division C page (ICS 204) for the next IAP the Archaeologist would provide language such as “Exclude heavy equipment operations from the Special Treatment Area flagged in red in the western portion of Division C”. Note: We are trying to use “Special Treatment Zone” flagging if it is available.
- Develop plan for conducting field inspections prior to new fire control line construction in potentially sensitive areas. Flag any discovered sites and develop written protection measures to be included in the next IAP.
- Develop plan for field inspecting existing fire control lines placed in potentially sensitive areas prior to arrival of the Archaeologist. Flag any discovered sites and develop written protection measures to be included in the next IAP.
- Meet daily with Plans Section Chief for debriefing, especially during the afternoon Planning Meeting if possible.
- Prepare an e-mail message sent to your supervisor every few days to provide an update regarding incident events.
- Note that the Archaeologist may be asked (or the Archaeologist may ask to) transition from the Plans Section to the Fire Suppression Repair Section. This transition may take place after the incident is contained but not always. Suppression Repair activities sometimes begin before the incident is contained.

BEFORE DEPARTING THE INCIDENT

- Obtain a “S-Number” from the Ordering Manager in the Logistics Section for expenditure of funds for the required Archaeological Records Check. Transmit this “S-Number” to the Information Center for inclusion on the Records Check invoice along with the incident name. Have a copy of the invoice faxed to you for hand-delivery to the Finance section if possible. If not possible have invoice faxed directly to Finance. Alternatively have invoice sent directly to the CAL FIRE Unit (AEU, MEU, etc) within which the incident is situated.
- Prepare a written report for Plans Section. The report should include the names and dates of those assisting in the archaeological effort and include a brief description of each known site, effects of fire or fire suppression activities, and management recommendations. It should also describe the Native American consultation efforts and the results of those efforts. A map

showing specific site locations should generally not be provided with this report, since this is not a confidential document.

- Provide a copy of the written report to the Fire Suppression Repair Team. Go over the list of known sites and management recommendations for each with the Team leader or his/her deputy. Provide a copy of the mapped locations to Fire Suppression Repair Leader if sites may be at risk during suppression repair activities.
- Provide a copy of the written report to the Documentation Unit. Do not include maps with site locations.
- Provide final Unit/Activity Log (ICS Form 214) that documents your daily activities to the Documentation Unit.
- Go through the Demobilization process.

AFTER DEPARTING THE INCIDENT

- If you have not done so while at the incident, complete the final version of the report that contains survey coverage and site location maps. Distribute copies of the final report and maps to the following:
 - The Native American Heritage Commission.
 - Local tribal groups that were consulted during the incident.
 - Any agency whose land was involved in the incident.
 - The appropriate CAL FIRE Northern or Southern Region Archaeologist.
- The appropriate Center of the California Historical Resources Information System Office. (Note that any archaeological site records completed following the incident are to be attached to the report for submission to this office as well.)
- Contact the CAL FIRE Regional Senior Archaeologist to discuss any site damage that might be mitigated through use of the 00900 archaeology contract funds.