



*2015 Northern Utah Interagency
Type 3 Incident Management Team*

Standard Operating Guidelines

Introduction

These Standard Operating Guidelines (SOGs) will be in effect for an incident being managed by a Northern Utah Interagency Type 3 Incident Management Team (NUI Type 3 IMT).

NUI Type 3 IMTs are developed and maintained by the NUIFC Operations Committee, through a coordinated effort of personnel from the Uinta-Wasatch-Cache National Forest, the Utah Division of FF&SL (including municipal and county departments and Lone Peak Conservation Center resources), and BLM Utah West Desert District. They provide agencies within the NUIFC boundary with an organization to manage Type 3 incidents.

All incident personnel are expected to operate within these guidelines as part of demonstrating compliance with the policies, procedures, and regulations contained in the *Interagency Standards for Fire and Fire Aviation Operations*, *Fireline Handbook*, *Incident Response Pocket Guide*, *Interagency Incident Business Management Handbook*, NUIFC Operating Plans, and other NWCG or agency specific policy manuals.

Team Priorities

SAFETY is the Team's Number One PRIORITY

The Team is committed to caring for all incident personnel. Team Members will do what is reasonably possible to ensure that every person assigned to the incident receives the support needed to safely and efficiently perform their job.

The Second priority is to ***Achieve the Objectives of the Agency Administrator***

Team members will also demonstrate Command Presence and Leader's Intent as part of creating a leadership climate of **Duty, Respect, and Integrity** as outlined in the Incident Response Pocket Guide (IRPG).

Team End State

The end state of these teams is to accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) and/or Delegation of Authority by the host unit's agency administrator.

Teams values include an emphasis on providing for public and firefighter safety, protection of values at risk commensurate with cost, utilizing trainees, working in unified command with local, county, state, and federal emergency entities, coordinating with private and public utilities and stakeholders, and keeping the NUIFC as well as the media and public informed.

NUI Type 3 IMTs may originally operate under the Delegation of Authority included in the Northern Utah Interagency Incident Organizer which is signed by the Board of Directors for each agency within the NUIFC boundary. The expectation is that the NUI Type 3 IMT will operate with a signed and incident specific Delegation of Authority from the Agency Administrator (which includes Transfer of Command Date and Time) as soon as is practical, but verbal communications are required between the IC and the AA prior to engagement on the incident. The IC will be provided a copy of the current signed WFDSS (which may include an Incident Complexity Analysis and Organizational Needs Assessment when required) if applicable.

Team Structure and Qualifications

Minimum qualifications for the organization structure:

Direction on staffing qualifications are specified in the Interagency Standards for Fire and Fire Aviation Operations Guide (Red Book). Local agencies can place more stringent qualification standards.

The IMT core structure and minimum qualifications are listed in the chart below. Operational Duty Officers (ODO) and Agency Administrators will be accepting this configuration when ordering the NUI Type 3 IMT. Additional positions may be filled upon mobilization of the IMT (DIVS, MEDL, etc) but must be negotiated at time of mobilization between the Agency Administrator and the IC. Subsequent orders for additional resources will be coordinated with the Agency Administrator.

TYPE 3 INCIDENT MANAGEMENT TEAM – CORE CONFIGURATION	
FUNCTIONAL POSITION	MINIMUM NWCG QUALIFICATION (must meet one of the following)
Incident Commander	ICT3
Public Information Officer	PIOF
Safety	SOFR, SOF2
Operations	DIVS, ICT3
Plans	SCKN
Logistics	BCMG, RCDM, ORDM
Finance	EQTR, PTRC, COST
3 local trainees in any position	Prioritized by the ordering agency

Team Rotations

There will be a rotation identifying which IC will be on call for a one week period. The IC will identify their core configuration staff for that call up. The IMTs will be on designated rotation for one week intervals as determined by the Operations Committee depending upon seasonal needs. This typically will be from mid-June to mid-September. The weekly availability period runs from Friday at 0001 hrs, to 2400 hrs on Thursday of the following week.

The IC will send out an email with roster regarding the upcoming rotation to NUIFC by at least the Monday prior to the start of their rotation so that it can be posted on the NUIFC website.

Once a team member has been rostered with the team, they will make every effort to be available and in contact with their mobilizing office. If their availability changes for some reason, they will immediately notify their Incident Commander so a replacement can be obtained before the team is mobilized.

Status in ROSS

IMT members are responsible for updating their availability/non-availability (locally) in ROSS, with coordination from their supervisor as per agency policy.

Availability

If a team member is not available during the on rotation period, he/she needs to inform the IC. It is the team member's responsibility to find their replacement and then notify the IC of the alternate member's name. The IC will notify NUIFC of the change by updating the IC roster.

Mobilization

The IC will be contacted by NUIFC to determine mobilization details. Once the mobilization details are set, then NUIFC will contact the team members with mobilization instructions. NUIFC will need to know travel times and method of travel to complete the resource order. Team members do not need to obtain a copy of their Resource Order prior to mobilizing to the incident. The team member will notify the NUIFC of any delays in response times to the incident.

Team Members will notify their supervisors and/or Duty Officers of the mobilization. Each team member will be responsible for their own transportation.

Team Procedures

Agency Administrator in-briefings

There should be an Agency Administrator inbriefing conducted for the incoming team. Any clarifications of “Leaders Intent” and the delegation should be clarified during the in-brief. The Northern Utah Interagency IMT Briefing Package should be used.

Transitions and Transfer of Command

The IC will contact the Agency Administrator or the ODO to establish inbriefing location and time, approval for preorders, transition period and proposed transfer of command time, and location of the incident command post (ICP).

Transfer of Command should occur at the beginning of an operational period.

As the incident is determined to be less complex than needed for a type 3, the team will negotiate a transition plan and incident organization with the local unit.

Team Products

Teams will produce a written Incident Action Plan (IAP) for their first full shift, that will include at a minimum: incident organization (ICS-203), incident objectives (ICS-202), Division/Group Assignments (ICS-204) with radio frequencies, safety message and analysis (ICS 215a), Incident Medical Plan (ICS 206) including the Medical incident Report (9-line), an ICS 220 Air Operations Summary, weather forecast, and maps.

A copy of the IAP will be submitted to NUIFC each day of operations.

NUIFC will ensure the IAP is made available for external distribution.

A copy of the Incident Status Summary (ICS-209) will be submitted to NUIFC by 1600 as long as the incident meets the reporting criteria outlined in the National Mobilization Guide. This will ensure that the incident will be reflected on the next days National Situation Report.

A Wildland Fire Complexity and Risk Assessment will be documented daily.

Briefings and Planning Meetings

Teams will conduct and document operational shift briefings for all incoming resources and before each operational shift. Suggested timeframes:

Operations briefings

0600 and 1800*

Planning meetings	1100* and 1700
Pre-planning (strategy) meeting	1000* and 1600

* = for night operational period

Attendance at Pre-planning (strategy) meeting: OPS, SOF, PSC, and LOG

Team Members solidify the Plan so that it can be presented at the Planning Meeting to the Agency Administrators and Cooperators

Audience for Planning Meeting: Agency Administrators, Fire Management, Public Safety and other cooperators or liaisons

Attendance at Planning Meeting: all Command and General Staff, MEDL and/or PARA

The PSC facilitates brief presentations of the Plan from Team Members; the Agency Administrator and the IC support the Plan.

A daily Command / General Staff meeting should be conducted at 1200 or as needed.

Command and General Staff Roles and Responsibilities

Operations

All resources will be accounted for by both Operations and Plans. Operations will ensure the check-in of each resource and equipment that is already on scene and is on order.

Retardant use will be discussed in the Agency in-briefing. All DIVS will have authority to order Air resources through OPS or ATGS which will determine priorities and appropriate aerial retardant use for the fire. *All retardant use will be GPS'd and mapped for the incident record and documentation. Once documentation is complete a copy will be provided to the hosting agency.*

Managing initial attack (I.A.) responsibilities will be determined by the delegation of authority. Seven items to consider for I.A.: (1) Area of response, (2) I.A. requests procedures by the home unit dispatch, (3) Team response procedures for I.A., (4) Communications, (5) Coordination with Agency Representative, (6) Incident Organizer (local protocols), and (7) Aircraft use.

Evacuations

Actual or potential evacuations are a priority during incident operations. If evacuations are implemented, law enforcement with agencies having jurisdiction, fire departments, and the responsible county emergency managers shall be notified immediately. Evacuation should be coordinated through the on scene incident management team. The IC should coordinate the best notification and pre-warning for potential evacuation needs with local law enforcement and fire agencies. The IC will appoint an Evacuation Group Supervisor/designated individual to coordinate evacuation efforts to work with the local authorities. The Evacuation Group Supervisor shall report to the Operations. The Evacuation Group Supervisor or IC will work closely with local law enforcement, fire departments, and emergency managers.

Safety

The Safety Officer will be committed to managing a safety program and will play a key role during any injuries that are reported. Development and completing the safety message and analysis (ICS 215a), the Incident Medical Plan (ICS 206) including Medical Incident Report, tracking accidents/near misses, and documenting incident activities in regards to any accident or injury.

Finance

All incident personnel will report time on a Crew Time Report (CTR) or Emergency Shift Ticket signed and authorized by the immediate supervisor. Follow direction given in the Interagency Incident Business Handbook (PMS 902) to provide accurate accounting for cost on an incident.

A financial package will be included with the incident documentation submitted to the host agency.

Logistics

Logistics Chief or individual will coordinate with the cache manager to restock the logistics trailer.

Ordering Procedures

Ensure that all requests are documented on a General Message form (ICS-213), written legibly with the needed information to place the order. Retain copies for the incident documentation package.

Ensure all orders for personnel, services, supplies, and equipment are approved by the Incident Commander (IC), prior to placing the resource order. Coordinate with IBA assigned to the incident.

Ensure all equipment assigned to the incident is identified, agreements confirmed, and use records are signed and in place.

The Type 3 Command and Logistical Trailers will be prepositioned at the NUIFC Cache and will be available through the NUIFC Cache Manager. They will be maintained by the ordering team and returned in great condition. Any issues need to be dealt with during the incident so the trailers are ready for the next rotation.

The Type 3 IMT should implement a stand alone communications system that can access but not tie up the NUIFC repeater system. If necessary, order a NIFC Starter Kit NFES 4390.

Planning

The Plans section is to facilitate all meetings/briefings and to produce a written IAP. The Plan section will also professionally provide service in the collection, evaluation, documentation, dissemination and use of information about the incident and the status of resources. Also required to submit and receive the spot weather forecast. This information is essential to: (1) understand the current situation, (2) predict probable course of incident events, (3) prepare alternative strategies and tactical operations, (4) provide appropriate fiscal and logistical support, and (5) accurately inform the public and (6) maintain documentation on the incident and turn over to the host unit.

Information

The Information Officer will develop an information strategy with the hosting unit to coordinate transportation and activities of media. The following are a few items that the PIO might help coordinate: (1) Public/Media communication plan, (2) Public information Release, (3) Contact Permittees/stakeholders/users, (4) Community Relations.

Team Closeout Procedures

Team After Action Review (AAR)

Facilitated by the IC/PSC with all team members; conducted prior to the closeout with the host agency.

Team Evaluation and Closeout Meeting with the Agency Administrator

The IC will make arrangements, as part of the transition schedule, to obtain a Team Evaluation from the host unit agency administrator and determine a time and location for a closeout meeting.

The Planning Section will facilitate the meeting.

The incident documentation package will be delivered to the hosting agency at the debriefing.

Incident Action Plan Operational Briefing
Facilitated by the PSC

- Welcome everyone. Radios and Phones off
- Containment _____ Acres _____
- Covers SCKN, RESL, TNSP, DMOB functions as needed

- Review Objectives** **PSC**
- Fire Weather** **PSC / IMET**
- Fire Behavior** **PSC / FBAN**
- Operations Update on Current Situation**
 - **Leader's Intent for Operational Period / Review 204s** **OPS**
 - Air Operations** **OPS / HBMG**
 - Communications** **OPS / COML**
 - Safety / Update on ICS 206** **SOF / MEDL / PARA**

 - Information** **PIO**
 - Finance** **FSC**
 - Logistics** **LSC**

 - Resource Advisor(s)**
 - Agency Representative(s)**

 - Incident Commander** **IC**

 - Closing Comments:** **PSC**
 - **Division Breakouts**
 - **Unassigned Resources/ IAP Updates**

Planning Meeting
Facilitated by the PSC

- Review Objectives / WFDSS** **PSC**
 - **Containment**
 - **Acres**

- Fire Weather Forecast** **PSC / IMET**
- Fire Behavior Forecast** **PSC / FBAN**

- Operations**
 - **Current Situation Update and Review of the 215** **OPS**

- Air Operations** **OPS / HBMG**
- Communications** **OPS / COML**

- Incident Safety Analysis ICS 215a / Medical Plan ICS 206** **SOF/MEDL/PARA**

- Information** **PIO**

- Finance Estimated Cost \$_____** **FSC**

- Logistics** **LSC**

- Resource Advisor(s)**

Support the Plan

- Agency Representatives:** _____

- Incident Commander** **IC**
- Parts of the IAP due @ _____** **PSC**