



# STANDARD OPERATING GUIDELINES



**TYPE 3 TEAM SOG**  
This document is valid for 2022 Fire Season

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## **I. MISSION STATEMENT:**

To provide participating agencies with a Type 3 Organization to safely manage incidents until objectives are met or until further direction is given by the Jurisdictional Line Officer. This Standard Operating Guide (SOG) applies to the Color Country **organized teams**.

## **II. LEADERS INTENT:**

It is imperative that Incident Commanders (IC) exhibit a professional command presence and provide clear leader's intent to all fire personnel, other internal partners, external partners, the public, and Agency Administrators (AA) on your incidents.

Ensure duties and assignments given are understood, roles and responsibilities are defined, and employees are acting within the scope of their duty in a responsible manner.

Brief the AAs (or AA representative), daily, immediately notify them of any serious accidents or injuries in addition to reporting to the hosting dispatch center. ICs are expected to fully participate in any reviews and investigations.

It is our goal in the Color Country fire management area to maintain flexibility and staff according to the need of the incidents.

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment or intimidation. ICs assume responsibility for performance, conduct and behavior.

## **III. PURPOSE:**

The Color Country Interagency Type 3 Incident Management Teams (IMT) are multi-agency wildfire incident management teams cooperatively sponsored by the following represented agencies within the Color Country Interagency Fire Dispatch Zone (CCIFC). The cooperating agencies are:

- Dixie National Forest – USFS
- Color Country District – BLM
- Paria River District – BLM
- Arizona Strip District – BLM
- National Park Service – Utah Parks Group
- Southern Paiute Agency – BIA
- State of Utah – Division of Forestry, Fire & State Lands
  - Southwest Areas

The primary purpose of the IMT is to respond to incidents within the Color Country Fire Management Area, with quick response and transition times to meet the needs of the local unit.

Particular emphasis is given to providing agency and cooperator employees with trainee opportunities for all positions within the IMT.

#### **IV. GENERAL GUIDELINES:**

Not all incidents that require the leadership of a Type 3 IC will justify the mobilization of a standing Type 3 Team. When this occurs, the Duty Officer (DO) has the discretion to fill needed positions as per the NWCG Red Book standards.

The decision to mobilize a team lies with the AA or jurisdictional line officer. If the decision is made to **not** activate the standing team, a courtesy call will be made from the Jurisdictional Fire Management Officer (FMO) or DO to the standing IC.

An analysis will be used to assist the AAs and standing ICs in determining the organizational needs, the incident complexity, or other agency policy needed to meet operational objectives.

If the team is mobilized, all team members and trainees will be ordered and will be given a time and place to report for an in briefing.

The COVID-19 Pandemic in 2022 remains a threat to wildland fire operations and wildland fire incidents are considered high risk work environments for infectious disease transmission. Refer to **Appendix B** for Medical and public Health Advisory Team (MPHAT) 2022 recommendations for incident management.

#### **V. TEAM MEMBER COMPOSITION AND QUALIFICATIONS:**

The Color Country IMTs will be comprised of teams consisting of the following core positions.

<b><u>POSITION</u></b>	<b><u>QUALIFICATION REQUIREMENTS</u></b>
Incident Commander:	ICT3
Safety:	SOFR
Operations:	OPS3 ( <i>Trainee can be DIVS T or ICT3 T</i> )
Division (2 ea):	SRB* ( <i>Recommend TFLD</i> )
Information:	Locally determined by knowledge and/or experience of the job. ( <i>Recommend PIOF</i> )
Logistics:	LSC3**
Plans:	PSC3**
Finance:	FSC3**

\*Single Resource Boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).

\*\*OPS3, LSC3, PSC3 and FSC3 are required for National Mobilization of an IMT3 and are target qualifications for the Color Country IMT3s. Lack of a qualified Type 3 CNG position will not inhibit mobilization of a team within Color Country.

Applicates that are not LSC, PSC, FSC trainees that have locally determined knowledge or experience can apply to support these positions for local incidents.

Teams may include the following additional positions on their rosters:

<b><u>POSITION</u></b>	<b><u>QUALIFICATION REQUIREMENTS</u></b>
Fireline EMT:	Fireline EMT, Basic, Advanced or Paramedic
Medical Unit Leader:	MEDL
GIS Specialist:	Locally determined by knowledge and/or experience of the job. (Recommend GISS)
Aviation Liaison	Locally determined by knowledge and/or experience of the job. (Recommend AOBD or ASGS)

## **VI. TEAM MEMBER RECRUITMENT, NOMINATION, AND SELECTION PROCESS:**

Standing ICs, Color Country Dispatch, and the FMO Group will recruit for applicants using a joint recruitment announcement and new google nomination form (**Appendix A**). AAs are responsible for ensuring that agency employees meet qualification standards. ICs are responsible for verifying team members qualifications.

The ICs will be committed for 2 seasons contingent upon satisfactory performance and the primary team members are committed for 1 season to the Type 3 teams and would be required to re-apply annually

### **Selection of Incident commanders**

- Nominations for IC are due to the FMO Group Rep or designee by February 1.
- The FMO Groups will select the ICs each year by February 15.

The FMO Groups will prioritize the IC trainees. Whenever possible the IC trainees will be mobilized in priority order until their task book is complete.

### **Selection of Team Members**

- Nominations for team positions are due to the FMO Group Reps or designee by March 1.
- ICs will select team members by March 15.

Individuals can apply as primary, alternate or trainee. All primary team members will be selected for a specific team. Individuals may apply for any position they are qualified (or a trainee) for, that they would be willing to take an assignment as.

Individuals that have locally determined knowledge or experience for certain positions can apply to support these positions as long as they work under a qualified position.

Team members will be selected from the Color Country Interagency Fire Zones when possible. Priority will be given to regular Agency or cooperator employees within the CCIFC dispatch boundaries.

Each area will maintain a list of all applicants in a standard format. This list will be provided to team participants for the purpose of finding replacements if needed.

## **VII. TEAM ROTATION**

On call periods will begin mid-May and continue through September. Each team will be on call for a two-week period in a combined rotation, responding to the need for a Type 3 Team within the Color Country dispatch zone. Availability period runs from Friday at 0001 hrs. to 2400 hrs. on Thursday of the second week.

**Team members will make every effort to be available for the period the team is on-call.**

Teams will not be expected to be available to early up if the on-call team gets mobilized. However, teams may be asked if they have the ability to early up.

A list of the on-call periods and master rosters will be provided to the CCIFC Center managers by May 13th.

## **VIII. AVAILABILITY, COMMITMENT, AND SUBSTITUTION:**

The on-call IC may be substituted. If an IC is unavailable during their on-call period, it is their responsibility to find a replacement and coordinate with the FMO Group Representative.

On call team members will make every effort to be available and in contact with their mobilizing office. If their availability changes, they will immediately notify their IC and find a qualified replacement before the team is mobilized. If no replacement is found, they must turn down the off-unit assignment. The IC may elect to approve the assignment with no replacement and order at mobilization if needed. The IC must approve any replacement or reassignment of primary team members.

All individuals who are assigned to a Type 3 incident must commit for the duration of the incident or until a replacement is found. A briefing must be given to any replacement prior to leaving the incident.

## **IX. ROSTERS AND MOBILIZATION:**

The ICs will roster their team with the CCIFC dispatch center a minimum of 2 days prior to the on-call period.

When a represented agency needs to order a Type 3 Team, the order will be placed with the CCIFC dispatch center. That dispatch center will then order the team that is on-call.

Upon receiving an order to mobilize the team, CCIFC will notify the Team IC. The IC will notify Team Members, giving the mobilization locations and time frames. Teams Members will notify their supervisor of the mobilization. Each team member will be responsible for their own transportation.

The Incident Management Team will take command as negotiated between the jurisdictional Agency Administrator and the IC. Preferably at the start of a new operational period whenever possible.

When the team is mobilized, all requested staff from the identified team roster will be dispatched by the dispatch center to ensure that resources are organized and dispatched correctly and efficiently. Each individual team member will receive a resource order.

#### **X. TRAINEES:**

An attempt will be made to provide training assignments on the team. Trainee applicants will apply and be selected by the ICs. Trainees will be committed for the 2 week on-call period that they are selected for.

If the local jurisdictional agency has additional trainees that they would like to attach to the team this can be negotiated with the IC.

All trainees will be with a qualified trainer.

For any position in which we are not able to attach a local trainee, it will be up to the IC and Agency Administrator on whether a trainee from outside of our dispatch areas should be ordered.

#### **XI. TEAM OVERSIGHT AND MANAGEMENT:**

The Color Country Interagency Type 3 Incident Management Teams are organized under the direction of the Color Country Fire Management Officers Groups (FMO Group). ICs are recruited and recommended by the FMO Group. ICs are responsible for building each team.

When not activated, oversight will be provided by a representative from each respective FMO Group.

#### **CONTACTING AGENCY ADMINISTRATOR**

When activated it is the standing ICs responsibility to obtain a delegation of authority from the AA or jurisdictional line officer. The delegation for the Team provides information to operate under the control and guidance of the agency administrator, who provide authority, objectives, and operating guidelines applicable to that incident.

#### **AGENCY ADMINISTRATOR BRIEFING/TRANSITION**

When the team has arrived at the hosting agency location, the IC will reaffirm with the Agency Administrator or FMO the time, place, and attendance for the Line Officer Briefing. Either before or during the briefing, the IC will negotiate a phase in period and a time for the team to officially take over the incident, (preferably at the start of a shift).

The Agency Administrator is expected to provide an in brief to the team. This in brief may be informal and it is expected that the team will assume operational control as conditions dictate. When other considerations make entire team attendance not practical, the Command and General Staff will attend the briefing. When this occurs, the rest of the team will be briefed afterwards by the Planning Section Chief or IC.

## **SAFETY**

It is understood by all IMT members that the Safety Officer has the authority, from the IC, to shut down any operation either on the line, in the air, or in camp that they consider unsafe. The Safety Officer will work closely with all sections and IMT members to correct deficiencies as they are found. With everyone's cooperation, the use of the "shut down" authority will be unnecessary.

As a member of the Command Staff, the IMT Safety Officer is committed to managing a safety program and that may exclude their involvement on the line.

The Safety Officer's Duties and Responsibilities:

- Identify hazardous and/or potentially unsafe situations associated with the incident.
- Participate in pre-planning and planning meetings.
- Review Incident Action Plans.
- Include a Safety Message in each Incident Action Plan.
- Brief incident personnel on hazards and mitigations during the Operational Briefings.
- Review and approve Medical Plan (ICS Form 206).
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within incident area.

## **MEDICAL UNIT**

The Medical Unit Leader (MEDL) will be supervised by the team Safety Officer (SOFR).

The Medical Unit will be located to accommodate incident personnel, yet away from dust and noise as much as possible.

A Medical Plan will be written as soon as possible by the MEDL and reviewed by the SOFR.

Pre-orders will include two-line qualified EMT's. Priority should be to order Paramedics (EMPF), Advanced EMT's (AEMF), then EMT-Basic's (EMTF), in descending order. Requirements for line-qualified EMT's include a 4 wheel-drive (4WD) vehicle, and an ALS/BLS kit, depending upon qualifications.

Ambulance availability needs to be determined upon arrival to the incident. Medical Unit personnel will be expected to establish and maintain communications with the MEDL and Color Country Interagency Fire Center (CCIFC). Line qualified EMT's will also be required to maintain communications with the Division Supervisors where they are assigned.

All medical emergency radio traffic including medivacs will go through the MEDL, or SOFR if MEDL is not available.

See Incident Medical Emergency Plan in Appendix # for the IMT's procedures during a Medevac or Medical Transport.

## **LOCAL RESOURCE MANAEGMENT**

There will be times when non-operational personnel will need to travel to the fire line, either in support of the on-going operations, or for unique assignments. These may include technical specialists such as ESR/BAER Specialists or Archeologists, RAWs technicians, Public Utility



Workers, Media, Landowners, EOD Specialists, Law Enforcement / Investigation personnel, and Drivers working for Logistics.

Visits to the fire line by non-operational personnel must be approved by the Incident Commander and coordinated through Operations. Visitors will be required to check-in and check-out with the Division Supervisor of the division they are visiting. Whenever possible, Plans will identify these visitors and their assignment within the IAP.

All visitors to the fire line will adhere to current Redbook standards for escorted or unescorted visits. The IMT Safety Officer will facilitate any safety briefings, training in use of PPE, and provide an escort as needed.

### **FIRE INFORMATION**

It is the Public Information Officers responsibility to work with the Incident Commander AA's and FMO, Acting Duty Officer and hosting agencies Information Officer to populate and distribute fact sheets to the public, media, partners, and stakeholders.

The Public Information Officer's Duties and Responsibilities:

- Develop Information Strategy
- Coordinate transportation and activities of media
- Public/Media communication plan
- Public information Release
- Contact all appropriate stakeholders

### **FINANCE SECTION**

If necessary, the team order may also include an Equipment Time Recorder and a Personnel Time Recorder. All incident personnel will report time on a Crew Time Report (CTR), or Emergency Shift Ticket signed and authorized by their immediate supervisor. Each employee and supervisor are encouraged to review hours posted to the Fire Time Report (FTR) at a time that is convenient for them and finance personnel in advance of demobilization.

All claims will be documented by the team and handled by the host agency.

The Finance Section Chief's Duties and Responsibilities\*\*:

- Develop an operating plan for the Finance Section, Fill supply and support needs.
- Provide input on financial and cost analysis matters.
- Maintain daily contact with agency(s) administrative offices on financial matters.
- Ensure that personnel time records are transmitted to home agencies according to policy.
- Provide the IC with a cost analysis by the end of the second operational period, and then daily afterwards.
- Ensure that obligation documents initiated at the incident are properly prepared and completed.
- All contractors will have a performance evaluation prior to demob.

\*\*All Forest Service Type III Incidents will have an Incident Business Management Advisor Assigned (FS Only). The hosting unit Agency Administrator will be responsible for ordering this Position when they order the Type III Team (Current REDBOOK).

## **EQUIPMENT TIMEKEEPING**

This area needs continuous emphasis. Division Supervisors must check and ensure that all equipment on their division is either being used or is OFF SHIFT. Division Supervisors will ensure that time slips are accurately signed for equipment and personnel. They may delegate this responsibility to STLD/TFLD and Heavy Equipment Bosses. Equipment Time needs to be turned in at the end of each shift.

## **LOGISTICS SECTION**

The Logistics Section Chief (LSC) oversees the provision of all the incident's support needs, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, communications and food and medical services for incident personnel.

The Logistics Section Chief's Duties and Responsibilities:

- Ensure food and drinking water are priorities.
- Staffing of the Logistics Section will be commensurate with the incident needs. A Base Camp Manager is often critical to a successful operation.
- Following the initial call from the Dispatch Center, the Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with dispatch prior to leaving for the incident. (See Appendix M – Supply Order Form).
- Requests for resources/supplies should be given to the LSC on a General Message form. All orders for personnel and equipment will be reviewed and approved by the Incident Commander prior to placement of the order.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort will be made to isolate the incident from other local radio systems as rapidly as possible. LSC and OPS will assess the need for a NIFC Radio Cache Kit.
- For incident communications purposes, the incident communication center at ICP will be referred to as "Incident Name ICP".
- The incident base camp and the ICP should be co-located to facilitate communication between team members. The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core.
- Locate Medical and Communications Units (if implemented) near each other to facilitate medical evacuation operations.
- The Incident Command Post (ICP) functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas.
- The briefing area should be identified early; one that is not within the ICP functional area can be protected from traffic, have lighting supplied, and not near any major noise source.
- Tracking of accountable property throughout the duration of the incident. Information to be handed off to incoming IC.
- If Forest Service is the hosting agency AIMS contracting must be used if the micro purchase threshold will be reached. (See Appendix N).

## **OPERATIONS**

After the Agency Administrative briefing, the OSC and PSC will check with the local dispatch for resources ordered, to find out what has been ordered and ETAs on the orders. Information at this point is usually not complete. It is vital that key orders for crews, overhead, and equipment,

especially aircraft, are completed and put into the system immediately. The team will order additional resources, through the local dispatch.

### **OPERATIONAL PERIODS AND SHIFT BRIEFINGS**

Briefings are conducted by the PSC with input from the Command and General Staff and other team members, (See Operational Shift Briefing Outline in **Appendix D**). Shift briefings are held to 30 minutes and all overhead, Single Resource Boss's, and above will attend.

### **PLANNING MEETING INPUT**

Division Supervisors will contact the OSC at pre-determined times with input for the planning meeting.

### **PRIORITIES**

Depending upon the complexity of the incident, or competing demand from other incidents, we may be faced with the issue of mission priorities. To identify incident mission priorities more readily on our incident the teams will use the following priority rating system when requesting retardant or additional resources.

- **PRIORITY 1** Initial Attack. Imminent threat to life or property.
- **PRIORITY 2** Threat to Property. (Property is threatened within the next operational period and tactical support is needed to buy time for ground forces  
Threat to High Value Resources including Sage Grouse Habitat.  
(Line Officer Protection Priorities.)
- **PRIORITY 3** General Tactical Use. (Holding existing containment lines  
Pretreating ahead of crews, etc.)

Property, whether public or private ownership, is defined as permanent residences, businesses, administrative sites, developed recreation sites, seasonal residences exceeding the value of one load of retardant, concentrations of logging equipment at landings, historic buildings, important timber bridges, or other properties identified by the AA or IC for protection. While these priorities are intended primarily for prioritizing missions for fixed wing retardant, they may also be applied to orders for tactical helicopter support.

### **INITIAL ATTACK RESPONSIBILITIES**

In addition to managing the current large fire incident, the Color Country Type III Team may be tasked with providing initial attack (IA) for a designated area on behalf of the local land management agency. When this occurs, the OSC will develop an Incident Initial Attack Response Procedure. This shall address the following points:

- Area of Response (with clear definition of boundaries).
- IA Requests by Home Unit Dispatch - Procedures.
- Team Response to IA Request - Procedures.
- Communications
  - Frequency Assignments
  - IA Group Supervisor & Operations
  - Home Unit Update
- Coordination with Agency Representative
- IA Resources Identification

Crews  
Overhead  
Communications - Radios  
Aircraft  
Other Equipment

- Aircraft Use
- Escaped Fire - Extended Attack

### **STRUCTURAL PROTECTION GROUP**

When the Team is assigned to incidents involving the urban/wildland interface or posing a threat to rural homeowners, the OSC may initiate a structural protection group. The IC can appoint a Structural Group Supervisor, or designated individual. This position will liaison with the local structural protection jurisdiction.

The Structure Group Supervisor's initial responsibilities will include:

- Assessment of Structural Protection Needs.
- Initial Resource Order. (O.H., Crews, Equipment)
- Development of Evacuation Plans.
- Identification of Key Cooperators. (Internal & External)
- Homeowner Contacts.
- Standard Position Duties. See the PMS 210-1 Field Operations Guide
- Implementation of a Structure Protection Group will trigger coordinating with the local
- cooperator to ensure representation of affected jurisdictions.

### **EQUIPMENT ORDERING PROCEDURES**

Each DIVS will, before 1600, using the Color Country Incident Ordering Form ADD APPENDIX M, turn in a list of supplies and equipment needed on their division for their next shift to the OSC or LSC as identified in the briefing. This gives the LSC several hours to get gas, pumps, bladder bags, etc. lined out for that shift.

DIVS may be authorized to go direct to Logistics for supply needs for their divisions. All division supply requests will go through the DIVS. Orders for additional personnel or resources such as dozers, engines, etc. will be directed to the OSC by the DIVS.

It is critical to have someone in Logistics, such as an Equipment Manager, keeping close tabs on the location and status of heavy equipment. Arrange for daily meetings with this person and include them as necessary in the planning sessions. A similar set-up may be necessary for fallers.

### **EQUIPMENT INSPECTION**

Contract resources need to be inspected prior to being used on an incident and prior to being released from the incident. This should be verified at check-in and demob. All contractors will have a performance evaluation prior to demob.

### **AIR TACTICAL GROUP SUPERVISOR POSITION**

The ATGS position is responsible for air attack missions and airspace coordination. The ATGS works directly with the OSC. They usually have approval from the OSC to order fixed wing or helicopter retardant drops directly, based on requests from DIVS. Order a dedicated ATGS with a type 1 platform.

## **DIVISION SUPERVISOR**

The Division Supervisor (DIVS) Duties and Responsibilities:

- Coordinate any changes/additions promptly with the PSC.
- Assist the PSC with assigning specific "drop points", directional signing, etc., as necessary to keep your transportation organized.
- Post Shift Debriefing (USE THE AAR FORMAT). Please document these AAR's and forward any information gathered to the OSC.
- Talk directly to the OSC and/or appropriate Unit Leaders on a daily basis and discuss what went well and what didn't go so well. Discuss possible solutions.

Discuss and gain feedback from your division personnel on the following:

- Specific division assignments
- Radio dissemination and frequencies
- Transportation assignments and availability
- Equipment/tool requirements
- Safety concerns

As a DIVS it is a good idea if you are the first out to the line at the start of the shift to help expedite crew shuttle and equipment needs. After shift you will be last off the line ensuring your division has transportation and arrives at camp

Approval is required on all time slips for overhead or crews under your direct supervision. Discuss needed signature on crew time slips with all subordinate supervisors. Make yourself available after shift for time slip approval or have "mailbox" at the time unit where S/T leaders can leave slips for you to approve.

To aid in discussing and documenting an accurate performance evaluation for overhead on your division, it helps to maintain daily logs/notes of performance for individuals under your direct supervision.

## **PLANNING SECTION**

The Planning Sections Chiefs Duties and Responsibilities:

- Provide service in the collection, evaluation, documentation, dissemination and use of information about the incident, and the status of resources.
- Understand the current situation.
- Prepare Incident Action Plan (IAP)
- Predict probable course of incident events.
- Prepare alternative strategies and tactical operations.
- Provide appropriate fiscal and logistical support.
- Accurately inform the public and document the incident.

## **PLANNING MEETING**

The Planning Meeting will be facilitated by the Planning Section Chief, or their acting. It will be kept as short as possible. Attendance at planning meeting will be Command and General Staff, needed members of each section, Resource Advisor, Agency Administrators, Cooperators, etc.

Planning Meetings will be held daily to present the next operational shifts plan, share information, discuss problems, critique, etc. The following will be the schedule for the team when deployed on an incident – the IC may adjust as appropriate. (Use Planning Meeting Outline in **Appendix C**)

1700 – Pre-Plan Meeting  
1800 – Planning Meeting  
2000 – Input Due for Incident Action Plan (IAP)

### **GENERAL SCHEDULE**

Having a set schedule and holding to it has worked well for CCIMTs. The general schedule is:

0600-2000 Operational Period  
Wakeup at 0500  
Feed at 0530  
Briefing 0600  
Depart for line 0630  
Pre-Planning meeting 1700  
Breakfast 0500-0800  
Resource Ordering 1430  
Planning meeting 1800 IAP  
Input Due 2000  
Dinner 1800-2100

1800-0800 Operational Period  
Wakeup 1730  
Feed at 1800  
Briefing 1830  
Depart for line 1900

Adjustments to this schedule will need to be made for seasonal differences and when only a single shift or a swing shift is deployed. The PSC will facilitate the planning meetings. Planning meetings will be used to determine the tactical assignments of resources for the next operational period. During either meeting it is preferable for Section Chiefs to present discussion from their sections rather than call everyone to speak. Concise, focused, pertinent discussion is required.

### **CHECK-IN PROCEDURE**

Check-in and timekeeping will be co-located whenever possible in the early buildup of resources. The PSC will coordinate Check-In. If necessary, the PSC can order a Situation Unit Leader (SITL), Resource Unit Leader (RESL), Status-Check in Recorder (SCKN), or Staging Area Managers.

### **INCIDENT ACTION PLAN PREPARATION AND DISTRIBUTION**

The PSC will have a complete list of all the resources available for the next operational period being planned, as well as a copy of the previous days plan. When completed, the PSC will review and approve the Division Assignment Sheets (ICS 204). It is essential that the IAP be neat, complete, and accurate.

During the planning session, Operations will identify tools, equipment and supplies, etc. needed. If the list is short, it will be placed on the Divisions assignment sheet; if it is long, it will be attached to the LSC's copy of the plan.

It is the responsibility of the PSC to assure the plan is completed timely and distributed. Several unit leaders need information in the plan as soon as it is available. For instance, the LSC needs to know which crews need to be awakened at which times; the Food Unit Leader what time to feed who, and any special food needs; the Supply Unit Leader needs time to gather special

supplies and make sure assigned crews can be properly tooled; and the Ground Support Unit Leader needs to know which crews are going where, in order to arrange ground transportation.

## **DOCUMENTATION**

The PSC is responsible to assemble the IAP and to develop a systematic file of all Incident related records and documents. Order a Documentation Unit Leader, if necessary. Each Section Chief will be responsible for submitting all pertinent materials that document the progress of the incident for their section. All personnel will receive a performance rating.

## **XII. DEMOBILIZATION/INCIDENT HANDOFF:**

The IC will discuss this schedule with the AA or FMO and Resource Advisor, to ensure they are comfortable with the schedule and approach. The schedule should be kept flexible so that we manage the schedule and not let the schedule dictate to us. To ensure a smooth transition, the IC will monitor this period of the incident very closely. The Team will stay as long it takes to meet the incident objectives. The schedule will also allow for about a period of "phasing in" or "shadowing" with the organization that will be managing the incident.

All section chiefs will be looking several operational periods ahead in a continuing effort to assess personnel and resource needs. A tentative list of surplus resources assigned will be provided to Plans in a reasonable timeframe, prior to their being surplus.

Develop the demobilization plan in coordination with the local dispatch office. (See Demobilization Plan in Appendix H)

Once the demob plan is approved by the hosting AA and IC. Conditions of the incident determine the final demobilization date and time of all resources. Use the Demobilization Checklist (ICS 221)

The Team will demob as a unit unless special circumstances exist. The IC will approve any separate demob of team members.

## **XIII. TEAM AFTER ACTION REVIEW (AAR):**

The IC will schedule and facilitate a team AAR of the team's performance towards the end of the assignment, and before the Agency Line Officer Closeout/Evaluation. All team members and miscellaneous overhead will be invited. Notes of the AAR will be taken by the planning section chief and distributed to the Command and General Staff.

## **XIV. INCIDENT CLOSE OUT AND EVALUATION:**

### **CLOSEOUT**

At the end of the Team's assignment, a close-out will be held with the AAs, jurisdictional line officer or representative, providing a performance evaluation for the Team and how well objectives were met for that particular incident.

The IC will make arrangements as part of the transition schedule for a debriefing by the hosting agency. If possible, the entire team will attend the debriefing. However, that decision is up to the hosting agency. If they wish, only the Command and General Staff will attend the debriefing. If this occurs, the planning section chief will again be responsible for taking notes at the debriefing so that the information can be shared with the entire team, either verbally, or by copy of the narrative of the closeout. Each member of the Command and General Staff will be prepared to give a short summary of the activities of their section, concentrating on things that "went well" and "challenges". It is important that these presentations be kept positive and constructive in tone.

### **INCIDENT MANGEMENT TEAM EVALUATION**

The Agency Administrator, IC and the Jurisdictional FMO will meet to complete an Incident Management Team Performance Evaluation (Redbook Appendix I). Available online at <https://www.nifc.gov/sites/default/files/redbook-files/AppendixI.pdf>

### **REFRENCE DOCUMENTS:**

Agency Administrator's Briefing to Incident Management Team  
<https://www.nifc.gov/sites/default/files/redbook-files/AppendixD.pdf>

Sample Delegations of Authority AA to IMT and Leader's Intent  
<https://www.nifc.gov/sites/default/files/redbook-files/AppendixG.pdf>

Wildland Fire Risk and Complexity Assessment  
<https://www.nifc.gov/sites/default/files/redbook-files/AppendixE.pdf>

Indicators of Incident Complexity  
<https://www.nifc.gov/sites/default/files/redbook-files/AppendixF.pdf>

Incident Management Team Performance Evaluation  
<https://www.nifc.gov/sites/default/files/redbook-files/AppendixI.pdf>

### **XV. APPENDICES:**

- A. **IMT3 Recruitment Letter Template and Nomination Forms**
- B. **Medical and public Health Advisory Team (MPHAT) 2022 recommendations for incident management**
- C. **Planning Meeting Outline**
- D. **Operational Shift Briefing**
- E. **Agency Administrator Briefing**
- F. **Suggested CCIMT Pre-Order Checklist**
- G. **Personnel Summary Form**
- H. **Team Performance Critique**
- I. **Agency Administrator Team Performance Evaluation**
- J. **Demobilization Plan**
- K. **Incident Emergency Plan (IEP)**
- L. **Evacuations**
- M. **Supply Order Form**
- N. **Forest Service AIM Tracking**



# Appendix A:

## IMT3 Recruitment Letter Template and Nomination Form

### COLOR COUNTRY INTERAGENCY TYPE 3 TEAMS

Insert date

**TO:** Prospective Type 3 Incident Management Team Members

**FROM:** Color Country Fire Management Officers

**SUBJECT:** 20XX Color Country Type 3 Incident Command Teams Outreach

The Color Country Fire Management Area is seeking nominations for Type 3 Incident Management Team members.

Teams will be “on-call” for a two-week period. During this “on-call” period, team members should be ready for mobilization anywhere within the Color Country area for up to 14 days from date of first full shift. Rotation schedule will begin May 15, 20XX.

**Selected team members must be committed to their Type 3 team first.** When they are “off rotation”, team members may accept other assignments but are required to find a replacement for their Type 3 position through dispatch prior to accepting the assignment. If a team member is unable to find a replacement, it is the team member’s responsibility to notify the team IC immediately. If no replacement is found, they must turn down the off-unit assignment. The IC may elect to approve the assignment with no replacement and order at mobilization if needed. Individuals who are selected as primary members of Type 1 or 2 teams may apply for the Color Country Type 3 teams, however they will not be considered as a primary Type 3 team member until all other applicants are exhausted.

#### **WHO MAY APPLY:**

Team members will be selected from the Color Country Interagency Fire Zone when possible. Priority will be given to regular Agency and local cooperater employees within the CCIFC dispatch boundaries. Trainees must have a properly initiated NWCG performance task book.

#### **QUALIFICATIONS:**

All applicants MUST meet the qualifications for Type 3 incident management team positions as outlined in Chapter 11 of the Standards for Fire and Fire Aviation Operations (Red Book).

#### **NOMINATION AND SELECTION PROCESS:**

All interested parties should complete the attached nomination form. You may apply for more than one position.

Nominations are due as follows:

- ICT3 and ICT3 T due February 1, 20XX (ICs will be committed for 2 seasons)
- All other positions due March 1, 20XX (Team members will be committed for 1 season)
- The IC’s will select their team members by March 15, 20XX

Nominations within the CCIFC dispatch zone should be submitted to CCIFC via Google Form

[https://docs.google.com/forms/d/e/1FAIpQLSfM6NOu0jA - JA8uzWL\\_07UuCxxfjVBNwLCQnUWQ77GFLMsbw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfM6NOu0jA - JA8uzWL_07UuCxxfjVBNwLCQnUWQ77GFLMsbw/viewform)

Questions may be directed to any Color Country FMOs.

## Appendix B:

### MPHAT 2022 RECOMMENDATIONS

- COVID-19 Vaccination and Boosters - Currently the CDC recommends vaccination and booster shots for all individuals 18 years old and older as recommended for each vaccine.
- Crews and modules will continue to use a Module as One approach, as redefined in 2021
- Minimize the size and number of personnel at Incident Command Posts (ICPs) and utilize remote positions. Fire camps and camp layout must be designed to allow for physical distancing. Use of smaller spike camps to insulate crews and modules from each other and other outside personnel and resources is ideal.
- Continue the use of radio or video briefings with focus on improved technology to support clear communication and seamless virtual interaction when possible is optimal.
- Incident resources will continue to conduct daily COVID-19 screening to identify individuals with potential COVID-19 infection on incidents.
- Testing on wildfire incidents will be prioritized for individuals with signs and symptoms consistent with COVID-19 and asymptomatic individuals with recent known close contact or suspected exposure to SARS-CoV-2 (exposure being defined as within 6 feet for a total of 15 minutes or more).
- The Incident COVID-19 Tracker (ICT) will be the standard COVID-19 tracking system used on all large incidents (300-acres brush or 100-acre timber and submitting a 209). Incidents meeting the criteria are required to report any COVID-19 related activity and health outcomes including COVID related Death into the ICT.
- In case of Infectious Disease or Influenza outbreak COVID-19, refer to the NWCG Incident Emergency Medical Task Group website for guidelines:  
<https://www.nwcg.gov/committees/emergency-medical-committee>  
<https://www.nwcg.gov/coronavirus>
- Appropriate users from any agency may request access to the ICT by emailing: [incident\\_COVID19\\_Tracker@doi.gov](mailto:incident_COVID19_Tracker@doi.gov)

## Appendix C: PLANNING MEETING OUTLINE

**Pre-Planning Meeting (1700)** – The pre-plan meeting will take place before the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the OSC, SOF, and the PSC will attend the meeting. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day's IAP. The OSC will identify tools, equipment, and supplies needed. The information will later be shown on the ICS-204, Division Assignment Sheet. The OSC will review the division assignments and apply the principles of LCES. This meeting may be combined with the planning meeting, although normally should not be.

**Planning Meeting (1800)** – A Planning Meeting will be held for each operational period. The PSC will normally facilitate the Planning Meeting. The IC, all Command & General Staff, and agency representatives (including local cooperators/stakeholders) must be present (if they are available) at the Planning Meeting. Resources Advisor(s), Fire Behavior Analysts, local fire department representatives may also attend. The objective is to present strategy and tactics, for approval, while keeping the meeting moving, and reach closure on discussion items. The following agenda will be followed:

<b>Action</b>	<b>Responsibility</b>
Introduction/objectives	PSC
Briefing on Fire Status	OCS
Set or Review Incident Objectives	IC (ICS-202)
Weather/Fire Behavior Forecast	PSC
Specify Tactics and Resource Needs	OSC (Review of ICS-215)
Safety Considerations – LCES	SOF/OSC (Review of ICS-215a)
Adjust Tactics/Resource Needs	OSC
Resource Availability and Needs	PSC
Logistical Coordination/Considerations	LSC
Concerns/Agree to/Support the Plan	ALL
Closing	IC

## Appendix D: OPERATIONAL SHIFT BRIEFING

**Operational Period Briefing** – A shift briefing will be held for each operational period. The PSC will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Review, but do not read what is already written in the IAP. Emphasize important items and needed adjustments. The following will be the agenda for the meeting:

<b>Action</b>	<b>Responsibility</b>
Introduction	PSC
Incident Organization	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	PSC
Plan of Operations for the Period	OSC
Air Operations	OSC
Safety Message	SOF
Logistics Message	LSC
Finance Message	FSC/IC
Agency/Resource	Agency Administrator/Resource Advisor
Closing Comments	IC
Division Mtgs. (Breakouts) at Predetermined Locations	DIVS

## Appendix E: AGENCY ADMINISTRATOR BRIEFING

### Logistics Questions

- 1) ICP/Base Camp location (expansion room, what's there now)
- 2) Utilities
  - phone
  - power
- 3) Land ownership
  - Land use agreements for dip sites, staging, camp, helibase, etc.
- 4) Access, Transportation routes
  - Ground Support of line, or helicopter for crews and cargo
- 5) Communication
  - Local frequencies in use, ordered (air/grd)
  - Fireline orders
  - Dispatch/ordering
- 6) Pre-Orders
  - National Contract orders:
    - Catering
    - Shower
    - Sanitation
    - Dumpster
    - Porta-toilets
    - Potable water
    - Gray water disposal
    - Other Vendors
    - Copier/Fax
- 7) Equipment Agreements - what's out there
- 8) Cooperator's / Agency Liaison
- 9) County Sheriff
  - Security
  - Security needs
- 10) Emergency Medical Facilities - Local EMT/Ambulance
  - Medical Unit needs
- 11) Expected size of incident/number of personnel/duration (# of shifts)
- 12) Expected weather

### Other Logistic Section needs:

- 1) Coordinate with Finance & Agency Administrator on agreements, inspections, contracts.
- 2) Coordinate with Expanded Dispatch & Buying Team on orders process.

### Other Sections Questions:

#### Plans

Resources on fire, resources ordered, fuels, fire behavior, situation, map current, details, resource values, land ownership, constraints, Land Use Plan, Resource Advisor assigned.

#### Safety

Hazard Inventory, Medical Evacuation Plan, Resource Condition (crews, days out), fuels, law enforcement, local concerns, injuries/illness to date.

**Operations**

Fire Behavior, Resources on hand/ordered, maintaining contact with all personnel assigned, Air OPS, retardant use/effect, water sources, natural barriers, resource values, local situation - constraints, Fire Management Plan and Resource Management Plan objectives, Resource Advisor assigned, weather, safety, contingency plans, evacuation plans. Initial attack area and resources if appropriate.

**Finance**

Contracts, cost limits (WFDSS), costs to date, equipment on scene and status of inspection, agreements in place, land ownership, mutual aid agreements, special orders, Buying Team, and Incident Business Advisor. Information Resource values at risk/threatened, Air Ops, tactics, status of incident, local media/stakeholder contacts, local FIO/PA person, social or political interests.

Agency Administrator's Briefing to Incident Management Team

<https://www.nifc.gov/sites/default/files/redbook-files/AppendixD.pdf>

# APPENDIX F

## SUGGESTED CCIMT PRE-ORDER CHECKLIST \*

\*Verify with IAIC, CCIFC, and Duty Officer on what resources have already been ordered.

<b>Aircraft</b>		
	1 ea	VHF radio frequency
	1 ea	FM Aircraft frequency
	1 ea	ATGS w/type 1 platform
<b>Crews</b>		
	2 ea	Type I crews
	3 ea	Type II /IA crew
	1 ea	10-person camp crew w/transport
<b>Equipment</b>		
	5 ea	Type 6 or Type 4 engines 4x4
	1 ea	Fuel truck min 500 gallons gas/500 gallons diesel w/two hoses (AZ-Strip Fuel Trailers)
	1 ea	Potable Water Truck 1500-3000
	6 ea	Hand washing stations self-contained
	1 ea	One ton stake bed pickup w/operator – prefer agency owned
	2 ea	4x4 pickup or Utility with operators
	1 ea	Reefer w/steps
	1 ea	UT-SWS Urban interface trailer if available
	1 ea	Drip torch trailer
	2 ea	Water Tenders with water
<b>Supplies</b>		
	1 kt	Color Country Portable Radio Repeater
	1 ea	Color Country Mobile Cache Support Van
	100 cs	Bottled Water
	15 ea	Porta-Potties w/daily service
	1 ea	ADA Porta-Potties w/daily service
	1 ea	Garbage Service with 30 cy total capacity? Recycle Trailer
<b>Overhead</b>		
	2 ea	EMT- Line Qualified
	1 ea	RADO
	2 ea	SCKN
	2 ea	SOFR
	1 ea	EQTR
	1 ea	PTRC
	1 ea	EQPM
	1 ea	DIVS
	1 ea	BCMG
	2 ea	SEC2
	1 ea	RCDM
	1 ea	ASGS and/or AOBD

# APPENDIX G

## PERSONNEL SUMMARY FORM

(To be filled out by each resource at Check-in)

1. Resource/Overhead Name? \_\_\_\_\_  
(Crew name, individual name, E#, Etc....)

2. Date/hour of arrival? \_\_\_\_\_

3. Type of Resource: (circle one) Type 1 Type 2 Type 3 Type 4 Type 5 Type 6

4. Number of dispatches this season? \_\_\_\_\_

5. How many days since your last day off? \_\_\_\_\_

6. How many days in pay status in last 24? \_\_\_\_\_

7. Are you adequately rested? \_\_\_\_\_

8. Did you mobilize from another Incident? Name of previous Incident \_\_\_\_\_

9. Do you need rest prior to going on shift? Yes No

10. Do you or anyone on your crew have medical problems such as allergies, previous injuries, colds or etc., that we should be concerned about? Yes No

Please Explain the Medical Problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Have you previously worked with all crew members? Yes No

12. Have you had previous fire experience in this type of country? Yes No

13. Are you comfortable with hot line work in these fuels and terrain? Yes No

13. Home Unit Timekeeper Name \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# APPENDIX H

## TEAM PERFORMANCE CRITIQUE

TO: UNIT LEADERS AND OTHER FIRE OVERHEAD.

Please take a few minutes to complete this critique and then drop it off with the Plans section.

Incident Commander

INCIDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

1. How would you rate the treatment you and/or your crew received on this incident?

Excellent      Good      Fair      Poor

Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How well did the following items meet your needs?

Food-----	Excellent	Good	Fair	Poor
Sleeping Area-----	Excellent	Good	Fair	Poor
Medical-----	Excellent	Good	Fair	Poor
Showers-----	Excellent	Good	Fair	Poor
Sanitation-----	Excellent	Good	Fair	Poor
Time Recording-----	Excellent	Good	Fair	Poor
Commissary-----	Excellent	Good	Fair	Poor
Transportation-----	Excellent	Good	Fair	Poor
Supply-----	Excellent	Good	Fair	Poor

Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you rate the tactics used on the fire line?

Excellent      Good      Fair      Poor

Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What was your impression of the knowledge level and the effort of your line overhead?

Excellent      Good      Fair      Poor

Comments? (Please give names of individuals that were either outstanding or unsatisfactory)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How would you rate the team's attitude and efforts toward your safety?

Excellent      Good      Fair      Poor

Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you have any concerns about how this incident was managed?

Yes No (If yes, please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. On a scale of 1 to 10, with 10 being the best, how would you rate the overall job this team did on the incident?    1    2    3    4    5    6    7    8    9    10

Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If you were to pick just one item that you think this team would benefit from concentrating on improving, what would it be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX I

## AGENCY ADMINISTRATOR OFFICER INCIDENT MANAGEMENT TEAM PERFORMANCE EVALUATION

### INCIDENT MANGEMENT TEAM EVALUATION

The Agency Administrator, IC and the Jurisdictional FMO will meet to complete an Incident Management Team Performance Evaluation (Redbook Appendix I). Available online at <https://www.nifc.gov/sites/default/files/redbook-files/AppendixI.pdf>

# APPENDIX J

## DEMOBILIZATION PLAN

### I. GENERAL INFORMATION:

The Demobilization Plan is developed to facilitate the orderly and cost-effective checkout and release of resources on the incident. Release of resources will be submitted to CCIFC with at least **24-hour notice for ground 48 hours' notice for air travel** emergency demobs will be facilitated as needed. By definition, surplus personnel are available for release if they have rested for a minimum of 8 hours, are, re-supplied and a vehicle is ready to depart to their next destination.

### II. RESPONSIBILITIES:

**Planning Section** will provide each **Command & General Staff** with a copy of their list of current resources, with space to plan their estimated 1–3-day release schedule. Please check this list to make sure the information is correct.

**Incident Commander** will approve release of all critical resources.

**Planning Section** will provide demob forms and travel information to appropriate **Command & General Staff**.

**Resources** (crews, engines, helicopters and overhead) are responsible for following checkout process.

**Expanded Dispatch** will communicate release information back through ordering system.

### III. RELEASE PRIORITIES:

1. HELICOPTERS, CREWS & ENGINES shall be released based on needs of the Operations Section; local, regional and national needs; and geographic destination.
2. EQUIPMENT: Release non-government, privately owned equipment as it becomes surplus.
3. OVERHEAD: Consolidate release dates/times within each section as much as possible to facilitate transportation.

### IV. RELEASE PROCEDURES:

1. **Section Chiefs** will declare surplus resources to their sections and provide information via **General Message Form** to the **Planning Section Chief** *12-hours in advance*. Include date and time the release is effective, position on the incident, and transportation needs. **Section Chiefs** shall ensure that appropriate **Unit Logs** are completed and returned to Documentation Files. Performance evaluations will be completed when 1) individual's performance is superior, 2) individual's performance is poor, 3) individual is on a training assignment, or 4) individual specifically requests an evaluation. Copy of evaluations must be returned to **Documentation Files**.
2. **Planning Section Chief** will forward information regarding critical resources demobs to **Incident Commander** for approval.
3. **General Message Forms** will be given to **Expanded Dispatch** for processing and notification to appropriate Dispatch Centers through CCIFC.
4. **Planning Section Chief** will provide checkout forms to **Section Chiefs** for distribution to individuals and crews.
5. **Resources** (crews, overhead, etc.) will follow appropriate checkout procedures and return

completed forms to **Plans**.

6. To allow for safe traveling, all **Drivers** must be capable of arriving at their destination prior to 2200 hours and limit driving to 10 hours (DOT) with a break every 2 hours.

Prepared by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Planning Section Chief

Approved by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Incident Commander

Approved by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Logistics Section Chief & Expanded Dispatch

Approved by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Administration/Finance Section Chief

Approved by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Operations Section Chief

# APPENDIX K

## INCIDENT EMERGENCY PLAN (IEP)

### “Incident within an Incident”

#### INTRODUCTION

An emergency situation may occur at any time, and is likely to be in an isolated location with limited resources. Due to the remote location and excessive response times for local emergency response personnel, the IMT will manage the emergency by assigning responsibilities to IMT members. The IMT will coordinate with Color Country Interagency Fire Center, local emergency services personnel, hospitals and clinics, sheriff and/or police departments, and the host unit..

The intent of this plan is to establish control of an emergency situation as quickly as possible by identifying responsibilities and procedures.

#### RESPONSIBILITIES FOR MANAGING EMERGENCIES

The IC or their designee is responsible for the implementation of the IEP in the event of an emergency, and for the performance of the IMT members.

#### GENERAL

When an incident is declared to be a life threatening, an imminent emergency, or the status of the incident cannot be determined, the following procedures and assignments shall be implemented. **This determination shall be declared by the on- scene Incident Commander of the “incident within an incident”.**

- A **Medevac** is defined as an injury/illness that without immediate transport to a medical facility could result in serious complications and/or death.
- A **Medical Transport** is defined as an injury/illness that requires assistance and/or transport from the line but is deemed at the time of assessment not to be an injury/illness that requires immediate transport to a medical facility and/or is an immediate threat to life or limb.
- The determination if the injury/illness should be considered a Medevac or Medical Transport will be made by the on-scene Incident Commander, and/or MEDL.
- The treatment of burns and burn related injuries will follow the current Red Book, Chapter 7.
- In case of Infectious Disease or Influenza outbreak COVID-19, refer to the NWCG Incident Emergency Medical Task Group website for guidelines:  
<https://www.nwcg.gov/committees/emergency-medical-committee>  
<https://www.nwcg.gov/coronavirus>

**At no time will names of victims be used during any radio transmissions.**

## **PROCEDURES**

Fireline or aviation incident: The Operations Section Chief (OSC), Division Group Supervisor (DIVS), or closest fireline supervisor (e.g., Task Force or Strike Team Leader) assigned for that operational period shall be assigned to the emergency situation as the “on scene Incident Commander” to implement the IEP. This responsibility can be initially transferred to another unit leader or EMT if personnel are closer to incident and can assume command of the situation. Any transfer of “on-scene Incident Commander” responsibilities will be relayed to the ICP, and verified by the IC, or Designee.

### **ICP/base camp incident:**

The MEDL will assume “on-scene Incident Commander” until relieved by the SOFR, if needed. If available, SEC2 will assist in scene security and management.

### **Communications:**

Radio communications shall be on the established incident command frequency. The SOFR or IC will declare an emergency and limit all radio traffic on the command frequency to emergency traffic only.

CCIFC will also be responsible for contacting any additional resources needed (i.e. air ambulance, ground ambulance, local emergency rooms, etc.) at the request of the MEDL.

CCIFC will coordinate all incoming and outgoing phone traffic for the incident. No information will be released to the media until approved by the IC or their designee.

PSC or designee is responsible to document all communications, decisions, and rationale regarding the incident/accident.

**No unnecessary radio traffic should be conducted on any channel cleared for a Medical Emergency, nor should any personnel not involved in the Medical Emergency interject any radio traffic unless solicited by one of the Incident Command Staff.**

### **Medical Unit Leader (MEDL) Responsibilities:**

Upon Notification of the Medical Emergency, the MEDL may send additional personnel or equipment to the scene to facilitate patient treatment and/or transport. At the scene of the Medical Emergency, the MEDL or the **highest recognized medical authority on scene of the incident** will assume Patient care. On scene medical care provider should not be assigned as the on-scene incident commander, when possible.

For multiple injury incidents, the MEDL will serve as the Triage Leader with input from on scene Emergency Medical Responders, or the “on scene Incident Commander” to ensure that the injured are handled in priority order (critical / life threatening; critical / non-life threatening; and non-critical / non-life threatening).

### **Agency Administrator Notification:**

The IC/ or Designee will contact the Agency Administrator to brief them on the incident/accident. The Agency Administrator in turn will notify appropriate agency personnel.

If the accident involves a fatality, the Agency Administrator will notify the County Sheriff, Coroner, the victims home agency, and follow other identified agency procedures. Refer to the

Agency Administrators Guide to Critical Incident Management (PMS-926), <http://www.nwccg.gov/pms/pubs/pubs.htm>, pages 11-18 for specific actions by the home unit. Names of injured or deceased individuals, crew names or designators, or other identifying information are not to be transmitted on the radio. The Agency Administrator having jurisdiction of the incident is the only authorized source for release of such identifying information.

### **Air Operations:**

Air Operations will prioritize all on-going aircraft missions, in consultation with the ATGS, to ensure that the ATGS can focus attention to the Incident Emergency Plan without distraction from other missions. If necessary, air operations may be suspended or curtailed significantly until the emergency situation is abated.

The ATGS will serve as a communications link for poor communications areas and coordinate all air support (including Medevac and Emergency Helicopter Extraction mission's) into the accident scene area.

### **Deceased Individuals:**

Deceased individuals are not to be moved, except to accomplish rescue work or to protect the health and safety of others. Personal effects of the deceased are not to be moved or removed.

### **Documentation:**

Each person involved with the management of the emergency will complete a thorough documentation of their respective actions. This is extremely important and is not to be overlooked. The ICS-214 form should be utilized for initial notations, but subsequent narratives may be required. A member of the Planning Section will be identified to collect all documentation...this will include narratives, and photos.

The "on-scene Incident Commander" is encouraged to appoint a scribe to document all decisions during emergency, and to collect names, documentation, and photos associated with the incident.

### **Critical Incident Stress Debriefing Teams:**

The PSC will consult with the IC, OSC, and other IMT members to determine the need for a CISDT. A CISD specialist (or team) may be ordered in the case of a serious incident.

### **After Action Review (AAR):**

An AAR will be held for each incident that implements these procedures. This review will be facilitated by the IC, designee, or SOFR, and will be conducted as soon as practical after the incident. When the IC, SOFR and other C&G members are personally involved in the incident, or where scale of incident justifies, a "neutral" facilitator, possibly a CIST specialist, will be used. Participants in the AAR will be determined by the IC or SOFR.

### **Medical Emergencies:**

In the event of a suspected outbreak of an infectious disease or illness, or cases of mass trauma such as burn injuries, hazmat exposure, vehicle rollover or aircraft incident with multiple injured, the MEDL will be designated as the "Lead Medical Provider" of the response and on-scene Incident Commander will be identified to manage the incident, and will identify support from the C&G staff as required to facilitate the appropriate response.



In the case of suspected disease or illness, the MEDL will provide for a location separate from the Medical Unit for isolation of the sick until they can be transported to a medical facility. The MEDL will also serve as the point of contact with local public health officials to determine what further actions are needed (quarantine, additional sanitation, inoculations, etc.). **\*\* RUMOR CONTROL by all C&G Staff and all other IMT members is key to controlling these situations and preventing them from escalating to a level beyond the appropriate response.**

**C&G Staff Recall After Normal Shift Hours:**

For Incidents that occur outside the normal operational shift, the MEDL will notify the IMT SOFR who will determine which of the Command and General staff need to be notified. The SOFR will also determine if the FSC needs to be notified for the purpose of processing patient paperwork. If full C&G notification is not done at the time of the incident, it is the responsibility of the SOFR to notify the rest of the C&G prior to the morning operational briefing.

Each member of the C&G will let the IMT SOFR know the best method for contacting them after hours, cell phone, radio, tent location etc. and update it as needed. The MEDL will keep the list in the medical unit, and available throughout the incident.

**Patient Advocacy:**

At the time of agency in-briefing the PSC or SOFR will determine if the local unit has a patient advocate and document the contact information for the individual.

In the event of injury or illness, requiring an individual to be transported to a medical facility, an interim patient advocate will be provided to assist the patient until relieved by the home or hosting unit. It is the discretion of the MEDL to determine if the patient needs to be taken to the medical facility by a member of the medical unit in addition to the patient advocate. The MEDL will generally not accompany a patient to the medical facility except in rare situations when injury is severe and no other qualified medical personnel are available.

The patient advocate will accompany the patient during transport, if possible, and remain at or near the facility hosting the patient until relieved. The patient advocate will be the primary point of contact on the patient's behalf.

The patient advocate will be assigned by a primary command and general staff IMT member and will be an IMT member or a member of the patient's crew whenever possible.

# APPENDIX L

## EVACUATIONS

Actual or potential evacuations are a priority during incident operations. Evacuations are the responsibility of the Appropriate Law Enforcement Agency– reference Color Country Evacuation Plan. In Utah, the authority to lawfully order evacuations lies with the Chief Elected Official such as the Chair of a County Commission or Mayor as described in 63K-4-202 of the Utah Code. If the elected officials are not reasonably available, the Chief law enforcement officer such as the Sheriff or Police Chief has the authority to issue an evacuation for up to 36 hours. The County Sheriff's Department, CCIFC, Southwest State of Utah FMO, and County Fire Warden must be immediately notified of an impending evacuation. Evacuation should be coordinated through the on scene IMT, Sheriff's Department, and County Fire Warden and local fire agencies. The IC should coordinate the best notification and pre-warning for potential evacuation needs with these entities. The IC may want to appoint an Evacuation Group Supervisor/designated individual to coordinate evacuation efforts. The Evacuation Group Supervisor shall report to the OSC. The Evacuation Group Supervisor or IC will work closely with local law enforcement, fire departments, and emergency managers.

### **Evacuation Duties/Responsibilities**

- Coordinate with County Local Law Enforcement Authority and Emergency Management
- Staff
- Coordinate with local Fire Department
- Coordinate with affected Divisions or Groups
- Develop and communicate trigger points to initiate evacuation. Plan well ahead of expected need.
- Determine time frames to accomplish evacuation.
- Consider using aircraft to assist in locating hidden homes.
- Order additional resources to assist with evacuation (i.e. police, VFD's, local agencies).

#### Fire Area:

- Close off area to public using local law enforcement
- Watch for unwanted spectators.
- Identify street address if not listed.

#### Evacuees:

- Ask residents to not lock their doors, leave outdoor lightning on.
- Know a location to send evacuees. Work with the Local Law Enforcement Authority to establish the liaison for this if possible.
- Note hazardous materials around structures.
- Consider livestock and pet evacuation.
- Document residents who refuse to leave the area.

#### Traffic:

- Develop and communicate a traffic plan.
- Turn traffic control over to law enforcement.
- Consider alternatives to evacuation down narrow roads.
- Note weight limits on roads and bridges.
- Advise other units of routes and conditions.

#### Remain mobile:

- Document each address contact made.

Update supervisor of progress and needs frequently.

# APPENDIX M

## SUPPLY ORDER FORM

### COLOR COUNTRY SUPPLY ORDER FORM 9/21/2020

<b>Incident Name</b>	<b>Incident Number</b>	<b>Management Code</b>	<b>Order #</b>
<b>DATE &amp; TIME ORDER WAS PLACED</b>	<b>DATE &amp; TIME NEEDED</b>	<b>LOCATION &amp; TIME FOR DELIVERY</b>	
<b>ORDER REQUESTED BY:</b>			
<b>ORDER RECEIVED BY:</b>			
<b>ORDER TO BE DELIVERED BY (SEND COPY OF ORDER TO INCIDENT):</b>			

#	ITEM	NFES#	AMOUNT
1	Meals - Breakfast Hot/Cold	R/V	
2	Meals - Lunches Hot/Cold	R/V	
3	Meals - Dinners Hot/Cold	R/V	
4	MRE-Meals Ready to Eat	001842	
5	Freeze Dried Breakfast		
6	Freeze Dried Dinner		
7	Jet Boil Fuel Canister		
8	Water 2.5 or 1 Gallon Cubies		
9	Water-5 Gal Cubies * Full	000048	
10	Bottled Water (case)		
11	Sport Drink (case)		
12	Coffee (Gallons)		
13	ICE number of bags		
14	Cooler Regular Cache Cooler	000557	
15	AA Batteries- Case size varies	000030	
16	AAA Battery pg of 12	007471	
17	C Cell Battery	000834	
18	D Cell Battery	000033	
19	Tool-Shovel	000171	
20	Tool-Pulaski	000146	
21	Tool-Combi	001180	
22	Tool-McLeod	000296	
23	Tool-Felling Axe 3-5 lb	000383	
24	Sigg Bottle	001535	
25	Dolmar	000741	
26	Fuel - Diesel Specify Amount		
27	Gasoline (5 Gallon) Vehicles		
28	Gasoline 91 oct. No Ethanol		
29	Drip Torch Mix Fuel (gallons)		
30	Safety Fuel Can( 5 Gallon )	000606	
31	Drip Torch	000241	

35

#	ITEM	NFES#	AMOUNT
32	Mop Up Kit ( 3 wand)	000772	
33	Backpack Pump Complete	001149	
34	Backpack Pump Wand	000151	
35	Hose-3/4" 50 Ft synthetic	001016	
36	Hose-1" 100 'npsh synthetic	001238	
37	Hose-1 1/2"100' NH synthetic	001239	
38	Increaser-3/4"x 1"	002235	
39	Increaser-1"x 1 1/2"	000416	
40	Reducer 1"x 3/4 "	000733	
41	Reducer-1 1/2"x 1 "	000010	
42	Reducer-2" x 1 1/2"	000417	
43	Reducer-3" npsh X2 1/2"nh	000685	
44	Gated "Y"-3/4"	000904	
45	Gated "Y"-1"	000259	
46	Gated "Y"-1 1/2"	000231	
47	Shut-off Valve-3/4"	000835	
48	Shut-off Valve-1"	001201	
49	Shut-off Valve-1 1/2"	001207	
50	In-line Tee 1 1/2x 1 1/2 x 1	000731	
51	Hydrant Gate Valve/Wrench		
52	Nozzle-3/4" Brass	000136	
53	Nozzle-1" KK Alumn.	001081	
54	Nozzle-1 1/2" KK Alumn.	001082	
55	Mark III Portable Pump Only	000148	
56	Mark 3 Accessory Kit	003870	
57	Adaptor 1 1/2 F NH x 1 1/2 M F	000006	
58	Adaptor 1 1/2 M NH x 1 1/2 F	000007	
59	Valved Tee 1 1/2 X 1 1/2 x 1	000230	
60	Pump Other		
61	1.5 " Red Plastic Nozzle	000137	
62	1" Red Plastic Nozzle	000138	

#	ITEM	NFES#	AMOUNT
105	Pumpkin (6000 gal.)	006031	
106	Pumpkin (4800-5000 gal.)	006030	
107	Pumpkin (3000 gal.)	000568	
108	Pumpkin (1800 gal.)	000668	
109	Pumpkin (1500 gal.)	000589	
110	Folding Tank (1000 gal.)	000661	
111	Folding Tank (1500 gal.)	000664	
112	Class A Foam 5 gallons	001145	
113	Cargo Net / Lead line 6000 LB		
114	Cargo Net 12x12 3000 LB	000531	
115	Cargo Net TUNA 300 Lb	000795	
116	Lead Line 12 ft 3000 lb	000529	
117	Swivel 3000 Lb	000526	
118	Swivel 6000 Lb	000286	
119	55 Gallon Blivet ( yellow)	000437	
120	75 gallon Blivet (orange)	000426	
121	Fusees *Each or Full Case	000105	
122	Toilet Paper ( roll)	000142	
123	Disposable Wet Wash Cloth	000206	
124	Bath in a Box (Wet Towel )	000712	
125	Bath Towel Paper	001038	
126	Trash Bag 33 gal.{ clear (box)	000021	
127	Tent Fly with poles		
128	Parachute Cord - 100ft	001041	
129	Plastic Sheeting Clear 16x100	000143	
130	Rags Wiping Cloth	000565	
131	Rags, Wiping, Disposable	007139	
132	Tarps ( Specify Size )		
133	Paper Towels # of Rolls	000240	
134	Trash Can 33 gallon		
135	Windex Window Cleaner		
136			
137			
138			
139			
140			
141			
142			
143	COVID 19		
144	Tables		
145	Chairs		
146	Contractor Trash Bag * Box		

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ITEM	NFES#	AMOUNT
File-Mill 8" Bastard	000351	
File-Mill 10" Bastard	000060	
File- Mill 12" Bastard	001059	
File Handle Small	000358	
File Handle Large	000063	
Sleeping Pad	001566	
Sleeping Bag - Warm	001062	
Sleeping Bag - Cold	000022	
Light Sticks - 12 hr * Color		
Tent-2 person	000077	
Belt Weather Kit	001050	
Headlamp (Led )	000718	
Safety Glasses		
Nomex Pants ( Green BDU)		
Nomex Shirt ( yellow )		
Gloves, Leather S	001294	
Gloves, Leather M	001295	
Gloves, Leather L	001296	
Gloves, Leather XL	001297	
Ear Plugs	001027	
Fiber Tape ( roll)	000222	
Flagging (roll) Pink	002401	
Flagging (roll) Orange	002398	
Flagging ( roll ) Lime Green	002396	
Flagging ( other )		
Flagging Perimeter Pennenants	000534	
Saw Bar (specify length/make)		
Saw Chain-(specify length)		
Spark Plug ( Brand )		
Air Cleaner ( Saw Model)		
2 Cycle Mix Oil Specifiy Size		
Bar Oil (Gallon)	001880	
Felling Wedge (Specify Size )		
File-Round 7/32"	000345	
Chain Saw Kit	000340	
6 " Flat File		
BIG ASS Cooler/ CUBE Cooler		
1000 Ft Garden Hose Pack		
500 Ft Garden Hose Pack		
1600 ft 1 1/2 in Hose Kit		
3000 ft 1 1/2 in Hose kit		
<b>FS/BLM Hose Pack 1-1.5 1-1" Y Red Nozz</b>		

# APPENDIX N

## FOREST SERVICE AIM TRACKING

### AIMS INCIDENT Response

<p><u>Dispatch</u></p> <p><i>Forest Service Fires Only</i> Identifies a need for warranted support -&gt;</p> <p>AIMS Support workload: EERA LUA's Commercial Agreements</p>	<p><u>Engage AIMS</u></p> <p>Call the Duty Phone (720-473-4105) (regular &amp; after hours) Identify the need and location Send resource order and general message to AIMS inbox: <a href="mailto:SM.FS.WOAIMS@usda.gov">SM.FS.WOAIMS@usda.gov</a></p> <p>Note: no work will be assigned for action until resource order is received by AIMS via inbox</p>	<p><u>AIMS Assignment</u></p> <p>Workload assignments: Duty Officer will rotate based on workload capacity</p> <p><b>After business hours- Contact AIMS duty phone for support</b></p> <p>Militia Support: Will be assigned by lead/ acting.</p> <p>Request will be added to AIMS workload tracking where customers can track status and personnel assigned.</p>	<p><u>AIMS Execution: See below for hours</u></p> <p>Time starts for workload assignments when the resource order is received</p> <p><b>EERA's /Commercial Agreements/ LUA's - initial contact with vendor within 3 hours</b></p> <p>AIMS personnel will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool.</p> <p>Dispatch and Incident personnel are <b>NOT to make changes to the AIMS Tracker Files</b> will be named in accordance with the structure below.</p>	<p><u>Fill Information, Transitions &amp; Records:</u></p> <p><b>Fill information:</b> Dispatch can download tracking tool and filter for up to date fill information.</p> <p><b>Transition:</b> AIMS team lead will coordinate with incoming BT lead (as they are identified) &amp; INBA for workload cut off and workload transition.</p> <p><b>Records:</b> AIMS records will be available through the Tracker</p>
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Prioritization of Workload:

**Category Priority:**

- Sanitation services (Toilets, handwash, dumpster)
- LUAs for ICP locations
- Critical Supplies over the Micro- Purchase threshold (i.e. hydration)
- EERA/LUAs
- Supplies over the Micro-purchase threshold

**Incident Priority:**

- Initial Attack
- Extended Attack

NOTE: If a conflict occurs it will be left to the CO's discretion.

Incident Unit Responsibilities:

- Processing of OF286 invoices for EERAs and LUAs
- Providing documentation to COs for credit card purchases
- Coordinate with CO for commercial agreement equipment pickup and closeout
- Coordinating with vendors on release/ pickup of EERA and LUA resources only

AIMS Staffing Coverage at National Preparedness Levels through March 31, 2022:

**PL 3 and above**

- Operational hours 0700-1900 PT
- Staffed 7 days a week
- Call when orders are submitted

**PL 2**

- Operational hours 0800-1700 PT Mon-Fri
- Staffed as needed with on-call phone and email being monitored
- Evening, weekend, and holiday needs to be requested 72 hours in advance
- Call when orders are submitted

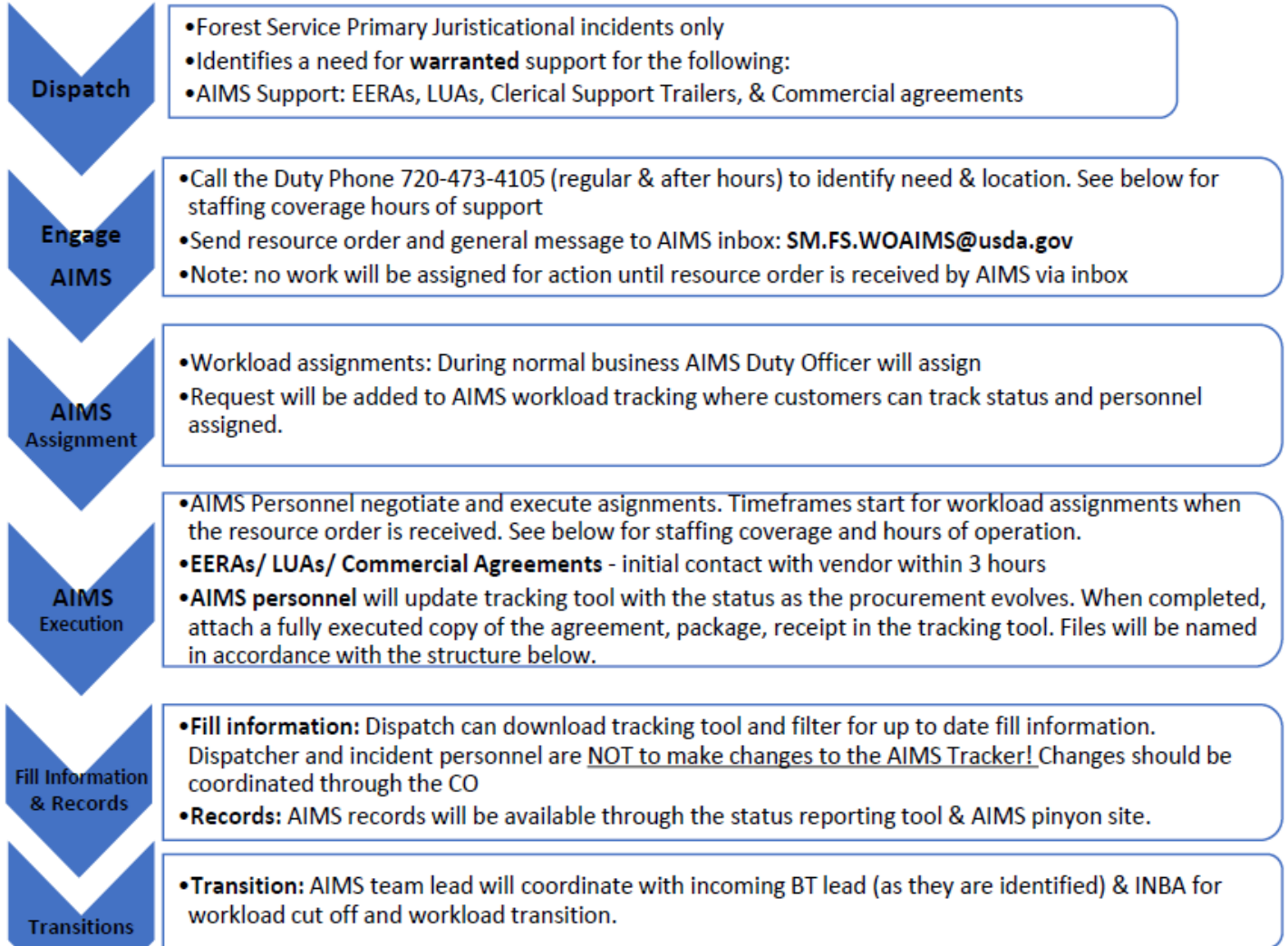
**PL 1**

- Staffed Mon Mon-Fri. On-Call phone monitored
- Extended hours requested 72 hours in advance
- Call when orders are submitted

Filing Naming Structure:

Doc Type	Naming Convention	Example
EERA	GACC Incident Name RO # Vendor Name Agreement No	GBCC Riverside E35 MountainSky 1202RZ221K5016
LUA	GACC Incident Name RO # Vendor Name Agreement No	PNCC Riverside S15 SunriseSchool 1202RZ221K4003
Service Agreement	GACC Incident Name RO # Vendor Name Agreement No	PNCC Gulch E92 Flareflash 1202RZ22K5487
Commercial Agreement	GACC Incident Name RO # Vendor Name Commercial Agmt	SWCC August S604 SallysKitchen ComAgmt
Commercial Rentals	GACC Incident Name RO # Vendor Name Commerical Rental	RMCC Creek E67 Uhaul 9863D784

## At- Incident Management Support Branch (AIMS) Process Flows



**Dispatch**

- Forest Service Primary Jurisdictional incidents only
- Identifies a need for **warranted** support for the following:
- AIMS Support: EERAs, LUAs, Clerical Support Trailers, & Commercial agreements

**Engage AIMS**

- Call the Duty Phone 720-473-4105 (regular & after hours) to identify need & location. See below for staffing coverage hours of support
- Send resource order and general message to AIMS inbox: [SM.FS.WOAIMS@usda.gov](mailto:SM.FS.WOAIMS@usda.gov)
- Note: no work will be assigned for action until resource order is received by AIMS via inbox

**AIMS Assignment**

- Workload assignments: During normal business AIMS Duty Officer will assign
- Request will be added to AIMS workload tracking where customers can track status and personnel assigned.

**AIMS Execution**

- AIMS Personnel negotiate and execute assignments. Timeframes start for workload assignments when the resource order is received. See below for staffing coverage and hours of operation.
- **EERAs/ LUAs/ Commercial Agreements** - initial contact with vendor within 3 hours
- AIMS personnel will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool. Files will be named in accordance with the structure below.

**Fill Information & Records**

- **Fill information:** Dispatch can download tracking tool and filter for up to date fill information. Dispatcher and incident personnel are NOT to make changes to the AIMS Tracker! Changes should be coordinated through the CO
- **Records:** AIMS records will be available through the status reporting tool & AIMS pinyon site.

**Transitions**

- **Transition:** AIMS team lead will coordinate with incoming BT lead (as they are identified) & INBA for workload cut off and workload transition.

- Incident Unit Responsibilities:**
- Processing of OF286 invoices for EERAs and LUAs
  - Providing documentation to COs for credit card purchases
  - Coordinate with CO for commercial agreement equipment pickup and closeout
  - Coordinating with vendors on release/ pickup of EERA and LUA resources only

- AIMS Staffing Coverage at National Preparedness Levels through March 31, 2022:
- PL 3 and above**
- Operational hours 0700-1900 PT
  - Staffed 7 days a week
  - Call when orders are submitted
- PL 2**
- Operational hours 0800-1700 PT Mon-Fri
  - Staffed as needed with on-call phone and email being monitored
  - Evening, weekend, and holiday needs to be requested 72 hours in advance
  - Call when orders are placed
- PL 1**
- Staffed Mon Mon-Fri. On-Call phone monitored
  - Extended hours requested 72 hours in advance
  - Call when orders are submitted

- Prioritization of Workload:
- Category Priority:**
- 1) Sanitation services (Toilets, handwash, dumpster)
  - 2) LUAs for ICP locations
  - 3) Critical Supplies over the Micro- Purchase threshold (i.e. hydration)
  - 4) EERA/LUAs
  - 5) Supplies over the Micro-purchase threshold
- Incident Priority:**
- 1) Initial Attack
  - 2) Extended Attack
- NOTE: If a conflict occurs it will be left to the

Filing Naming Structure:

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EERA	GACC Incident Name RO # Vendor Name Agreement No	GBCC Riverside E35 MountainSky 1202RZ22K5016
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Commercial Agreement	GACC Incident Name RO # Vendor Name Commerical Agmt	SWCC August S604 SallysKitchen ComAgmt
Commercial Rentals	GACC Incident Name RO # Vendor Name Commerical Rental	RMCC Creek E67 Uhaul 9863D784

Updated: 20220304

## AIMS TRACKER & HOW TO's

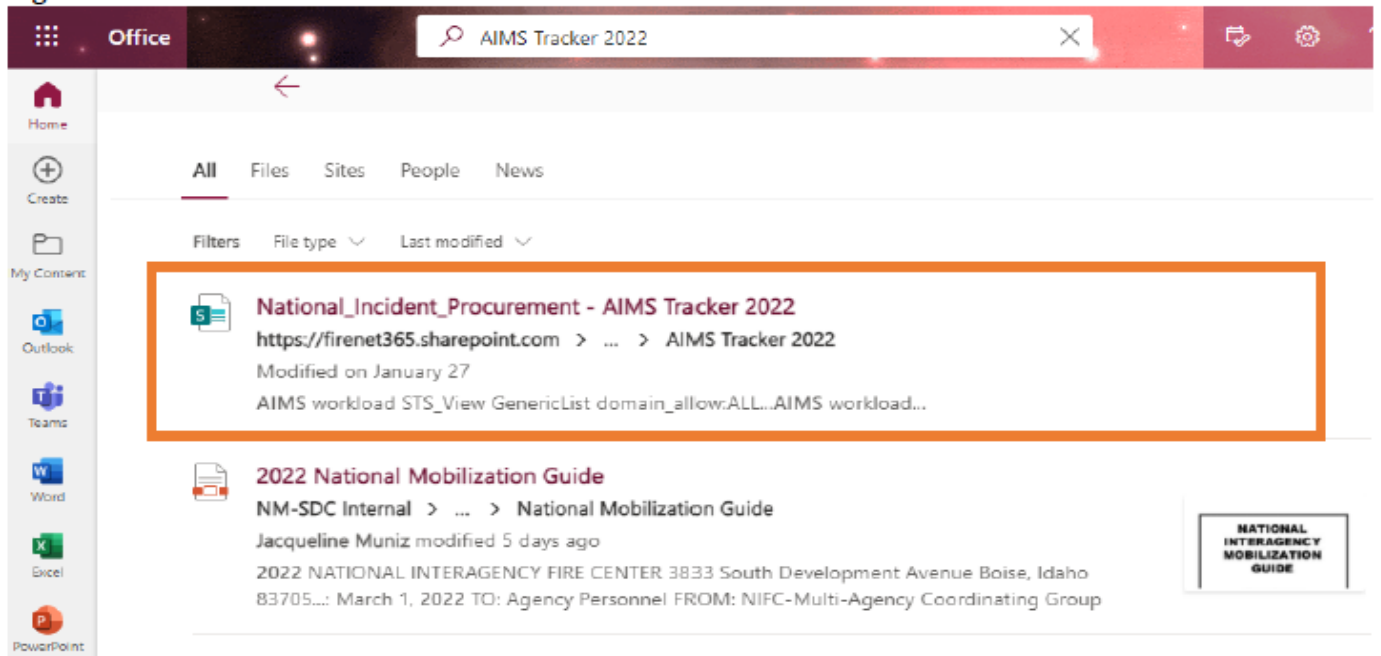
Access: Anyone with a FireNet Account can view

## NAMED ACCOUNT VIEW STATUS/ INFORMATION

Log into FireNet using [portal.office.com](https://portal.office.com)

At the main screen search "AIMS Tracker 2022" per Figure 1 & Select the SharePoint from the top of the list

Figure 1



Window in Figure 2 will populate.

Figure 2

+ New

Edit in grid view

Share

Export

Automate

Integrate

...

AIMS Tracker 2022 ☆

GACC	Incident Name	Incident Number	Resource Order	Date Received	Re
SACC	CY22 Cherokee NF Support	TN-CNF-000001	S-1	1/25/2022 1:00 PM	
SACC	Walker	VA-VAF-220044	E-1	3/5/2022 12:00 AM	

Column header can be used to sort or filter to locate your incident.

GACC	Incident Name	Incident Number	RO Number	Description	Quantity	Unit of Issue
------	---------------	-----------------	-----------	-------------	----------	---------------

Save the AIMS Tracker as a "Favorite"


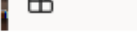
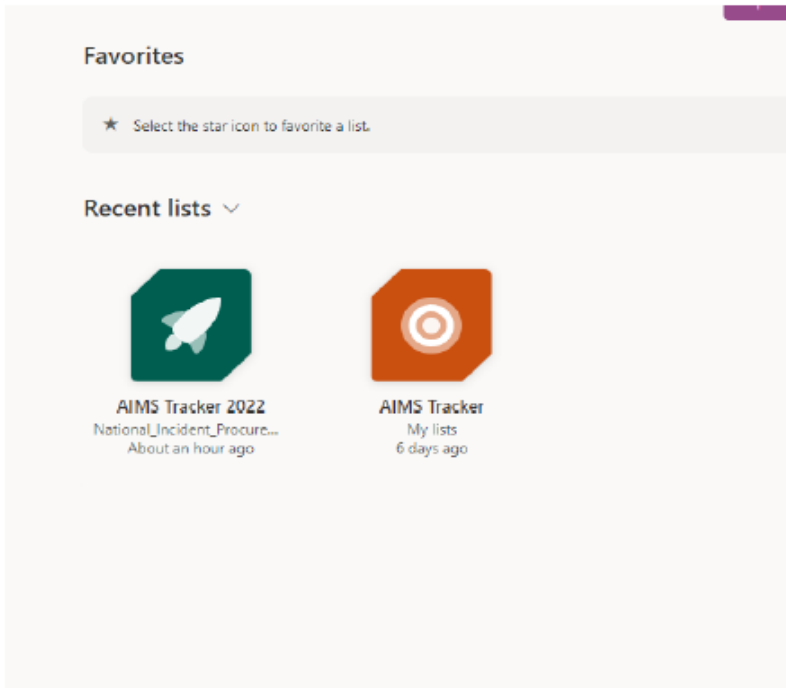
Future use select the list here  or from applications list here  and you will see this view

Figure 3





Then you can click the star in the upper-right corner of the icon to Favorite the list.

### Exporting the Information

Select "Export" from the top menu



Select either Excel Workbook or CSV and download to your computer.