



***2019 Northern Utah Interagency  
Type 3 Incident Management Team***

***Standard Operating Guidelines***

***April 25, 2019***



## **Introduction**

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

The Team operates under the guidance and direction of the Northern Utah Interagency Fire Center Operations Committee (NUIFC Ops Committee) and through a coordinated effort of personnel from the Uinta-Wasatch-Cache National Forest, BLM West Desert District, and Utah Division of FF&SL (including municipal, county, and Lone Peak Conservation Center resources).

All incident personnel are expected to operate within these guidelines in 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 documents.

## **Team Priorities**

### ***1. Safety***

The Team places an emphasis on providing for firefighter and public safety and 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 necessary to perform their job safely.

### ***2. Achieve the objectives outlined by the Agency Administrator***

The Team will endeavor to accomplish the objectives outlined in the Delegation of Authority by the host unit's Agency Administrator in a timely, efficient, and fiscally responsible manner.

### ***3. Provide a leadership climate of Duty, Respect, and Integrity.***

The Team will treat all incident personnel, cooperators, and public with respect, develop trust through transparency and accountability, and seek opportunities for improvement. Overall, it is our desire to build positive relationships with those we serve.

## Team Structure and Qualification Standards

A Principal Incident Commander (Principal IC) and Deputy Incident Commander (Deputy) will be selected by the NUIFC Ops Committee and will be responsible for coordinating the overall activities of the Team. The Principal IC and Deputy act in a manner similar to a chairperson and co-chair for the Team.

The Principal IC is responsible for the overall management of the Team. They solicit nominations for team positions, develop team configurations, and present recommendations to the OPS Committee for approval. The Deputy aids in this process.

Direction on qualification standards are outlined in the Interagency Standards for Fire and Fire Aviation Operations Guide (Red Book). The following locally established core qualification standards will be used by the Team and are only applicable for team members operating on Type 3 incidents within the Northern Utah Interagency Fire Center Dispatch Area.

The Principal IC and Deputy are responsible for the Team’s trailers and accountable property. They also oversee the Team Budget and will provide an accounting of expenditures to the NUIFC Ops Committee at the conclusion of each season.

<b>NORTHERN UTAH INTERAGENCY TYPE 3 INCIDENT MANAGEMENT TEAM – CORE CONFIGURATION</b>	
<b>FUNCTIONAL POSITION</b>	<b>MINIMUM NWCG QUALIFICATION (must meet one of the following)</b>
<b>*Incident Commander</b>	ICT3
<b>Safety</b>	SOFR
<b>*Operations</b>	DIVS or ICT3
<b>2 Division/Group Supervisors</b>	TFLD
<b>Plans</b>	SCKN, or ICT3
<b>*Logistics</b>	BCMG, RCDM, ORDM, or ICT3
<b>Information</b>	PIOF or an individual with the established level of skill to perform the function.
<b>2 Finance</b>	TIME, COST, or ICT3
<b>Air Operations</b>	Dependant on Air Operation Complexity. Consult with local FAO or UAM. May be AOBD, ASGS, HEBM, HMGB, or THSP.
<b>Medical</b>	EMT, Line
<b>3 local trainees in any position</b>	Identified by the Incident Commander or at the request of the host unit.

*\*The Team will not be available unless qualified personnel are identified and available for these positions.*

Operational Duty Officers (ODO) and Agency Administrators agree to this configuration when ordering the NUI Type 3 IMT. Additional positions may be filled upon mobilization if the positions are approved by the requesting Agency Administrator or Duty Officer. Subsequent orders for additional resources and additional trainees above the three approved and rostered will be coordinated with the Agency Administrator/Duty Officer.

## **Team Rotations and Availability**

Individual Incident Commanders (IC) will be selected by the NUIFC Ops Committee at beginning of each fire season. The IC rotation will be determined at the annual Team meeting, then approved by the NUIFC Ops Committee.

ICs will be available or on-call for up to two separate one week periods over the course of the season (depending on seasonal needs and/or conditions and may run back-to-back). This will typically be from mid-June to late September. The weekly availability period runs from Friday at 0001 hrs. to 2400 hrs. on Thursday the following week.

Each IC will solicit team members from the team spreadsheet to fill functional positions for their rotation. The roster shall be emailed to the Northern Utah Interagency Fire Center (NUIFC), Duty Officers, and other affected parties by the Wednesday prior to the start of their rotation.

NUIFC shall post the current roster on the NUIFC website by the first day of the rotation.

Once the Team has been rostered, Team members will make every effort to be available and able to be contacted. Team members are responsible for updating their availability (local) in ROSS and confirming their availability with their supervisor. If a team member becomes unavailable during their rotation, it is their responsibility to find a replacement and notify the IC of the change as soon as possible. The IC will then update the Team roster and notify NUIFC.

## **Mobilization**

The IC will be contacted by NUIFC to establish mobilization details. Once the mobilization details are set, NUIFC will contact the team members with mobilization instructions. NUIFC will need to know travel times and methods of travel to complete resource orders. Team members do not need to obtain a copy of their Resource Order prior to mobilizing to the incident.

Team Members will notify their supervisor and Duty Officer of their mobilization. Team Members will notify NUIFC and the IC of any delays in response to the incident. Each Team Member will be responsible for their own transportation.

AD's should coordinate travel needs, casual hire forms, resource orders, etc. with NUIFC upon mobilization.

***Extremely early or late departures should be avoided.*** Per the Mob Guide, resources will not be mobilized between the hours of 2200-0600 unless there is an immediate need.

NUIFC will coordinate with Logistics to determine the time and place for delivery of the pre-order.

## **Team Procedures**

### **Agency Administrator/ODO In-briefings**

The IC will contact the Agency Administrator or the ODO to establish an in-briefing time and location. Items such as incident objectives, ordering limitations, the transition period, proposed transfer of command time, Incident Command Post (ICP) location, purchasing limitations, etc. should be discussed.

Questions regarding “Leaders Intent” should also be addressed at this time. It is recommended that the Northern Utah Interagency IMT Briefing Package be used at the in-briefing.

The Team may initially operate under the Delegation of Authority included in the Northern Utah Interagency Incident Organizer. As soon as is practical, the IC should obtain a signed, incident specific Delegation of Authority and Letter of Intent from the Agency Administrator which includes the incident objectives and the transfer of command date and time.

The IC may be provided a copy of the current signed WFDDS (which may include an Incident Complexity Analysis and Organizational Needs Assessment).

### **Transitions and Transfer of Command**

Transfer of Command should occur at the beginning of an operational period and must be communicated to all incident resources.

As the incident decreases in complexity, the Team will work with the Agency Administrator to develop a plan to transition the incident back to management at the local level.

### **Team Products**

The Team will produce a written Incident Action Plan (IAP) for their first full shift. The Team will use a standard IAP format which will include: Incident Organization (ICS 203), Incident Objectives (ICS 202), and Division/Group Assignments (ICS 204 WF) with radio frequencies; Incident Radio Communications Plan (ICS 205), Safety Message and analysis (ICS 215a), and Incident Medical Plan (ICS 206 WF) including a Medical Incident Report; weather forecast, maps, and Air Operations Summary (ICS 220) if there are air operations.

A copy of the IAP will be submitted to NUIFC daily if possible. NUIFC will ensure the IAP is made available for external distribution.

If the incident meets the reporting criteria outlined in the National Mobilization Guide, an Incident Status Summary (ICS 209 WF) will be submitted by 1600 daily for the duration of the incident. Please notify NUIFC if 209's are being submitted directly to FamWeb by the Team.

A Wildland Fire Complexity and Risk Assessment should be completed and documented daily.

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

ATV/UTV use will follow the Great Basin ATV/UTV guidelines. These can be found at <https://gacc.nifc.gov/gbcc/business.php>.

The Team Mi-Fi Hotspot is for incident business only. Please don't use it for personal use as data is limited.

## **Recommended Briefing and Planning Meeting Schedule**

Pre-Briefing	0530
Attendance: Command and General Staff	
Review the plan prior to the Operations briefing	
Daily Operations Briefing	0600
Attendance: All	
Command and General Staff meeting	1200
Attendance: Command and General Staff	
Pre-planning (strategy) meeting	1600
Attendance: OPS, SOF, PSC, and LOGS	
Team members solidify the Plan so that it can be presented at the Planning Meeting to the Agency Administrators and Cooperators	
Planning meeting	1700
Attendance: Command and General Staff, MEDL and Agency Administrators; local fire management personnel, public safety officers, cooperators, etc.	
Plans presents the proposed Incident Action Plan at this time. The Agency Administrator and the IC address any issues then indicate support for the Plan.	

*Planning meetings/briefings for night operations will be held as needed. Meeting schedule should be posted at ICP/camp.*

## **Command and General Staff Operational Roles and Responsibilities**

### **Incident Commander**

The IC is responsible for developing the roster for their rotation. They solicit team members from the team spreadsheet and fill the functional positions for their rotation. *Phone calls seem to work better than emails.* Efforts should be made to exhaust the spreadsheet prior to looking outside of the dispatch area for qualified personnel.

The IC is responsible for all aspects of the Team's response to an incident. They serve as the primary contact between the Agency Administrator(s), Duty Officers, and cooperators. The IC is responsible for setting the operational tempo for the incident and providing oversight for all functional areas of the team.

The IC sets time frames, priorities, and approves the Incident Action Plan. They attend all Team meetings and briefings. They approve general retardant use, evacuations, and all shifts exceeding 2:1. They work closely with Operations and Safety to ensure that risk is being managed at the appropriate level. They work with Plans to complete and submit Incident Status Summary (ICS 209 WF) daily at 1600.

The IC has the overall responsibility for the Type 3 Command and Logistics Trailers. Trailers may be prepositioned at the NUIFC Cache and available through the NUIFC Cache Manager. The IC should ensure both trailers are mobilized to the incident. Trailers will be maintained by the ordering team and returned in great condition. Any issues or problems with the trailers should be addressed during the incident. S#'s will be obtained and communicated to the Principal IC for any outstanding issues or problems.

If two Type 1 or Type 2 Teams (or one of each) are assigned within the Region, the IC will be required to participate in the Great Basin Incident Commander Conference Call. The number is 888-844-9904 and the passcode is 1585855#. Calls begin at 0800 daily. The agenda is in the appendixes as well as located on the Great Basin Coordination Center webpage under IMT Toolbox at <https://gacc.nifc.gov/gbcc/overhead.php>.

## **Safety**

The Safety Officer advises the Incident Commander on issues regarding incident safety and coordinates with Operations regarding the safety of field personnel. They develop the safety message and analysis (ICS 215a) and approve Incident Medical Plan (ICS 206 WF) including a incident medical reporting procedures. They track accidents/near misses and document any accident or injury associated with the incident.

Safety should work with the IC to determine the qualification level needed for the Medical position. They should then work closely with Medical to ensure the proper level of care for incident personnel and provide recommendations to the IC for increased qualification or personnel needs.

## **Operations (OPS)**

Operations is responsible for coordinating all operational activities on the incident. They establish the tactics and timeframes in order to reach incident objectives.

Initial Attack (IA) responsibilities will be identified in the Delegation of Authority. Any IA requests will be placed through Operations. Several items to consider for IA are the area of response, request procedures, and check-in/out procedures; communication procedures, coordination with Agency Representatives, and potential incident aircraft use/impacts.

Evacuations take priority during incident operations. Unless specified in the Delegation of Authority, evacuations are the responsibility of the host unit or agency which has jurisdiction in the affected area. Operations should work closely with the IC and the appropriate emergency managers to provide evacuation recommendations, develop implementation plans, and provide support and direction to law enforcement personnel during implementation.

## **Division/Group Supervisor (DIVS)**

Division/Group Supervisors are responsible for organizing and assigning resources into configurations to meet incident and tactical objectives. They should evaluate assigned resources' ability to complete assignments within the time frame to achieve strategies and objectives and coordinate activities with adjacent Divisions/Groups and across functional areas. They should also implement the portion of the



IAP pertaining to their Division/Group. They will communicate operational needs for the following shift to Operations prior to the Daily Pre-Planning Meeting.

Upon initial dispatch, DIVS should travel to the incident to begin developing situational awareness and gather intelligence from the resources they will be replacing. Operational engagement should be avoided until the Team takes command.

DIVS have authority to order Air resources through OPS or the Air Operations, who will then determine priorities and appropriate aerial retardant use.

## **Logistics**

Upon initial dispatch, Logistics will coordinate with the IC and host unit to establish the Incident Command Post and camp. If possible, the Incident Command Post should be located in an area with telephone and data reception. Logistics will work closely with Operations and Plans to identify orders that have been placed prior to arrival and begin the tracking process.

All orders will be placed through the Logistics section. Orders will be documented and retained for the incident documentation packet, preferably on General Message forms (ICS 213).

Logistics is responsible for providing radio support for the incident. They work closely with the other functional areas to determine if additional repeaters and/or tactical channels are needed in order to limit the impact to the local radio network or provide for better communication on the line. The Team maintains a small cache of handheld radios in the Command Trailer. These radios may be issued to incident personnel with approval from the IC. Additional radio support may be available via the radio technicians housed at NUIFC.

Logistics is responsible for providing transportation support for the incident and medical support for incident personnel. Logistics maintains the cache trailer and ensures that it is cleaned and restocked prior to demobilization. Please coordinate any outstanding resupply needs with the IC and provide recommendations for future incidents.

## **Plans**

Plans oversees the collection, evaluation, and dissemination of operational information related to the incident including incident cost, size, estimated containment, etc. They work with the IC and Public Information Officer to provide the timely release of information about the incident. This includes the submittal of the Incident Status Summary (ICS 209 WF) daily at 1600.

Plans works closely with Operations to ensure that all operational resources are accounted for, and with Logistics to track resources on-order.

Plans facilitates all meetings and briefings and prepares, and disseminates the Incident Action Plan. This includes requesting a Spot Weather Forecast for inclusion in the IAP. They collect and maintain all documentation for the incident and submit it to the host unit upon demobilization.

## **Finance**

Finance is responsible for monitoring incident costs, procurement, and providing an overall cost analysis of the incident. They are responsible for overseeing compensation for injury or damage to property claims in addition to maintaining documentation related reimbursements (e.g, under Memorandums of Understanding (MOUs), etc.).

Finance is responsible for recording time. All incident personnel will report time on a Crew Time Report (CTR) or Emergency Shift Ticket that is signed and authorized by their immediate supervisor.

Follow the direction in the Interagency Incident Business Handbook (PMS 902) to provide accurate accounting for all costs related to incident.

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

## **Information**

Information (Public Information Officer or PIO) is the primary contact between the media and the team. They will develop an information strategy with the host unit and work closely with Plans to gain accurate and timely information for release.

Information will coordinate with the IC, Safety, and Operations to facilitate the transportation of any members of the media to the fireline and to schedule interviews. Information should also play a key role in any public meetings that are held.

## **Air Operations**

Air Operations provides oversight and guidance for all aerial operations on the incident. They provide operational briefings specific to aerial operations, attend planning meetings, and complete an Air Operations Summary (ICS 220) if needed. They monitor TFRs for appropriate size and frequencies, and schedule non-incident aircraft within the airspace. They determine coordination procedures for the air organization within divisions. Air Operations will inform the Air Attack Group Supervisor (if assigned) of any air traffic situations external to the incident which may affect aerial operations, resolve conflicts concerning non-incident aircraft, and report special incidents/accidents via SAFECOMs.

Air Operations works with plans to establish procedures for the reassignment of aircraft, and keeps the local FAO or UAM informed of all incident air operations. They are also responsible for aiding Finance in collecting and recording all aviation related costs for the incident.

## **Medical**

Medical is primarily responsible for developing the Incident Medical Plan (ICS 206 WF) and facilitating medical aid for injured or ill incident personnel. They coordinate with Safety to prepare medical reports and records. Medical should not be attached to any other resource or have collateral operational duties.

## **Team Closeout Procedures**

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

The Team AAR will be facilitated by the IC or Plans prior to the closeout with the host unit. Attendance should be limited to Team members and dispatch personnel, and should focus primarily on the performance of the team. Notes should be taken and include any recommendations for future Teams. Notes will be shared with the entire Type 3 group and the NUIFC Ops Committee.

### **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 the closeout meeting. The Planning Section will facilitate the meeting and deliver the incident document package at its conclusion. The rating form can be found under the IMT Toolbox dropdown menu at <https://gacc.nifc.gov/gbcc/overhead.php>.

***Incident Action Plan Operational Briefing***  
*Facilitated by Plans*

- Welcome, radios and phones off
- Containment \_\_\_\_\_ Acres \_\_\_\_\_
- Covers SCKN, RESL, TNSP, DMOB functions as needed

<input type="checkbox"/> <b>Review Objectives</b>	<b>PSC</b>
<input type="checkbox"/> <b>Fire Weather</b>	<b>PSC / IMET</b>
<input type="checkbox"/> <b>Fire Behavior</b>	<b>PSC / FBAN</b>
<input type="checkbox"/> <b>Operations Update on Current Situation, Leaders Intent for operational period, Review 204's</b>	<b>OPS</b>
<input type="checkbox"/> <b>Air Operations</b>	<b>OPS/AOBD</b>
<input type="checkbox"/> <b>Communications</b>	<b>OPS/COML</b>
<input type="checkbox"/> <b>Safety/ICS 206 WF</b>	<b>SOF/MEDL</b>
<input type="checkbox"/> <b>Information</b>	<b>PIO</b>
<input type="checkbox"/> <b>Finance</b>	<b>FSC</b>
<input type="checkbox"/> <b>Logistics</b>	<b>LSC</b>
<input type="checkbox"/> <b>Resource Advisor(s)</b>	<b>AA/READ(s)</b>
<input type="checkbox"/> <b>Agency Representative(s)</b>	
<input type="checkbox"/> <b>Incident Commander</b>	
<input type="checkbox"/> <b>Division Breakouts/Unassigned Resources/IAP Updates</b>	

**Planning Meeting**  
*Facilitated by Plans*

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> <b>Review Objectives / WFDSS</b>                                   | <b>PSC</b>        |
| <input type="checkbox"/> <b>Containment</b>   |                   |
| <input type="checkbox"/> <b>Acres</b>   |                   |
| <br>  |                   |
| <input type="checkbox"/> <b>Fire Weather Forecast</b>                                       | <b>PSC / IMET</b> |
| <input type="checkbox"/> <b>Fire Behavior Forecast</b>                                      | <b>PSC / FBAN</b> |
| <input type="checkbox"/> <b>Current Situation and Review of the ICS 215a</b>                | <b>OPS</b>        |
| <input type="checkbox"/> <b>Air Operations</b>  | <b>OPS / AOBD</b> |
| <input type="checkbox"/> <b>Communications</b>  | <b>OPS/COML</b>   |
| <br>  |                   |
| <input type="checkbox"/> <b>Incident Safety Analysis ICS 215a / Medical Plan ICS 206 WF</b> | <b>SOF/MEDL</b>   |
| <input type="checkbox"/> <b>Information</b>   | <b>PIO</b>        |
| <input type="checkbox"/> <b>Estimated Cost to Date \$ _____</b>                             | <b>FSC</b>        |
| <input type="checkbox"/> <b>Logistics</b>   | <b>LSC</b>        |
| <input type="checkbox"/> <b>Resource Advisor(s)</b>   |                   |

**Support the Plan**

- |   |         |            |
|---|---------|------------|
| <input type="checkbox"/> <b>Agency Representatives:</b> | <hr/>   |            |
|   | <hr/>   |            |
|   | <hr/>   |            |
| <br>  |         |            |
| <input type="checkbox"/> <b>Incident Commander</b>      | <hr/>   | <b>IC</b>  |
| <input type="checkbox"/> <b>Parts of the IAP due</b>    | @ <hr/> | <b>PSC</b> |

## IC Rotation List

<b>Date</b>	<b>IC Name</b>	<b>Contact</b>
June 14– June 20		
June 21 – June 27		
June 28 – July 4		
July 5 – July 11		
July 12 – July 18		
July 19 – July 25		
July 26 – August 1		
August 2 – August 8		
August 9 – August 15		
August 16 – August 22		
August 23 – August 29		
August 30 – September 5		
September 6 – September 12		
September 13 – September 19		
September 20 – September 26		

## **After Action Review**

*Facilitated by Plans*

Focus on Team level items.

- **What was planned?**
  - **Mobilization**
  - **Inbrief/Delegation of Authority**
  - **Operations**
  - **Demob'**

Include all functional areas.

- **What actually happened?**
  - **What did we do well?**
  - **What can we do better next time?**
  - **Future Team needs?**

Include all functional areas.

**Notes:**

*Plans will compile the AAR notes and submit them to the IC no later than one week after Demob'.*

## Logistics Pre-Order

1 ea.	Super Cooler
500 lb.	Ice
½ Pallet	Gatorade
1 Pallet	Water
20 ea.	Container – 5 GL, W/Overpack Filled with water (NFES 0048)
1 bx.	55 Gal Trash can liner
4 ea.	55 Gallon trash cans
12 pg.	AA batteries (NFES 0030)
6 ea.	Safety gas cans (NFES 1291)
20 gal.	Gas ethanol free
10 gal.	Diesel
1 ea.	Light Tower
1 ea.	Yurt (3 or 4) with A/C and setup
1 ea.	Satellite phone
15 bx.	MREs (NFES 1842)
1 ea.	Dumpster (20 yard min with daily service)
10 ea.	Porta-Potties (with daily service)
5 ea.	Hand wash stations (with daily service)
1 ea.	Incident medical kit



**Great Basin Incident Commander Conference Call Agenda ~~2018~~2018**

<b>Date:</b>	<b>Note taker:</b>
<b>GB MAC/GACC Coordinator:</b>	
<p>Agenda/Incident Commander Discussion Points: <u><b>Summarize the following in 4 min or less:</b></u></p> <ul style="list-style-type: none"> <li>• Fire Size / % contained / # of people / Cost to date</li> <li>• Significant changes since the last 209</li> <li>• BRIEF fire synopsis /Critical Incident Information (use Directional vs DIVS's)</li> <li>• Political Issues / Community Meetings</li> <li>• Closures / Evacuations / Public Safety Issues</li> <li>• Major Safety Concerns / Injuries / Accidents</li> <li>• Critical Resource Needs</li> <li>• Resources Available to Reassign/Share/Demob</li> </ul>	
<b>Predictive Services:</b>	
<b>GBCC Update:</b>	
<b>Incident commanders:</b>	
<b>MAC Coordinator</b>	
<b>Date/Time of Next Call:</b>	