

**CENTRAL UTAH
TYPE 3 INCIDENT MANAGEMENT TEAMS**

**CENTRAL UTAH
FIRE
INTERAGENCY**

**STANDARD OPERATING PROCEDURES
2024**

I. MISSION STATEMENT:

To provide a Type 3 Organization to safely manage incidents until objectives are met or until further direction is given by the Jurisdictional Line Officer. This SOP applies to the Central Utah **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 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 AA or AA representative daily and 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 Central Utah 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.

III. PURPOSE:

The Central Utah Interagency Type 3 Incident Management Teams are pre-arranged wildfire management groups cooperatively sponsored by the Fishlake National Forest, Manti-LaSal National Forest (Sanpete Ranger District), Color Country District BLM, West Desert District BLM, National Park Service-Utah Parks Group, Southern Paiute Agency of the Bureau of Indian Affairs, and State of Utah Division of Forestry, Fire and State Lands-South Central Area.

The primary purpose of the IMT is to respond to incidents within the Central Utah Fire Zone, with quick response and transition times to meet the needs of the local unit.

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 has the discretion to fill needed positions as per the NWCG Red Book standards.

Wildland Fire Complexity will be determined using the Organizational Needs Assessment, the Incident Complexity Analysis, or other method as determined by Agency Policy. *Refer to Redbook Appendix E.*

The decision to mobilize a team lies with the Jurisdictional Agency Administrator. If the decision is made to **not** activate the standing team, a courtesy call will be made from the Jurisdictional FMO or DO to the standing IC.

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.

V. TEAM OVERSIGHT AND MANAGEMENT:

The Central Utah Interagency Type 3 Incident Management Teams are organized under the direction of the Central Utah Fire Management Officers Group (FMOG).

When not activated, oversight will be provided by the FMO Group Rep to the OPS Group.

When activated the Team reports to the Jurisdictional Line Officer(s) under delegation of authority.

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.

At the end of the Team's assignment, a close-out will be held with the Jurisdictional Agency Administrator or representative.

VI. TEAM MEMBER COMPOSITION AND QUALIFICATIONS:

At a minimum the Central Utah IMTs will be comprised of teams consisting of the following core positions:

<u>POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>
Incident Commander:	ICT3
Safety:	SOFR
Operations:	OPS3 (<i>Trainee can be DIVS T or ICT3 T</i>)
Division (2 ea):	TFLD
Information	Locally determined by knowledge and/or experience of the job. (<i>Recommend PIO3</i>)
Logistics	LSC3
Plans	PSC3
Finance	FSC3

Teams may include the following additional positions on their rosters:

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

VII. TEAM MEMBER RECRUITMENT, NOMINATION, AND SELECTION PROCESS:

The FMO Group Reps will solicit for team participation via the recruitment letter and nomination form annually by March 31. Appendix A.

The ICs and team members are committed for one season to the Type 3 teams.

Nominations are due by April 30.

Selection of Incident commanders

The OPS Group will recommend the selection of IC(s) to the FMO Group by May 5.

The FMO Group will select ICs each year by May 15.

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

If the IC applicant pool is not sufficient, the FMO Group will provide ICs on an Agency rotation.

Selection of Team Members

Team members will be selected from the Central Utah Interagency Fire Zone when possible.

Priority will be given to regular Agency, cooperator, and AD employees within the RIFC dispatch boundaries.

All applicants will be put in an Applicant Pool. Individuals can apply as qualified or trainee.

The on-call IC will select team members from the **applicant pool** for their rotation. If unable to fill positions from this pool, then they can look elsewhere.

A list of all applicants will be provided to the ICs for the purpose of finding team members.

VIII. TEAM ROTATION

On call periods will begin late May/early June and continue through September. (The schedule will somewhat emulate the Type 2 rotation to provide additional opportunity for IMT2 participants to help fill positions on the Type 3 Team.)

Each IC will be on call for a two-week period. Availability period runs from 0001 hrs. on Friday to 2400 hrs. on Thursday.

A list of the IC on call periods and applicant pool will be provided to the ICs and RIFC Center Manager by May 25, and will be posted on the RIFC website at

http://gacc.nifc.gov/gbcc/dispatch/ut-rfc/Type_3_team.htm

IX. ROSTERS AND MOBILIZATION:

The ICs will identify Operation the IC or Operations will make every attempt to provide a roster to dispatch a minimum of 2 days prior to the on-call period and update the roster as needed while they are on rotation. If an IC does not provide the required information to dispatch, the POC will be the FMO of the IC, who will act as a liaison between the IC, dispatch, and the FMOG.

Team members should try to be available for mobilization within four hours during the designated on-call period.

Upon receiving an order to mobilize the team, RIFC will notify the Team IC. The IC will notify Team Members, giving the mobilization points and time frames. Dispatch will follow up with a resource order.

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, as per Redbook Chapter 11.

All personnel assigned to the incident will be required to have a resource order and check-in with PLANS.

All personnel assigned to each incident will be required to have their time sheets recorded and approved by FINANCE.

X. AVAILABILITY, COMMITMENT, AND SUBSTITUTION:

The on-call Incident Commander 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 FMOG Rep.

If a team member's availability changes after they have committed to be on-call, they will immediately notify their Incident Commander. The IC will find a replacement and provide an updated roster to dispatch.

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.

XI. TRAINEES:

An attempt will be made to provide training assignments on the team. Trainee applicants will apply and be put in the applicant pool. All trainees will be with a qualified trainer.

Trainees will be prioritized. Trainees will be called in priority order until their task book is complete. It is the desire of the FMOG that once signed off as fully qualified, individuals will continue to support the IMT3 for a minimum of 2 additional years.

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 area should be ordered.

XII. INCIDENT CLOSE OUT AND EVALUATION:

CLOSEOUT

The incident closeout is a brief facilitated presentation on how the IMT met the Agency Administrator's incident objectives.

The closeout should include the following units and should not be open to the public.

- Dispatch representative(s)
- Admin (Procurement, B&F, IBA, Fire Business Specialist)
- IC and Team Members
- Central Utah Agency Administrators and FMOs of affected agencies
- County officials of counties affected by incident
- Fire department officials for jurisdictions affected by the incident

Plans will provide an agenda and time frames for the close out to the Jurisdictional FMO. The Jurisdictional FMO will inform other parties as necessary for a debriefing by the hosting agency. If possible, the entire team will attend the debriefing. Each member of the Command and General Staff will be prepared to give a short summary of the activities of their section, **highlighting any items that need followup**. The final fire package will be delivered to RIFC.

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/appendix-docs-and-fillable-pdfs/AppendixI_fillable.pdf

APPENDICES:

- A. IMT3 Recruitment Letter Template**
- B. Roles and Responsibilities**
- C. Planning Meeting Outline**
- D. Incident Medical Emergency Plan**
- E. EEO/ Sexual Harassment**
- F. Suggested Pre-Order Checklist**
- G. Incident Replacement Items**

IMT3 Recruitment Letter Template

CENTRAL UTAH INTERAGENCY TYPE 3 TEAMS

Insert date

TO: Prospective Type 3 Incident Management Team Members

FROM: Central Utah Fire Management Officers

SUBJECT: 2024 Central Utah Type 3 Incident Command Teams Outreach

The Central Utah Fire Management Area is seeking nominations for Type 3 Incident Management Team members. The Fire Management Officers are asking for your help, please consider supporting our interagency efforts and fire programs by applying for this opportunity.

Individuals, with the exceptions of the ICs, will apply to be in an applicant pool. ICs will be “on-call” for a two-week period. During this “on-call” period, the IC will select team members from the applicant pool. Once selected team members should be ready for mobilization anywhere within the Central Utah area for up to 14 days from date of first full shift. If at any time after selected for an on-call period you become unavailable, you should immediately notify the IC. Rotation schedule will be May 31 to September 26, 2024.

WHO MAY APPLY

Team members will be selected from the Central Utah Interagency Fire Zone when possible. Priority will be given to regular Agency and cooperater employees within the RIFC dispatch boundaries.

QUALIFICATIONS

All applicants **MUST** meet the qualifications for Type 3 incident management team positions as outlined in the Central Utah Type 3 Team SOP. See nomination form.

NOMINATION AND SELECTION PROCESS

All interested parties should complete the nomination form. You may apply for more than one position. Nominations are due April 30, 2024. Commitment is for one season*.

*It is the desire of the FMOG that once a trainee is signed off as fully qualified, those individuals will continue to support the IMT3 for a minimum of 2 additional years.

Link to nomination form: <https://forms.office.com/g/GhjtWtgEHd>

Prior to applying for team positions, we strongly encourage applicants to read through and ensure full understanding and obligation of the SOP. For additional information about the Central Utah Type 3 IMTs refer to the SOP on the RIFC page at https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/OPS_IMT3_SOP.pdf

Questions may be directed to any member of the Central Utah FMO Group.

Appendix B

ROLES AND RESPONSIBILITIES OF INDIVIDUAL TEAM MEMBERS:

All team members will communicate with each other daily as to changes, problems, issues, and function together to accomplish the mission.

INCIDENT COMMANDER

- Obtain Agency Administrator Briefing for Delegation of Authority, WFDSS, Fire Management Plan and Prescribed Fire Burn Plan.
- Set and enforce meeting schedule for team:
 - Operational period (Set shift times).
 - Daily shift briefing (Inform incident personnel as to the plan).
 - Planning meeting (Prepare plan for next operational period).
 - Team meeting (Deal with team concerns/problems/issues, plan for the future).
- Communicate with Agency Administrator or Agency Administrator Representative daily or as needed.
- Prepare daily and long-term strategy.
- Set daily incident objectives.
- Complete an Organizational Needs Assessment with Agency Administrator daily or as needed. ([Redbook Appendix E](#))
- Keep team members and Dispatch updated daily and as situations change, while on assignment and during standby periods.
- Ensure strategies and tactics are consistent with WFDSS direction.
- Provide weekly team availability updates to dispatch and FMO Group Rep via email.

OPERATIONS

- Prepare for planning meeting and set tactics based on objectives provided by the IC.
- Brief incoming operational personnel on assignment, communications, tactics, and safety items.
- Complete daily operational period briefing for all incident personnel.
- Oversees incident operations.

LOGISTICS

- Review Type 3 pre-order check list. (See Appendix F)
- Point of contact for all orders placed with dispatch (personnel, supplies, equipment, etc).
- Oversees all resource and supply orders.
- Oversees layout and operations of incident facilities.
- Provide service and support requirements for planned and expected operations.
- Coordinates the need for meals, supplemental foods, and misc. supplies with dispatch and purchasing personnel.
- Coordinates with contracting personnel to ensure agreements are in place for private facilities and lands being used.
- Ensure equipment inspections are being performed.
- Follow Incident Replacement guidelines.

PLANS

- Prepare and distribute Team phone list to dispatch and other team members.
- Prepare IAP and/or written documentation of daily plan.
- Conduct planning meeting and operational period briefing.
- Conduct Close Out.
- Obtain spot weather forecasts.
- Map fire and prepare fire history maps. Ensure delivery of products to appropriate agency GIS shop.
- Track and status resources on the incident.
- Prepare the ICS 209 daily and submit to dispatch by 1800.
- Oversees all resource and supply demobilization processes.
- Provide hosting unit with a written list of any items requiring follow-up.

FINANCE

- Communicate daily with Agency Business Management contact and obtain briefing.
- Obtain Service and Supply plan.
- Complete daily and total incident costs.
- Provide timekeeping and comp/claim services.
- Ensure all personnel and equipment time is completed at the end of each operational period.

SAFETY

- Ensure safe operations for all incident personnel. (It is understood by all team 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 he/she considers unsafe.)
- Complete Medical Plan following Red Book Standards. (See Appendix D)
- Complete the ICS 215A.
- Prepare safety messages.
- Provide safety briefings.
- Oversee Medical Unit.

INFORMATION

- Coordinate with Agency Administrator and IC for incident information requirements.
- Develop and implement Information Strategy.
- Coordinate transportation and activities of media.

DIVISION SUPERVISOR

- Ensure incident objectives are being met.
- Conduct post-shift AARs.
- Maintain communication with OPS and other unit leaders to ensure effectiveness on the line.
- Make yourself available after shift for signatures of approval of time slips, shift tickets etc. for resources under your direct supervision.

At the end of the incident each Section Chief will provide a written narrative of any outstanding items.

PLANNING MEETINGS:

Appendix C

Pre-Planning Meeting: A pre-planning meeting will take place before the planning meeting if needed; this will be determined by complexity of the incident. At a minimum, the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and the Safety Officer 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 divisional assignments. The Operations Section Chief will identify tools, equipment and supplies needed.

Planning Meeting: 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 fire departments) should be present at the Planning Meeting. The objective is to develop strategy and tactics while keeping the meeting moving, and reach closure on discussion items. If available, Agency Administrators, Resources Advisor, FBAN, local fire department representative and other appropriate personnel should attend. The following will be the agenda:

Action

Responsibility

Welcome/Introduction	PSC
Update of activity affecting incident	PSC
Validate/Review Control Objectives	PSC
Operational Update/Resource Needs	OSC
Weather/Fire Behavior Forecast	PSC
Safety Considerations	SOFR
Logistical Coordination/Considerations	LSC
Finance Considerations/Costs to Date	FSC
Information Considerations	PIO
Plans Considerations/GIS needs	PSC
Agency Rep Considerations	AREP/READ/Other
Closing	IC

Injuries

Upon occurrence of an injury on the line, the Division/Group Supervisor (DIVS) will notify the Operations Section Chief (OPS) immediately. The Ops Chief will then notify the Safety Officer and the Safety Officer will arrange an appropriate medical response. The OPS will coordinate with Safety Officer or the IC in making resources available for a medivac if needed. The DIVS will coordinate the medivac with the responding medical team either personally or through another on scene authority.

If the OPS is unavailable on the initial notification the DIVS will notify the Safety Officer and coordinate the appropriate medical response.

In the event of an injury not on the line (in camp or transportation systems) the Safety Officer will assume management and direct emergency actions. If the Safety Officer is unavailable, the IC will appoint personnel to assume these responsibilities.

Major Incident Emergency Plan

The Incident Commander (IC) is responsible for total action in case of any emergency action needed on the incident.

Upon occurrence of a major incident on the line (multiple victims, fatalities, shelter deployment or other event not covered under injuries), the appropriate DIVS will immediately notify the Ops Chief. The Ops Chief will assume management and direct emergency actions. If the Ops Chief is unavailable, the IC will appoint personnel to assume these responsibilities.

In the event of a major incident not on the line (in camp or transportation systems) the Logistics Section Chief will assume management and direct emergency actions. If Logistics Chief is unavailable the IC will appoint personnel to assume these responsibilities

In either situation, the Safety Officer will be a direct liaison to the designated emergency management official and the IC.

Notification of the medical emergency will include:

1. Nature of the medical emergency
2. Location on the incident of the emergency by specific reference to IAP map
3. Coordinates and landmarks where possible, include nearest ground transportation drop point and nearest helispot.
4. Authority at the scene, including name of the overhead and EMT personnel
5. **DO NOT GIVE NAMES OF INJURED PERSONNEL OVER THE RADIO.**

This information will be communicated to the Safety Officer, preferably by cell phone. Information may also be transmitted over the radio from the line, if cell phone is not available.

Upon notification of the medical emergency, the Safety Officer will request appropriate medical response to the scene. The OSC or other designated on-scene authority will take immediate action to ensure required personnel are on-scene or enroute, and that all unnecessary personnel are removed from the scene and provided appropriate information and supervision.

The on-scene EMT or responding medical team will be responsible for patient treatment and communication of necessary patient information direct to the Safety Officer.

During a medical emergency the Safety Officer will communicate with the IC to determine his most appropriate role and location. The OSC or Responding Medical Team may request the Safety Officer to be on-scene.

The Safety Officer or IC will be responsible to clear all radio frequencies necessary for emergency management during treatment and recovery of the patient(s).

The IC will assume a position at the Incident Command Post or other location known to the Safety Officer and where immediate contact is available.

As soon as practical the IC will notify the Finance Section Chief or the Local Hosting Agency for appropriate compensation and claims documentation.

The Incident Commander will notify the agency dispatch center manager or assistant center manager of the medical emergency and enumerate actions undertaken. The Incident Commander will keep the dispatch center advised of medical emergency management events as they occur.

If the emergency involves a fatality, the IC will immediately notify the Agency Administrator, who will initiate appropriate local contacts, including the County Sheriff, Coroner, and employing agency and office of the victim.

No information regarding the medical emergency shall be released outside the incident command organization without prior approval from the IC and through the Fire Information Officer. The Information Officer will be the only official representative to the media or other outside inquiries regarding the status of the emergency, patient, or victim.

The Planning Section Chief will consult with the IC and other Team members to determine the need for a Critical Incident Stress Debriefing Team.

INCIDENT EMERGENCY PLAN (IEP)

“The Incident within an Incident”

INTRODUCTION

This plan is designed to handle fire shelter deployment, burn-over, aviation accident, hazmat exposure, multiple firefighter injuries, camp evacuation, vehicle accident, etc., that may result in an emergency such as a in a non-serious wildland fire accident, near miss, serious injuries or fatalities. An emergency 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 Incident Management Team (IMT) will manage the emergency by assigning responsibilities to team members. The IMT will coordinate with local emergency services personnel, hospitals, and clinics, sheriff or police, and the host unit during the incident.

This plan is not designed to supersede standard ICS procedures but to supplement such procedures. All routine non-emergency medical incidents shall follow the ICS-206 Medical Plan and shall not be administered under the procedures in this IEP. The SOF, OSC, MEDL, or “on scene Incident Commander” can request to implement this plan at any time if they determine the scope of the medical incident has exceeded the capabilities of the ICS-206. Examples could include the outbreak of a suspected contagious disease or illness, mass trauma, burn injury, hazmat exposure, etc. The intent of this plan is to establish control of an emergency as quickly as possible by identifying responsibilities and procedures.

RESPONSIBILITIES FOR MANAGING EMERGENCIES

The IMT Incident Commander (IC) is to ensure the IMT members are aware of the responsibilities and procedures to implement the Incident Emergency Plan (IEP). The IC is responsible for the implementation of the IEP in the event of an emergency, and for the performance of team members.

GENERAL

When an incident is declared to be a life threatening and/or an imminent threat 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.**

A Medivac 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 Medivac or Medical Transport. This will be made by the on-scene Incident Commander.

The treatment of burns and burn related injuries will follow the “Interagency Standards for Fire and Aviation Operations Guide 2022”, Chapter 7.

Notification of Medical Emergency should follow the 8-line protocol.

If an incident occurs on the Fireline or with aviation:

The Division Group Supervisor (DIVS) or closest fireline supervisor (e.g., Task Force or Strike Team Leader) assigned for that operational period shall be initially assigned to the emergency as the on-scene Incident Commander to implement the Incident Emergency Plan.

If an incident occurs at ICP/base camp:

The MEDL or EMT will assume "on scene Incident Commander" until relieved by the SOF if needed. This responsibility can be 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 Safety Officer and verified by the IC.

PROCEDURES

Radio communications shall be on the established incident command frequency. The Safety Officer will declare an emergency and limit all radio traffic on the command frequency to emergency traffic only. The Safety Officer shall coordinate radio procedures for the emergency.

Safety Officer 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.

The Safety Officer 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 on-scene Incident Commander.

The IC will notify the agency dispatch center and Agency Administrator of the medical emergency and enumerate actions undertaken. 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), <https://www.nwcg.gov/sites/default/files/publications/pms926.pdf>.

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 shall not be assigned as the on-scene incident commander.

Confirmation of Incident: Any person can declare an emergency incident and the procedures will continue to be implemented until confirmed. The incident shall be confirmed by the IC or the SOF in the absence of the IC. Only the IC or SOF can terminate these procedures. The AOBD will prioritize all on-going aircraft missions, in consultation with the ATGS, to ensure that the ATGS can focus attention to the IEP without distraction from other missions. If necessary, air operations may be suspended or curtailed significantly until the emergency is abated. The ATGS will serve as a communications link for poor communications areas, and coordinate all air support (including Medivac, and Emergency Helicopter Extraction mission's) into the accident scene area.

Members: 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.

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 shall be required. The Planning Section will 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.

The Planning Section will consult with the IC, and other team members to determine the need for a Critical Incident Stress Debriefing.

An AAR will be held for each incident that implements these procedures. This review will be facilitated by the IC and will be conducted as soon as practical after the incident.

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 or an EMT with the highest recognized medical authority on scene of the incident will be designated as the "Lead Medical Provider" of the response. In the case of suspected disease or illness, the MEDL an EMT with the highest recognized medical authority will provide a location separate from the Medical Unit for isolation of the sick until they can be transported to a medical facility. The MEDL an EMT with the highest recognized medical authority 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.).

PATIENT ADVOCACY

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. (If it is a Forest Service employee contact the Forest Liaison.)

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 team member and will be a team member or a member of the patient's crew whenever possible.

Our Incident Management Team strives to provide a non-intimidating, non-hostile, and non-offensive work environment. In keeping with this policy, the team will not tolerate sexual harassment from any of its associates. There will be no discrimination on the basis of age, sex, race/color, national origin, religion, or disability. It is expected that all personnel assigned to the incident will act in a responsible fashion and provide a pleasant work environment that is free from discrimination and harassment. It is the responsibility of each supervisor assigned to the incident to insure a clear understanding of this policy with all those they supervise.

This statement should be included in our action plans, posted on our bulletin boards and announced at our briefings. All complaints will be investigated under the direction of the incident commander. We will use as much discretion as is possible and still allow all facts to be obtained. When complaints have been voiced, we may want to order a professional Human Resource Specialist to advise and assist us in dealing with it.

SUGGESTED PRE-ORDER CHECKLIST:**Appendix F**

Crews	
2 ea	Type I crews
2 ea	Type II IA crew
1 ea	10-person camp crew w/transport
Equipment	
4 ea	Type 6 or Type 4 engines 4x4-prefer agency
1 ea	4x4 pickup or Utility bed with operator
1 ea	Type 3 Overhead Trailer
1 ea	Type 3 Logistics Trailer
2 ea	Water Tenders Type II or better
Supplies	
6 ea	Hand washing stations self-contained
1 Pallet	Bottled Water
1 ea	Blue Ice Igloo w/ice
4 ea	Shamrocks
15 ea	Porta-Potties w/daily service
1 ea	ADA Porta-Potties w/daily service
1 ea	Garbage Service with 30 cy total capacity
Overhead	
1 ea	READ/REAF (Resource Advisor)

Prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed, or damaged during the incident. There is a distinct difference in the process to replace cache (NFES) and non-cache, durable and accountable equipment, and consumable supplies. The following process covers federal, state and cooperator resources. The incident replacement processes **will not** be used for contractor or employee personal property.

For information and step by step procedures, refer to the Central Utah Cache and Non-Cache Incident Replacement Guide, Interagency Incident Business Management Handbook and the Great Basin Guidance for Tire Inspection and Replacement.

WHAT TO EXPECT

- ✓ Expect to receive an item from the cache
- ✓ Expect no more than the value of an ordinary cache item
- ✓ All non-cache items need approval from the agency FMO or IBA.
- ✓ Supplies used on the fire will come from stock available in supply or through the OF-315, incident replacement process.
- ✓ Out dated items or property that is worn out (i.e. outdated radios, GPS units, bags and tents) will not be replaced.

1. Consumable Goods:

Replacement of consumable goods used on the incident should be replaced from the existing incident supplies.

IF not available from supply, an OF-315, Incident Replacement Requisition or ICS 213, General Message must be completed and signed by the IC or Logistics Section.

- Consumable NFES items will use the OF-315 and be filled through agency caches.
- Consumable Non-NFES items, complete the OF-315. Dispatch will issue S#s for the requesting resource to purchase.

2. NFES Items (Cache) – Durable and Accountable:

- a. Complete the OF-289, Property Loss or Damage Report. The damaged/destroyed property will be required to be returned to supply.
- b. Based on the OF-289 and the engine inventory sheets or other fire equipment inventory documents, the IC, Logistics Section or incident agency FMO will review and determine if the incident will replace the items.
- c. Replacement will occur at the incident supply or through the agency cache with the Incident Replacement Requisition, OF-315.

3. Non-NFES and Specialty Items - Durable and Accountable:

- a. A completed OF-289, Property Loss or Damage Report will be submitted to the incident logistics or IC for review. The IC or logistics will work with Finance to obtain the approvals from the delegated official. The delegated official (i.e., FMO or IBA) is required to approve any item(s) that are ordered from non-cache sources.
- b. The incident agency will require the damage property to be turned in before replacement is authorized.

- c. If approved, an S# will be issued which will include an identified dollar limit. The remaining amount should be covered by the resource's home unit program dollars. Purchase of replacement will be handled by the home unit.

4. Government Vehicle Claims & Tire Replacement:

- a. Vehicle accidents and damages that were caused by the incident will need the Motor Vehicle Accident Report, SF91 and the Statement of Witness, SF-94 completed.
- b. The delegated official (i.e., agency administrator, FMO or IBA) must approve the request. Normal wear and tear will not be charged to the incident nor will damaged caused by abuse or negligence.
- c. Tire damaged that was caused by the incident will need to have an OF-289, Property Loss and Damage completed and submitted to the approving official (i.e., AA, FMO, IBA).

5. Individually Owned Property (Employee Claims):

Employee personal property that is lost or damaged must be replaced by filing an employee claim on an AD-382 or DI-570 form. The employee will usually need witness statements, receipt, or cost estimates, signed and dated. The employee must file the claim in accordance with their home unit procedures. **The incident may not approve reimbursement or issue S#s for the replacement of personal property.**