

**CENTRAL UTAH
TYPE 3 INCIDENT MANAGEMENT TEAMS**



**STANDARD OPERATING PROCEDURES
2025**

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:	SOF3
Operations:	OPS3 (<i>Trainee can be DIVS T or ICT3 T</i>)
Division (2 ea):	<i>TFLD</i>
Information	Locally determined by knowledge and/or experience of the job. (<i>Recommend PIO3</i>)
Logistics	LSC3
Plans	PSC3
Finance	FSC3
Communications	COML or Local Comm Tech

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 CIMT rotation to provide additional opportunity for CIMT 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 as applicable.

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: 2025 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 30 to September 25, 2025.

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 cooperator 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, 2025. 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/bNY76PCcnB>

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

- Request FIRENET Account for the incident as applicable.
- 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

Welcome/Introduction
Update of activity affecting incident
Validate/Review Control Objectives
Operational Update/Resource Needs
Weather/Fire Behavior Forecast
Safety Considerations
Logistical Coordination/Considerations
Finance Considerations/Costs to Date
Information Considerations
Plans Considerations/GIS needs
Agency Rep Considerations
Closing

Responsibility

PSC
PSC
PSC
OSC
PSC
SOFR
LSC
FSC
PIO
PSC
AREP/READ/Other
IC

INCIDENT MEDICAL EMERGENCY PLAN:

Appendix D

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 primary goal of this document is to provide incident personnel with the guidance necessary to locate, triage, and address incident within an incident (IWI) emergencies as efficiently as possible. The secondary purpose of this document is to provide common terminology and consistent processes between field responders, Team members and the Agency Administrator.

While medical response constitutes most situations, this plan also provides guidance for situations such as: unaccounted-for incident resources, threats to incident personnel, and accidents involving the public that incident personnel may respond to.

Upon assuming command of an incident, the Command and General Staff (C&G) will ensure the following procedures are followed:

- ☐ The Safety Officer will complete an IWI roster and ensure that it reflects the current C&G members assigned to the incident and the Agency Administrator, or their designee. Safety will also ensure that C&G members receive a copy, and that the IWI plan is reviewed at the first C&G meeting.
- ☐ MEDL will ensure that the Dispatch Center/Communications (if established) has a copy of IWI roster and that they have a viable notification process. When a local 911 Dispatch Center is used to notify an ambulance, or should they receive a direct call for an incident related emergency for response, the MEDL will confirm that they (local 911 center) notify the MEDL and that they have a valid contact phone number.
- ☐ LOGS will coordinate with the MEDL to adequately equip the IWI meeting location.
- ☐ Each functional area has identified a primary and alternate point of contact for an IWI.
- ☐ Safety officer and IC will ensure that the IWI plan is validated.
- ☐ When a position has not been filled, the IC will delegate duties of the vacant position to other functions.

Approved by IC: _____

Signature: _____

Date: _____

INCIDENT WITHIN AN INCIDENT RESPONSE PLAN (IWI)

DISPATCH/COMMS (if established) will activate the IWI Plan when they receive initial notification. Notifications should include color/severity, chief complaint/mechanism of injury and location. **IMT members will respond, based on severity.** During the night **DISPATCH** will notify the **MEDL**, who will make additional notifications, as needed.

SEVERITY	DAY SHIFT	NIGHT SHIFT
GREEN Routine	SOF (and/or MEDL if assigned) will report to Communications. Relevant notifications will be made.	Communications contacts the SOF (and/or MEDL if assigned). Relevant notifications will be made.
YELLOW Priority	SOF (and MEDL if assigned), IC/DIC, PSC, LSC, OSC, FSC, PIO (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation	Communications contacts the SOF (and MEDL if assigned). C&G members are notified and will report at the distraction of the SOF/IC/DIC.
RED Urgent	SOF (and MEDL if assigned), IC/DIC, PSC, LSC, OSC, FSC, PIO (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation	Communications contacts the SOF (and MEDL if assigned). C&G members are notified and will report at the distraction of the SOF/IC/DIC.
UNKNOWN SEVERITY	In the absence of a declared severity, respond to the incident as a RED response.	
PURPLE OTHER, POTENTIALLY CRITICAL, INCIDENTS	SOF, IC/DIC, LSC, SECM, and PSC will proceed to Communication. Appropriate C&G members are to be notified.	
NOTE: PURPLE examples include but are not limited to: unaccounted for incident resources, threats to employees, and accidents involving the public that incident personnel respond to not initially requiring the use of ICS 206, but requiring IMT response.		

INCIDENT COMMANDER (IC)

Pre-IWI

- ☐ Ensure that the IWI Plan is current upon assuming command.
- ☐ Coordinate with Agency Administrator (AA) for information dissemination pertaining to affected cooperators and key stakeholders,
 - Local dispatch center
 - Unit Fire Management Officer
 - Unit Public Affairs Officer
 - Confirm delegated tasks are completed as assigned.
- ☐ IC is responsible for any unassigned/unfilled Command and General (C&G) staff functions.

During IWI

- ☐ IC or Deputy IC (DIC) reports inside the IWI meeting area.
- ☐ If the incident is an interagency incident, coordinate communication with other agencies as appropriate.
- ☐ Notify the AA and Geographic Area Coordination Center.
- ☐ Provide briefing for C&G Staff and other personnel as appropriate.
- ☐ Establish management action point for ordering a separate organization to handle IWI if needed.
- ☐ Assign appropriate organization based on complexity or severity of incident.
- ☐ Coordinate with the AA to order Critical Incident Stress Management Team for debriefing of affected personnel after incident if applicable.
- ☐ Coordinate with the AA to communicate incident information to affected cooperators and key stakeholders.
- ☐ Coordinate social media/press release(s) with Agency Administrator and Public Information Officer (PIO) in a timely manner.
- ☐ Ensure a Hospital Liaison/Patient Advocate is assigned for injured personnel, if not provided by Home/Host Unit, as needed, and coordinated with the Finance Section Chief (FSC).
- ☐ Coordinate with the AA to ensure patient accountability and support is maintained.
- ☐ Assist with coordination to assign a Family Liaison Officer.
- ☐ Ensure notifications have been made to the family and home unit.

SAFETY OFFICER (SOF)

Pre-IWI

- ☐ Complete an IWI Roster at the start of the Team's assignment to include the C&G staff who will respond in the event of an IWI.
- ☐ Validate IWI plan with the IC.
- ☐ Ensure that copies of the IWI Plan are placed in DISPATCH and distributed within C&G.
- ☐ Ensure a process is in place, and tested, to notify all individuals who have assigned duties during an IWI.
- ☐ Ensure the Helibase Emergency Plan is posted at Helibase.
- ☐ Establish expectations and notification protocol with hosting agency.

During IWI

- ☐ SOF reports inside the IWI meeting location.
- ☐ Coordinate investigations in accordance with the Red Book Chapter 18.
- ☐ Assist/coordinate the IWI investigation with the appropriate investigation resources/teams/agencies (FLA, SAIT, NTSB, FAA) and with Agency Administrator/Incident Commander approval.
- ☐ Coordinate the protection and security of the origin of the IWI.
- ☐ Maintain witness names, initial statements and all evidence relating to the accident/incident.
- ☐ Obtain sketches, photos, or video of the emergency scene.
- ☐ Coordinate with and support the Division/Group Supervisor in charge at the scene.
- ☐ Verify that agency reporting requirements have been followed.
- ☐ Coordinate with Regional/Unit SOF to confirm notification of Fed OSHA/State OSHA if appropriate.
- ☐ Notify the Unit Safety Officer, Regional Risk Manager, and others as required.
- ☐ If a wildland fire entrapment or fatality occurs, coordinate with the State or Regional Risk Management Officer for immediate required notification to National Incident Coordination Center (NICC). A Wildland Fire Fatality and Entrapment Initial Report (PMS-405) should be submitted to NICC within 24 hours.

OPERATIONS SECTION CHIEF (OSC)

Pre-IWI

- ☐ Ensure Operations (OPS) staff have reviewed the IWI plan and the ICS-206 & 206WF is valid for the current operation.
- ☐ Ensure that Division Supervisors understand the IWI plan.
- ☐ Verify with MEDL and AOBD the air-medical needs can be met for the incident.

During IWI

- ☐ Planning OPS reports inside the IWI meeting location. Field Ops may be required to respond to the scene.
- ☐ Assist with coordination between the on-scene IC or point of contact and other IMT sections/units.
- ☐ Identify special needs, i.e., Law Enforcement, Heavy Rescue, Haz Mat response and air resources.
- ☐ Verify with MEDL and AOBD what Air-Medical transportation needs may be required for the incident.
- ☐ Coordinate and support the Safety Officer's investigation and Law enforcement agencies involved.

AIR OPERATIONS (AOBD)

Pre-IWI

- ☐ Identify availability and ordering process with GACC for a Hoist, Short Haul, Rappel, Single-skid, toe-in, exit procedures (STEP) equipped /trained/aircraft.
- ☐ Ensure the Helibase Emergency Plan is posted at the Helibase.

During IWI

- ☐ AOBD reports inside the IWI meeting location. If not at ICP, coordinate over the radio/cell phone with OSC and MEDL for air medical transportation needs.
- ☐ Determine need for Hoist, Short-Haul, Rappel, STEP, Helicopter and/or Air Ambulance and coordinate response through DISPATCH.
- ☐ Implement the Helibase Emergency Rescue Plan as needed.
- ☐ If the IWI involves aircraft: immediately check for fuel sharing and fuel tests and ground other aircraft if needed.
- ☐ Coordinate with Air Tactical Group Supervisor (ATGS) to manage airspace for transient Air Ambulances and/or Hoist, Short-Haul, Rappel, STEP Helicopters.
- ☐ Coordinate with ATGS any tactical priority changes to support Rescue Operations. (Dust abatement, water or airtanker drops, etc.)
- ☐ Coordinate with Medical Section and Helibase for rendezvous points for Air Ambulances.
- ☐ Ensure Helibase Manager is documenting on a Unit Log for IWI.
- ☐ Notify C&G of any NTSB and or Aircraft Accident Investigation Team

DIVISION SUPERVISOR (DIVS)

Pre-IWI

- ☐ Identify potential helispots and drop points including routes and travel times daily and communicate those to the Situations Unit Leader and Field MEDL.
- ☐ Ensure resources on the Division have reviewed the Medical Plan (ICS-206WF) and validated it for the current operational period.

During IWI

- ☐ Ensure that IWI command has been established and assume command, as needed, once on scene at the IWI.
- ☐ Utilize the Medical Incident Report (MIR) to initiate the Team IWI process.
- ☐ Coordinate with on-scene SOF. Consider medical needs (REM, line paramedics, air medical transport, etc.).
- ☐ Secure the scene and remove all unnecessary personnel from the area.
- ☐ When needed, coordinate additional resources (medical or operational resources) from an adjoining Division Supervisor.
- ☐ Maintain continuity of operations and/or communicate the impact that the IWI is having to OPS and adjoining DIVS.
- ☐ If there are missing personnel, ensure the accountability of all Division resources by doing a Personnel Accountability Report.

DISPATCH

Pre-IWI

- ☐ Unit personnel understand the IWI process (ICS-206WF Medical Incident Report (MIR).
- ☐ Evaluate ability to record radio communications.

During IWI

- ☐ Broadcast announcement to “clear the frequency for emergency traffic” on the command frequency in use for the incident.
- ☐ During the night, ensure that the MEDL has been notified.
- ☐ Ensure that documentation for the IWI is completed, including IWI specific radio logs. When possible, record radio transmissions.
- ☐ Designate a frequency for emergency radio transmissions based on complexity or severity of incident.

MEDICAL UNIT LEADER (MEDL)

Pre-IWI

- ☐ Complete the ICS-206/206WF by confirming needed information to include specialized equipment and helicopters, plan for “In Camp” emergencies, and plan for nighttime emergencies.
- ☐ Obtain ground transportation times by confirming personally or from others for development of the **Medical Transportation Map**.
- ☐ Confirm all contact information, GPS coordinates, hospital names/locations on any previously developed medical planning documents.
- ☐ Verify medical response with SOF, OPS and AOBD.
- ☐ Coordinate with the LSC for on-scene support.
- ☐ Coordinate a plan to backfill resources during IWI.

During IWI

- ☐ Coordinate medical response with OPS and AOBD.
- ☐ MEDL reports inside the IWI meeting location.
- ☐ Coordinate with the LGS for on-scene support.
- ☐ Coordinate ground ambulance transport, medical supplies and other medical needs at the scene of the IWI.
- ☐ Confirm patient needs transportation.
- ☐ Provide on-scene Paramedics and EMT's (EMTP & EMTF).
- ☐ Coordinates backfill resources for adequate coverage during IWI.
- ☐ Confirm when medic crews have restocked and are back in service.

LOGISTICS SECTION CHIEF (LSC)

Pre-IWI

- ☐ Identify and sign the designated IWI meeting area (room, yurt, etc.).
- ☐ Follow up with all Logistical Unit Leaders on preparation for an IWI.
- ☐ Ensure that Unit Leaders have reviewed IWI plan with vendor personnel and that they focus on “In-Camp” emergency protocols.

During IWI

- ☐ LSC to assemble outside the IWI meeting area.
- ☐ Order needed resources for the emergency, if requested.
- ☐ Monitor support functions and assess additional needs.
- ☐ Provide ground transportation as needed.
- ☐ Coordinate removal of vehicles, only after coordination with SOF and OPS.
- ☐ When requested, locate and secure personal effects of injured personnel.
- ☐ Coordinate with LOFR for Law Enforcement assistance.

PLANNING SECTION CHIEF (PSC)

Pre-IWI

- ☐ Any corrected IAP shall have a color cover sheet and be delivered to Command & General Staff.

During IWI

- ☐ Planning Section Chief to assemble at the IWI meeting area.
- ☐ Complete the Wildland Entrapment/Fatality Initial Report (NFES 0869) as needed.
- ☐ Identify and assign an accountability officer to track resources assigned to the IWI.

PUBLIC INFORMATION OFFICER (PIO)

Pre-IWI

- ☐ Determine/Develop IWI communication plan with IC and Agency Public Affairs Officer.
- ☐ Establish pre-approved statements that can be used as situations unfold (when things are being posted to social media, when calls come into the PIO line, etc.).

During IWI

- ☐ Public Information Officer to assemble outside the IWI meeting area.
- ☐ Designate an IWI PIO.
- ☐ Collect pertinent emergency information for public release.
- ☐ Coordinate information with Incident Commander, LOFR, and Agency Public Affairs Officer to prepare talking points for: press conference, social media, and news releases.
- ☐ Coordinate with LOFR and Law Enforcement for information regarding road closures, evacuations, and emergency medical locations.
- ☐ Advise media to avoid entering IWI area until the area is cleared by OPS and investigation teams.
- ☐ Coordinate with OPS to assign PIOs to field media inquiries at IWI scene, medivac site and liaise with hospital spokesperson when appropriate.
- ☐ Order additional PIO personnel as needed.
- ☐ After IC approval, coordinate with PSC to brief incident personnel.
- ☐ No personal information (names of injured/deceased, crew identifiers, aircraft tail number, etc.) will be released until approved by IC and AA.

Human Resources (HRSP)

Pre-IWI

- ☐ Identify CISM contacts for current incident location.
- ☐ Identify Hospital Liaison/Family Liaison resources with host Agency.
- ☐ Coordinate with LOFR.

During IWI

- ☐ HRSP to assemble outside the IWI meeting area.
- ☐ Consider cultural needs of individuals involved in the IWI.
- ☐ Function as Hospital Liaison if not provided by Home Unit, as needed.
- ☐ Monitor team member exposure to IWI trauma.

Liaison Officer (LOFR)

Pre-IWI

- ☐ Identify contact information for cooperators for involvement with an IWI.
- ☐ Identify Hospital Liaison/Family Liaison resources with host agency.
- ☐ Coordinate with HRSP (when one is assigned to incident).

During IWI

- ☐ The Liaison Officer to assemble outside the IWI meeting area.
- ☐ Ensure coordination with investigating entities.
- ☐ Coordinate with IC and PIO for disseminating information.
- ☐ Communicate with cooperators and key stakeholders.
- ☐ Assign a Liaison Officer as Hospital Liaison if not provided by Home Unit, as needed.
- ☐ If a patient is transported a long distance by air, contact local Fire Agency to meet patient at hospital until Incident Hospital Liaison or Unit representative arrives.
- ☐ Develop a plan to coordinate a Family Liaison with supporting agencies, (Home Unit, Red Cross, Wildland Firefighter Foundation, Chaplain, and other Non-Profit Organizations).

FINANCE SECTION CHIEF (FSC)

Pre-IWI

- ☐ Coordinate with SOF/MEDL/COMP to identify roles and to establish communication with local medical providers.
- ☐ Coordinate with LOFR to identify Hospital Liaison/Family Liaison resources.
- ☐ Coordinate with Agency Administrative Officer and/or Incident Business Advisor on establishing a communication process between the Patient Advocate, Hospital Liaison and/or the Family Liaison.

During IWI

- ☐ Finance Section Chief to assemble outside the IWI meeting area.
- ☐ Coordinate with Agency Administrative Officer and/or Incident Business Advisor on process implementation.
- ☐ Coordinate the COMP/CLAIM Unit's response to the hospital.
- ☐ Gather and collect contract information and share information with identified IMT members.
- ☐ COMP/CLAIM unit leader to respond appropriately according to the Emergency Response Matrix.
- ☐ Coordinate with Claims Specialist to document potential IWI claims or other liabilities.
- ☐ FSC (or if PROC/TIME is assigned) coordinate documentation relative to payment to federal resources, cooperators or contracted resources if involved.

IWI Roster

Title

Name

Phone

Incident Commander _____

Deputy Incident Commander _____

Safety Officer _____

Safety Officer _____

Operations Section-Planning _____

Operations Section-Field _____

Air Operations _____

Medical Unit Leader-Planning _____

Medical Unit Leader-Field _____

Logistics Section _____

Planning Section _____

Public Information Section _____

Finance Section _____

Agency Administrator _____

Prepared By SOF:

Signature:

Date:

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)
1 ea	RADO (If Comm unit established)

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.**