

Southern & Western Wyoming Type 3 IMT Operations Guide 2017

Standard Operating Procedures.....	2
Team Rotation	4
Team Rosters	4

APPENDICES

A: Incident Commander Toolbox

B: Planning Toolbox

C: Logistics Toolbox

D: Finance Toolbox

E: Safety Toolbox

Standard Operating Procedures:

1. There will be three standing Type 3 teams formed within the dispatch areas. The teams will be rostered and dispatched from Teton Interagency Dispatch Center in 2017. They will be on a two week rotation beginning in late-June and ending in September. If a team is assigned during its rotation period, the next team in rotation does not come up. Requests for additional type 3 teams will be filled from the cadre list or other availability list in the dispatch centers. During planning level 5, the dispatch centers should contact members on the cadre list to determine availability for a team commitment of one week rotations for a second and third team. These teams will be configured the same as the permanent teams, as available resources permit.
2. In the case of Command and General Staff (C&GS) positions that are identified as shared, a clear decision will be made prior to a team's on-call period which individual will be filling the position for that time. The ICs for that on-call period will inform the dispatch centers as to the full roster for that period.
3. On each Friday prior to a team's on-call period a conference call will be held to: 1) review the roster for the upcoming team, including any known vacancies, 2) confirm the roster with Teton Dispatch Center including specific position qualifications in ROSS, and 3) confirm the level of availability (local, geographic area, national) for team mobilization. The conference call is open and should include representatives from the Rawlins and Teton dispatch centers, team leadership, and FMOs/Duty Officers of the units served by the IMTs. Prior to the Friday call the IMT Oversight Group will review the current fire situation and expected weather and fire danger predictions to make a determination regarding off-unit availability. This decision will be communicated to the upcoming IC in order for them to finalize their team roster based on availability. This call will be held on Wednesday of that week.
4. When the IMTs are listed as available beyond the Teton/Rawlins dispatch zones, Teton Dispatch Center will communicate their status to the Great Basin overhead desk. Any additional statusing requirements that come with out of area mobilizations will be adhered to.
5. When using a Type 3 organization or incident command organization, a manager must avoid using them beyond the Type 3 complexity level. Current incident complexity guidelines (such as those in the Red Book) will be utilized to determine incident complexity. Circumstances may exist where a transition to a type 1 or 2 team is necessary and the Type 3 team must manage the incident until the transition can take place.
6. A Type 3 IC or OSC will not serve concurrently as a single resource boss or have any non-incident related collateral duties. The IC will be responsible for command and general staff positions not filled.
7. Trainee assignments will be utilized as much as possible during these local incidents. The IC will determine how many and what positions will have trainees assigned. Other trainee positions will be considered and filled on a case by case basis.
8. An approved Incident Action Plan (IAP) will be developed for operational activities on the incident. As appropriate an IAP may be developed to cover multiple operational periods.
9. An operational briefing will be completed for all incoming resources and before each operational period. Refer to the current Incident Response Pocket Guide for outline.
10. The Incident Commander is responsible to establish a clear chain of command.

11. The IC in conjunction with the Command and General Staff will ensure roles and responsibilities are clearly understood. The IC should delegate and clarify assignments to other team members and personnel. The IC is responsible to ensure that span of control is not exceeded on the incident for all positions.
12. Ordering will typically be handled by the Logistics Section Chief (LSC) directly through the responsible dispatch center. Based on team configuration the IC may change the ordering to other functional positions.
13. To make ordering simple, orders may be placed by using the "Operations Supply Order" form.
14. The IC, Operations and Logistics must work closely to ensure ordering is consolidated and orders placed in a timely fashion. Dispatch needs to notify the team if resource and supply ordering procedures are becoming a burden on the dispatch center operations.
15. The local duty officer should monitor the incident's impacts on the dispatch center operations to consider activating expanded dispatch when necessary. Should expanded dispatch be activated close coordination is necessary between personnel on the incident, dispatch, expanded dispatch, and the local procurement and cache personnel to ensure orders are placed correctly and adequate documentation is available after incident personnel are demobilized.
16. Procedures for ICS-209's and spot weather forecast requests need to be clarified with dispatch in the initial stages of team mobilization. The IMT is responsible for submittal of an ICS-209 daily. Submittal of a 209 update will occur as required by dispatch workload timeframes, taking into account communications capability from personnel on the incident. Ideally spot weather requests will occur early in an operational period.
17. ICs are encouraged to participate in any GACC hosted IC calls during periods of higher preparedness levels across the area. ICs should become familiar with timing and format for these calls to best represent incident status and resource needs. If necessary, the hosting Unit Duty Officer can fulfill this role on behalf of the incident/IC.
18. If an incident will require 24 hour staffing a clear definition of who will assume the IC role and other chief and group positions during the night shift needs to be determined. The minimum qualification level of these individuals needs to be determined well in advance of the shift change. Structure of the relief organization for a night shift should fit the complexity anticipated for nighttime management of the incident. The IC will determine this and should discuss possibilities with the appropriate Duty Officer and/or Agency Administrator.
19. The IC and Agency Administrator (or their specified representative) will schedule daily briefings to cover the day's events. These briefings can be in a format mutually agreed to by the IC and Agency Administrator.
20. The IC is granted authority to modify team structure to meet his/her needs as long as agency policy is adhered to.
21. The Plans Section Chief (PSC) is responsible for preparing the final documentation in accordance with the guidelines given in "IMT Instructions for Incident Records Management" in Appendix B.
22. The Finance Section Chief (FSC) is responsible for preparing the final documentation in accordance with the guidelines given in "Wyoming Type 3 Finance Package Guidelines" in appendix D.
23. The IC trainee position will be filled according to the priority listing under the position listing in the cadre. If the first trainee is unavailable to take the assignment, the second person on the list will be notified to fill

the position for that call out period. A second IC trainee may also be mobilized to shadow the IMT and gain experience with emerging incidents and/or fill critical needs in supporting functions.

2017 Type III IMT Rotation

The two-week on-call period runs from 0001 hours MDT on Sunday to 2400 hours MDT on Saturday.

Team	Availability Dates
2	6/25 – 7/8
3	7/9 – 7/22
1	7/23 – 8/5
2	8/6 – 8/19
3	8/20 – 9/2
1	9/3 – 9/16

IMT Rosters - 2017

Team 2 – June 25- July 8 and August 8-19, 2017

Position	Name	Home Unit
ICT3 (Shared)	Jeffery Liday	WY-HDD
	Jon Ziegler	WY-HDD
OPS	Rick Lancaster	WY-BTF
DIVS (Shared)	Wayne Petsch	WY-GTP
	Tom Edwards	WY-GTP
Plans		
Logistics	Bradley Husby	WY-HDD
Finance	Courtney Pridmore	WY-HDD
Safety		
Information		

Team 3 –July 9-22 and August 20-September 2, 2017

Position	Name	Home Unit
ICT3 (Shared)	Ron Steffens	WY-GTP
	Steve Markason	WY-BTF
OPS	Willy Watsabaugh	
DIVS	Jerry Johnson	WY-SUX
Plans	Jeffery Liday	WY-HDD
Logistics	Keith Sunshine	WY-BTF
Finance	Barbara Johnson	WY-SUX
Safety	Scott Davis	WY-ALX
Information		

Team 1 – July 23- August 5 and September 3 -16, 2017

Position	Name	Home Unit
ICT3 (Shared)	Kurt Thiel	WY-BTF
	Eddie Taylor	WY-BTF
OPS	Ben Franklin	WY-SUX
DIVS (Shared)	Patrick Tenney	WY-BTF
	Jacob Henrie	WY-BTF
Plans	G Michelle Gwin	WY-BTF
Logistics	Matt Selleck	WY-GTP
Finance (Shared)	Carol Harwood	WY-HDD
	Gloria Thomas	WY-SUX
Safety		
Information		

TYPE 3 INCIDENT COMMANDER PRIORITY TRAINEES

DAVE WILKINS
 MICHAEL WENGERT
 TJ HUNT
 DAVID GOMEZ
 TIMONTHY SHERWIN
 BEN BANISTER
 ANDREW WILLIAMS
 CODY MCFARLAND
 ADAM HANSEN
 RICH HOWELL

Appendix A: Incident Commander Toolbox

Delegation of Authority Checklist for Type 3 IC's

The assigned ICT3 shall be formally delegated authority to manage the incident by the respective agency administrator (Forest Supervisor, Field Area Manager, District Ranger, Park Superintendent, County Fire Warden, Refuge Manager, etc.) for which they are working.

Delegations may differ between agencies¹ but the following items should be considered in receiving a delegation of authority.

- ☐ Is the incident complexity analysis complete, accurate, and up-to-date, and does it support the assignment of a Type 3 Incident Management Team?
- ☐ Is the selected management strategy clear and have a reasonable chance at success?
- ☐ Are specific geographic bounds given as part of your management strategy?
- ☐ Are the following functions being assumed by the local unit? (i.e. someone is specifically assigned to each of these roles)
 - Resource Advisor,
 - Public Information,
 - Finance/Procurement,
 - Agency Representative
- ☐ Are the limits of your authority clearly stated?
- ☐ Will the Agency Administrator (AA) retain approval for authorization of shifts greater than 16 hours or is that delegated to the IC?
- ☐ Can you place resource orders directly with the local dispatch center?
- ☐ What level of contact is the AA expecting (daily, more or less frequently?) Are there other non-routine events (injuries, evacuations...) that would trigger immediate notification to the AA?
- ☐ Who will be representing the AA at daily planning meetings?
- ☐ What level of documentation does the home unit expect upon IMT demobilization?
- ☐ Are specific turnback standards going to be developed to guide transition back to local unit management?

¹ The Interagency Standards for Fire and Fire Aviation Operations (Red Book) typically includes a sample Delegation of Authority in the appendices.

Appendix A: Incident Commander Toolbox

Great Basin IC Call Agenda

The IC call is held daily at 0800 MDT/0700 PDT when Type 1,2 or3 IMTs are mobilized within the GACC 1-888-844-9904 / 1585855 #

Great Basin Incident Commander Conference Call Agenda 2017	
Date:	Note taker:
GB MAC/GACC Coordinator:	
Agenda/Incident Commander Discussion Points: <u>Summarize the following in 4 min or less:</u>	
<ul style="list-style-type: none">• Fire Size / % contained / # of people / Cost to date• Significant changes since the last 209• BRIEF fire synopsis /Critical Incident Information (use Directional vs DIVS's)• Political Issues / Community Meetings• Closures / Evacuations / Public Safety Issues• Major Safety Concerns / Injuries / Accidents• Critical Resource Needs• Resources Available to Reassign/Share/Demob	
Predictive Services:	
GBCC Update:	
1 Fire: IC:	•
2 Fire: IC:	•
3 Fire: IC:	•
4 Fire: IC:	
MAC Coordinator	
Date/Time of Next Call:	

Appendix B: Planning Toolbox

OVERHEAD CHECK-IN SHEET

Request Number: **O-**_____

PLANS INFORMATION

Last Name: _____ First Name: _____

Agency: _____ Check-In Date: _____ Check-In Time: _____
(e.g., NPS, FS, BIA)

Home Unit: _____ Demob City: _____ Demob State: _____
(3-Letter Identifier) (Final Destination) (Final Destination)

Method of Travel (circle one): **AOV** **POV** **AIR** **BUS**

If Air: Jetport/Airport: _____ Jetport Code: _____
(3-Letter Code, If Known)

If AOV, POV, or BUS: Vehicle Description: _____
(e.g., Dodge PU, Chevy Sedan)

Vehicle ID: _____
(e.g., Gov't Vehicle #, License #, etc.)

If rented, where was the vehicle rented: _____

Who is responsible for rented vehicle (Individual's Name, Buying Team

Dispatch Center, etc.): _____

Were you reassigned directly from another incident? **YES** **NO**

If Yes: Original Request #: _____ Name of Incident: _____

First day of first assignment for calculation of 14-day tour: _____

=====

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?	Yes / No
Date of Last Shift: _____	<input type="checkbox"/> Red Card Checked
Checked in by (initials): _____	<input type="checkbox"/> T-Card Completed
	<input type="checkbox"/> Entered into IRSS
	<input type="checkbox"/> Manifest (filed & attached)

FINANCE INFORMATION

Cell phone: _____ Fed/Other: _____

Position Held on Fire: _____
(e.g., FFT1, CRWB, PTRC, SCKN)

Home Unit Name: _____

Home Unit Address: _____

Home Unit Phone #: _____

Home Unit Fax #: _____

AD Employees Only

Social Security Number: _____

Is this your first assignment for the calendar year? **YES** **NO**

AD Position Held on Fire: _____
(e.g., FFT1, CRWB, PTRC, SCKN)

AD Classification: _____ AD Pay Rate: _____

Hiring Agency Name: _____

Check Mailing Address: _____

=====

TO BE COMPLETED BY FINANCE

<input type="checkbox"/> Employee Information Received and Complete
<input type="checkbox"/> Entered into ITS by (initials): _____

Request # **O-**_____

Overhead Assignment: _____

Agency: _____

Appendix B: Planning Toolbox

ENGINE CHECK-IN SHEET

Request Number: E-

AGENCY-OWNED ENGINE

Engine Name & Designator: _____
(e.g., Mt. Hood #6435)

Agency: _____ Configuration: _____
(e.g., FS, NPS, BIA) (S, ST, TF)

Check-In Date: _____ Check-In Time: _____

Home Unit: _____ Demob City: _____ Demob State: _____
(3-Letter Identifier) (Final Destination) (Final Destination)

Vehicle Description: _____
(e.g., Dodge 1 Ton, Ford F-250 & specify if 2-WD or 4-WD)

Vehicle ID: _____
(Government Vehicle ID#)

Does your engine have foam capability? **YES NO** CAFS? **YES NO**

Were you re-assigned directly from another incident? **YES NO**
IF YES: Original Request # _____ Name of Incident: _____
First day of first assignment for calculation of 14-day tour: _____

CONTRACT ENGINE

Contractor/Cooperator Name: _____

Address: _____

Check-In Date: _____ Check-In Time: _____

Demob City: _____ Demob State: _____

Vehicle Description: _____
(e.g., Dodge 1 Ton, Ford F-250 & specify if 2-WD or 4-WD)

Vehicle ID: _____
(VIN # or Serial # **and** License #)

Does your engine have foam capability? **YES NO** CAFS? **YES NO**
Were you re-assigned directly from another incident? **YES NO**
IF YES: Original Request # _____ Name of Incident: _____
First day of first assignment for calculation of 14-day tour: _____

Engine accessory inventory provided to Finance? **YES NO**

Please List Crew Members:

<u>Name</u>	<u>Social Security #</u>	<u>AD/Fed/Other</u>	<u>Home Unit</u>	<u>Home Unit or *Mailing Address</u>	<u>Home Unit Phone #</u>	<u>Home Unit Fax #</u>
ENGB -						
ENOP -						
ENOP -						

***Check mailing address for AD employees only**

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?	Yes / No
Date of Last Shift: _____	<input type="checkbox"/> Red Card Checked
	<input type="checkbox"/> T-Card Completed
Checked in by (initials): _____	<input type="checkbox"/> Entered into IRSS
	<input type="checkbox"/> Manifest (filed & attached)

TO BE COMPLETED BY FINANCE

<input type="checkbox"/> Employee Information Received and Complete
<input type="checkbox"/> Entered into ITS by (initials): _____

Request # E- Agency: _____ Engine Type: Type I ® Type II ® Type III ® Type IV ® Type VI ® Type VII ®

Appendix B: Planning Toolbox

CREW CHECK-IN SHEET

Request Number: C-

PLANS INFORMATION

Crew Name & Designator: _____ Agency: _____
(e.g., Blackfeet 21, Flathead IHC) (e.g., FS, NPS, BIA, BLM)

Check-In Date: _____ Check-In Time: _____

Home Unit: _____ Demob City: _____ Demob State: _____
(3-Letter Identifier) (Final Destination) (Final Destination)

Method of Travel (circle one): **AOV** **POV** **AIR** **BUS**

If Air: Jetport/Airport: _____ Jetport Code: _____
(3-Letter Code, If Known)

If AOV, POV, or BUS: Vehicle Description: _____
(e.g., Dodge PU, Chevy Sedan)

Vehicle ID: _____
(e.g., Gov't Vehicle #, License #, etc.)

If rented, where was the vehicle rented: _____

Who is responsible for rented vehicle (Individual's Name, Buying Team
Dispatch Center, etc.): _____

Were you reassigned directly from another incident? **YES** **NO**

If Yes: Original Request #: _____ Name of Incident: _____

First day of first assignment for calculation of 14-day tour: _____

=====

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?	Yes / No
Date of Last Shift: _____	<input type="checkbox"/> Red Card Checked
Checked in by (initials): _____	<input type="checkbox"/> T-Card Completed
	<input type="checkbox"/> Entered into IRSS
	<input type="checkbox"/> Manifest (filed & attached)

Request # C- _____

Crew Type ☐ I ☐ II (Initial Attack) ☐ II (Other)

Agency: _____

FINANCE INFORMATION

Please attach a complete manifest for the crew, including complete names for all crewmembers. If pre-printed FTR's or crew books are not furnished, the following information needs to be provided to Finance for each crewmember.

Federal/State Employees

Name
Social Security Number
Crew Position
Home Unit Name
Home Unit Address
Home Unit Phone #
Home Unit Fax #

Casual (AD/EFF) Employees

First Assignment for Calendar Year?
Name
Social Security Number
Crew Position
AD Classification (AD-2, AD-3, etc.)
AD Rate
Hiring Unit Name
Hiring Unit Address
Hiring Unit Phone #
Check Mailing Address

=====

TO BE COMPLETED BY FINANCE

<input type="checkbox"/> Crew Information Received and Complete
<input type="checkbox"/> Entered into ITS by (initials): _____

Appendix B: Planning Toolbox

EQUIPMENT CHECK-IN SHEET

Request Number: E-

Equipment Type:

Agency:

Primary Operator's Name:

If ordered for a double shift, is there a relief operator available? YES NO

Relief Operator's Name:

Vehicle or Equipment ID: (Serial #)

Demob City/State:

Were you reassigned directly from another incident? YES NO

If Yes: Original Request #: Name of Incident:

First day of first assignment for calculation of 14-day tour:

Is there another operator available after the primary operator reaches the 14-day limit? YES NO

For Heavy Equipment:

Make & Model: Light Medium Heavy

Is there a lowboy with your equipment? YES NO If yes: E#

Is lowboy staying at incident? YES NO

Does the equipment have lights for night operation? YES NO

Does the equipment have four-wheel-drive? YES NO

For Water Tenders and other equipment with water tanks: Tank Capacity: Gal.

For Sawyers: Faller qualifications: Class A Class B Class C

Other special capabilities/specifications of equipment:

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?

Date of Last Shift:

Checked in by (initials):

Yes / No

Red Card Checked

T-Card Completed

Entered into IRSS

Request #: E-

Kind:

Agency:

Company Name:

Check-In Date: Check-In Time:

FINANCE INFORMATION

Casual (AD/EFF) Employees Only:

Is this your first assignment for the calendar year? YES NO

Employee Name:

Check Mailing Address:

Social Security Number:

AD Position Held on Fire:

AD Classification: AD Pay Rate:

Type I Type II Type III

SK-1 SK-2 SK-3 SK-4 SK-5

TO BE COMPLETED BY FINANCE

Employee Information Received and Complete

Entered into ITS by (initials):

Appendix B: Planning Toolbox

AIRCRAFT CHECK-IN SHEET

Request Number: A-

PLANS INFORMATION

Aircraft Type: Aircraft Make/Model: Tail #:
(e.g., HELI, LP, AT, AA) (e.g., Bell 212, Lama)

Agency: Check-In Date: Check-In Time:
(e.g., NPS, FS, BIA)

Home Unit: Demob City: Demob State:
(3-LetterIdentifier) (Final Destination) (Final Destination)

Pilot's Name: Relief Pilot:

Mechanic's Name: Mechanic Truck Lic #:

Fuel Truck Driver's Name: Fuel Truck Lic #:

Were you reassigned directly from another incident? YES NO

If Yes: Original Request #: Name of Incident:

First day of first assignment for calculation of 14-day tour:

PLEASE FILL OUT THE MODULE INFORMATION ON REVERSE SIDE OF THIS FORM

FINANCE INFORMATION

SEE REVERSE SIDE FOR REQUIRED FINANCE INFORMATION FOR HELICOPTER MODULES.

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?
Date of Last Shift:
Checked in by (initials):
Yes / No
Red Card Checked
T-Card Completed
Entered into IRSS
Manifest (filed & attached)

TO BE COMPLETED BY FINANCE

Aircraft/Module Information Received and Complete
Entered into ITS by (initials):

Request # A-

HELICOPTER TYPE: I II III

Call-When-Needed

Agency:

Appendix B: Planning Toolbox

HELICOPTER MODULE INFORMATION

Module Name: _____
(e.g., Aircraft Tail # if ordered with A#)

Are the crewmembers attached to the ship, or do they have separate O-Numbers? (Check One) ☐ Attached (ordered with A#) ☐ Ordered as Module (ordered with O#)

HEMG Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____
HECM Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____
HECM Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____
HECM Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____
HECM Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____
HECM Name: _____	O- _____	SS# _____
Home Unit Name/Address: _____ _____		Home Unit Phone #: _____ Home Unit Fax #: _____

Please ensure that all crewmembers with O-numbers have completed the Check-In process individually.

Appendix B: Planning Toolbox

IMT Instructions for Fire Incident Records Management Version 04/06/2010

Incident Management Teams (IMTs) can find complete information and a variety of tools to manage incident records at the NWCG website <http://www.nwcg.gov/committees/incident-records-subcommittee/resources>. The current version of the Interagency Standards for Fire and Aviation Operations (Redbook) also gives direction on incident records management in Chapter 11, p.234. A summary of requirements, guidance and tools follows:

Retention Guidance

Found under "Agency **Policy and Guidance**" on the NWCG website, this reference sheet shows the documents with Permanent retention value that will be transferred to the National Archives by the incident agency. Other documents have Temporary (7 years or less) retention value.

Incident History File

Documents with long-term retention value are compiled at the close of the incident into the "Incident History File" (IHF) per the Redbook, Chapter 11.

IMTs will create an IHF to present to the host unit at close of incident.

Planning Section gathers the Permanent records from the various sections/units where generated to assemble the IHF (see Retention Guidance to identify IHF contents).

Permanent maps should be folded flat and boxed with the rest of the IHF.

File the IHF at the front of the first box of records or in a separate boxes) labeled as "Permanent Records, Incident History File" when documentation is handed off to the host unit.

In event of multiple team transitions, incident records should remain at the ICP so the IHF can be assembled by the final IMT and handed off to the host unit at incident closeout.

Graphic Examples for File Organization

IMTs can download **Graphic Examples for File Organization** from the IMT tools section on NWCG website.

Use (along with the Master Documentation Index) as a guide for standardizing documentation files to minimize problems for incoming teams and to simplify post-incident use.

Distribute graphics or the Master Documentation Index to each section to help organize records.

IMT Filing Labels

Filing labels that mirror the *Master Documentation Index* can be downloaded at the NWCG website. Additional labels can be created by editing the WORD document as needed.

Labels are color coded by functional unit. They can also be printed in black and white.

Permanent documents are marked "PERM IHF" for identification when the IHF is assembled.

Appendix B: Planning Toolbox

Sensitive/confidential documents are marked "CONFIDENTIAL" and should be handed off to the appropriate unit official at close of incident.

Labels are available in two sizes (other brands compatible with Avery will also work):

1/5 cut - Avery #5167/8167 mailing labels 1/2" x 1", 80/page in 4 columns. Fits 1" plastic tab.

113 cut - Avery #8366 filing labels 11/16" x 37/16", 30/page in 2 columns. Fits 3/4" plastic tab

Tips for use and formatting of labels:

- Download from NWCG site to computer file BEFORE printing labels.
- Labels were created as a Word2007 file. Formatting problems may occur if using Word2003.
- Practice first on plain paper. Hold up to light against label stock. If misaligned, try adjusting top and left margins by going to File, Page Setup, Margins.
- Inkjet ink runs if labels get wet. If wet conditions are anticipated, print out sets of labels on a laser printer pre-incident.

Organizing Documents in the Files

File documents into standard (non-hanging) file folders and label those file folders.

Place labeled file folders inside labeled hanging files in plastic bins.

Plastic storage bins that accommodate hanging files are recommended for incident records. Stackable bins with a hinged, interlocking lid facilitate transport and storage. These can be reused for other incidents.

DO NOT leave any empty pre-labeled folders in the documentation package when turned over to the host unit. Remove file folders if not used!

Master Documentation Index Box Indexes

Two types of indexes are available to IMTs on the NWCG website.

The Master Documentation Index can be used both to organize records on the incident and as the final index. When a document is present, check it off. The box # identifies the location of a record when there are multiple boxes. Place it in the front of Box #1. The index is formatted as a 2-column table in WORD. Edit as necessary by deleting documents that don't exist and substituting those needed. Additional rows can be added by right clicking, but adjustments to format may then be needed.

The Box Indexes are intended to be printed on card stock and placed inside front of each plastic bin so the contents of each box can be easily seen. A *Box Index* was created for the IHF and each functional section. Contents can be checked off when present. Indexes can be edited in WORD format as needed.

Records Retention Kit / Kit Supply Ordering Guide

Pre-assembled Records Retention Kits are available from the fire cache (NFES #2990). See Kit, Records Retention in the NFES catalog for a description.

In addition, the Records Retention Kit Supply Ordering Guide (available on the NWCG website) can be used to assemble a local pre-incident records retention kit or to acquire additional supplies through Supply or Procurement on an incident.

Appendix B: Planning Toolbox

Financial and Confidential Records

Except for the **Final Statement of Costs**, don't mix Finance Section (Fiscal) records with other records. Finance Section records have a different retention period, and the host unit will need to transfer separately to the Federal Records Center.

Sensitive/confidential records covered by the Privacy Act **must be protected**. Social Security Numbers, Tax Identification Numbers, personal information such as personal phone numbers/addresses cannot be left in the documentation package. Hand off to the appropriate agency official at the host unit.

Original **Patient Evaluation (PE)** forms should be given to employee with instructions that it be given to their employer. The PE copy retained by the Medical Unit **MUST** be protected for duration of incident. Post-Incident, additional copies of PE should be destroyed by Medical Unit or the incident agency. **Do NOT leave in incident documentation package.**

Appendix C: Logistics Toolbox

Type 3 Incident Start Up Supply Pre-Order

NFES #	Quantity	Description		
		Delegation of Authority		
		WFDDS		
		Quad Maps of fire area		
		Ice		
		Porta Potties		
		Assorted Fruit		
		Hot Dinners, Cold Breakfast, Lunches		
		Fuel		
		Forms (see forms kit list)		
		Plans Trailers (both Forest & BLM)		
		Cache Trailer (see inventory list)		
		Pump Trailer (see inventory list)		
		Communication Trailer (State Forestry (Homeland Security) or County Emergency Management or “RED” trailer)		

Appendix C: Logistics Tolbox

CACHE TRAILER

updated 2-21-13

Type III Incident Cache Trailer Inventory

Based on a 100 Person Sized Incident

(Capitalized item indicates NWCG catalog description)

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
Aerial Hazard Mapbook – BTF & GTNP-2011		EA	1
Backboard, medical, (with straps, cervical collar, head block)		EA	1
BAG, garbage, 30 GL, (125/BX)	0021	BX	2
BAG, sleeping, cloth, washable, 3# fill	0022	EA	5
BASIN, wash	0027	EA	12
BATTERY, size AA, 24 batteries/PG	0030	PG	24 (3 flats)
BATTERY, size D, 12/PG 6PG/BX	0033	BX	3
Bear Box, aluminum, breakdown,		EA	1
Bear Spray w/ travel container (Stored Safely)		EA	4
BELT WEATHER KIT	1050	KT	2
BLEACH		GL	2
Bladder Bag (BAG, backpack pump)	1197	EA	2
Blivet, (BAG, slingable, water, 55 GL) (w/ swivel)	0437	EA	3
Board, Dry Erase (w/ dry erase markers)		EA	1 (on trailer door)
BOARD, HELIBASE DISPLAY (Large plastic charts Part 1 and Part 2)	0410	SE	1
Box, dry, aluminum – 36”x 16” x 16”		EA	1
Broom (Periodic sweeping is recommended)		EA	1
Bucket, plastic, 5GL		EA	2
C-Collar, adjustable (with backboard)		EA	1
CANTEEN , 1QT, w/o cover	0037	EA	24
CATALOG, NFES, Parts 1 & 2	0362	EA	1
Chapstick w/ SPF		EA	18
Cheat Sheet for NFES Numbers		EA	1
CHEST, ice 48 QT	0557	EA	4
Chest, ice, blue, large (holds app. 700 lb)		EA	1
Chinstrap for hardhat, (STRAP, chin)	0495	EA	6
Chock, tire, with bracket for storage on outside, front		EA	2
Clamshell, (HOLDER, radio, battery)	1034	EA	4 (in Action Packer)
<i>Cloning Cable, (“Smart Cable”) for King Radio.....see “Tool Box”</i>			
COFFEE HEATING KIT (each with Propane)	0480	KT	2(propane separate)
Coffee Urn, electric, with pour spout		EA	2
Combi, TOOL, combination shovel and grub hoe	1180	EA	5
Cord, extension, large – 100’		EA	2
Cord, extension, small		EA	5
COT, folding, 3 ½’ x 6 ½’	0053	EA	2
CRASH RESCUE KIT	1040	KT	2
CREW TIME REPORT (SF-261)	0891	BK	4
Cubie, (CONTAINER, 5 GL)fill w/ water last min.	0048	EA	20
Detergent, bottled dish		BT	2
DINING PACKET, (200/BX)	0935	EA	200
<i>Dinnerware kit..... see “MESS GEAR”</i>			
Dish Scrubbing Pad		EA	2

Appendix C: Logistics Tolbox

CACHE TRAILER (continued)

updated 2-21-13

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
EARPLUG	1027	PR	24
EASEL,display,(metal)27"x 36"with folding legs	3161	EA	1
EMER. EQUIP. FUEL/OIL ISSUE, forms	0420	PD	10
EMERGENCY FIREFIGHTER TIME REPORT, OF-288	0866	PG (of 100)	1
EVACUATION, S.K.E.D. KIT	0650	KT	1
EXTINGUISHER, fire, 20 lb	1067	EA	2
FIRELINE HANDBOOK, PMS 410-1	0065	EA	1
FIRST AID KIT, 100 Person	1760	KT	1
FIRST AID KIT, 24 person, white box	1604	KT	1
FIRST AID KIT, 10-25 Person Belt Type	1143	KT	1
FLAGGING, perimeter (circus), 100'	0534	RO	2
Flagging, (RIBBON, "Killer Tree")	6066	RO	2
Flagging, (RIBBON, "Spot Fire")	6067	RO	2
Flagging, (RIBBON, orange fluorescent)	2398	RO	12
Flagging, (RIBBON, pink fluorescent)	2401	RO	12
Flagging, (RIBBON, striped, red & white)		RO	2
Flatware	See: "DINING PACKET"		
Flip Chart.....	See: "EASEL"		
FLY, tent, 16' x 24'	0070	EA	3
FLY, sunscreen, 20' x 20'	6431	EA	1
Flypaper		RO	4
Fuel for generator, Unleaded Gasoline		GL	5 (In the truck)
FUNNEL, 1 QT, w/ strainer	0564	EA	1
Garbage Can, (CAN, metal, 32 GL)	1343	EA	2
Garbage Can, (CAN, garbage, plastic, 32 GL)	1005	EA	2
Gatorade		CS	4
GENERAL MESSAGE FORM, ICS213	1336	PG	2
Generator, Honda (Holds 3 Gallons of Gas)		EA	1 (on trailer tongue)
GLOVE, leather, small	1294	PR	2
GLOVE, leather, medium	1295	PR	2
GLOVE, leather, large	1296	PR	2
GLOVE, leather, X-large	1297	PR	2
Gloves, latex serving, (100/BX)		BX	1
GOGGLE, UVEX, clear	0318	PR	10
HAMMER, 6-8 lb. sledge	1858	EA	1
Hardhat, (HELMET, safety)	0109	EA	2
Headblock (with backboard)		EA	1
HEADLAMP	0713	EA	4
HEATER, propane, 20lb tank mounted	6139	EA	2(propane separate)
HELICOPTER SUPPORT KIT	0520	KT	1
Hitch, trailer, adjustable, 2 5/16" Ball (stays w/ trailer!)		EA	1 (near small door)
& Wrench, Socket, 10" long, 1/2" drive (w/ 7/8" socket)		EA	1 (stays with hitch)
Hose, drinking water – 25'		EA	2
Hot food/drink kit (CONTAINER, combination...) 0073		EA	4
Hot Chocolate packets		BX	4
Ibuprofen		BT	1

Appendix C: Logistics Tolbox

CACHE TRAILER (continued)

updated 2-21-13

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
Incident Safety Analysis (LCES)-ICS-215A-WS-63"x38"	2227	dr.e. markers EA	1 (in cardboard tube)
Interagency Incident Business Management Handbook	2160	EA	1
IRPG (Incident Response Pocket Guide)	1077	EA	2
JUG, insulated, 5 GL, w/ spigot (orange)	0943	EA	2 (in blue whale)
Juice, canned, 6 oz. cans		CN	40
LANTERN, camp, electric, fluorescent	2501	EA	2
LATH, wood, 4' x 1 1/2" x 3/8"		EA	10
LEAD LINE, 12', 3000 lb capacity	0528	EA	2
LID REMOVER, pail	0673	EA	2
Light Bulb, wedge base , 18w, 12 volt, (921)		EA	2 (installed)
Light Bulb, fluorescent, 48" T8(skinny ones) (F32T8)		EA	4 (installed)
<i>(LIGHTING KIT, STRING, NFES 6051, KT – 1) (in the Plans Trailer and Cache Trailer #2 – No Lighting Kit in Cache Trailer #1)</i>			
LIGHTSTICK, chemical green , 12 hours	3009	BX	1
List, THIS LIST , needs to be in the trailer when it goes out		EA	1
LITTER, S.K.E.D. (in cylindrical orange bag)	1670	EA	1
Maps of the B-T, all districts (3 different maps)		EA	3
Map Book–2011 Teton Interagency Fire Management Units		EA	1
Markers, dry erase (with Velcro and magnets for attaching)		EA	4(on board on door)
MESS GEAR, 25 person, 1 day	0135	KT	12
M.R.E., (FOOD, MEALS, mre)	1842	BX	12
NET, cargo, 12'x 12", 3000 lb–with swivel	0531	EA	2
Nomex Pant, (JEANS, 28-32"x 30")	2801	PR	1 (in Action Packer)
Nomex Pant, (JEANS, 28-32"x 34")	2701	PR	1 "
Nomex Pant, (JEANS, 30-34"x 30")	2802	PR	1 "
Nomex Pant, (JEANS, 30-34"x 34")	2702	PR	1 "
Nomex Pant, (JEANS, 32-36"x 30")	2803	PR	1 "
Nomex Pant, (JEANS, 32-36"x 34")	2703	PR	1 "
Nomex Pant, (JEANS, 34-38"x 30")	2804	PR	1 "
Nomex Pant, (JEANS, 34-38"x 34")	2704	PR	1 "
Nomex Pant, (JEANS, 36-40"x 30")	2805	PR	1 "
Nomex Pant, (JEANS, 36-40"x 34")	2705	PR	1 "
Nomex Pant, (JEANS, 38-42"x 30")	2806	PR	1 "
Nomex Pant, (JEANS, 38-42"x 34")	2706	PR	1 "
Nomex Pant, (JEANS, 40-44"x 34")	2707	PR	1 "
Nomex Shirt, (SHIRT, fire, small)	0577	EA	1 "
Nomex Shirt, (SHIRT, fire, medium)	0578	EA	2 "
Nomex Shirt, (SHIRT, fire, large)	0579	EA	2 "
Nomex Shirt, (SHIRT, fire, X-large)	0580	EA	2 "
Nomex Shirt, (SHIRT, fire, XX-large)	0570	EA	2 "
OFFICE SUPPLIES, INCIDENT BASE	0760	KT	1
OIL, 2 cycle	0341	QT	6 (or equivalent)
OIL, bar & chain	1869	QT	12
Operational Planning Worksheet-ICS-215-WS-60"x 38"	1374	dr.e.markers EA	1 (in cardboard tube)
Orientation Guide for Visiting Resources (current year)		EA	1
P-Cord, (CORD, nylon shroud)	0533	SL	1 (in Action Packer)
Padlock, combination, for trailer doors		EA	2

Appendix C: Logistics Tolbox

CACHE TRAILER (continued)

updated 2-21-13

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
PACK, field, yellow, firefighter, complete	1372	EA	1
PEN, ballpoint	0447	EA	12
PENCIL, wooden #2	1002	EA	12
Phone Book – Local Areas		EA	1-3
<i>Plasticware.....See: “DINING PACKET”</i>			
Plywood, 4’ x 8’		EA	1
POLE, ridge, 16’	0089	EA	3
POLE, upright, adjustable	0083	EA	18
POST, fence, lightweight	0609	EA	4
Post Pounder (DRIVER, fence post)	0587	EA	1
Power Strip		EA	3
Propane (2 for Coffee Kit, 2 for heaters)		EA	4
PULASKI, 10/BX	0146	EA	10
<i>Red Book.....See “STANDARDS, for Fire & Fire Aviation Ops”</i>			
Repellant, insect (spray)		CN	4
ROPE, guy, 25’ x ¼”, manilla w/ dowels	1043	EA	10
Screening w/ Velcro for small trailer door		EA	1
Serving Utensils (Spoon, Slotted Spoon, Fork, Ladle, Tongs)		SE	1
SHELTER, fire, M2002, w/ case & liner	0925	EA	1 (in Action Packer)
SHELTER, fire, LARGE, M2002,w/case & liner	0975	EA	1 (in Action Packer)
Shelving, aluminum (bolted to walls)		EA	4 (installed)
Shift Ticket (EMERG. EQUIP. S.T.)	0872	PD	10
SHOVEL	0171	EA	10
Shower Invoice (DAILY SHOWER ORDER/INVOICE)	2054	PD	1
Shower Invoice continuation	2055	PD	1
Shower Performance Evaluation	2056	PD	1
Sign, (PLACARD, FLAMMABLE)	0374	EA	1
Sign, roadside, “Fire Activity Ahead”		EA	2
Sign, “SLOW”, aluminum, yellow, 24”x 24”		EA	2
Sign, “SPEED LIMIT 5”, aluminum, reflective, 24” x 30”		EA	2
Sign, “SPEED LIMIT 10”, aluminum, reflective, 24” x 30”		EA	2
Sign, “SPEED LIMIT 15”, aluminum, reflective, 24” x 30”		EA	2
SIGN KIT, INCIDENT BASE	1031	KT	1
Soap, liquid hand		EA	5
SPOUT, gas, flexible, 16”, steel	0210	EA	1
STAKE, tent, metal	0825	EA	20
STANDARDS, for Fire & Fire Aviation Ops	2724	EA	1
STAPLER, heavy duty (for structure wrap)	2490	EA	1
STAPLES, ½” heavy duty, for NFES 2490 stapler	2491	BX	6
Step, RV type platform, black, folding legs		EA	1 (near small door)
Straps, spider (with backboard)		Set	1
Sunscreen, High SPF		EA	6
SWIVEL, cargo, 3000 lb–1 on each net and blivet + 1 single	0526	EA	7
TABLE, folding, 6’	2698	EA	1 (front of trailer)
TAG, fuel, 2-stroke mix, yellow	0805	EA	8
TAG, fuel, diesel, green	0802	EA	6

Appendix C: Logistics Tolbox

CACHE TRAILER (continued)

updated 2-21-13

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
TAG, fuel, drip torch fuel, blue	0803	EA	6
TAG, fuel, unleaded gasoline, red	0801	EA	6
TAG, (shipping), blank	0216	EA	20
TAPE, duct	0071	RO	6
TAPE, filament	0222	RO	10
Tarp, large (regular tarp, not tent fly)		EA	3
TENT, wall, 14' x 16' (takes 1 ridge & 6 upright poles)	0084	EA	1
TENT, 2 – person	0077	EA	2
<i>Time Report.....See: “EMERGENCY FIREFIGHTER TIME REPORT, OF-288 “</i>			
Toilet Paper, PAPER, toilet (96/RO/BX)	0146	RO	24
<i>Tool Box..... See page 6 for contents.....</i>			
TOWEL, bath, disposable, 24” x 36”	1038	BX	1
TOWEL, paper, two ply, roll	0240	RO	12
Trauma Kit, blue bag		KT	1
<i>Tube (contains big laminated Operational Planning Worksheet & Incident Safety Analysis – see above)</i>			
<i>Utensilssee “DINING PACKET”</i>			
VEHICLE/HEAVY EQUIPMENT SAFETY INSPECT CHECKLIST, OF-296,			
(Booklet of 50)	1173	BK	1
Vest, safety, high visibility, ANSI 107-2004 Class II		EA	2 (in Action Packer)
Visitor Briefing Packets		PK	4
Visqueen, (SHEETING, plastic, clear)	0143	RO	1
WD-40		CN	1
<i>Water Jug (cylindrical, orange, “Gott” brand) See: “JUG”</i>			
Waybill (INTERAGENCY INCIDENT WAYBILL, OF-316)	1472	PG	1
<i>Worksheets (Big, laminated)..See: Operational Planning WS & Incident Safety Analysis</i>			
Wrap, stretch, 2”-5”, disposable	0315	RO	1
Wrap, structure protection, 54’ x 300’	0881	RO	2
<i>Yellow bookSee: “Interagency Incident Business Management Handbook”)</i>			

Tool Box, (Yellow - 26'')

Adaptor, RV type electrical, 30 amp F-1 amp M	EA	1
Breaker Bar, 24'', 1/2'' drive (w/ socket below welded to it)	EA	1
Bungee, heavy duty, 40''	EA	2
Cloning Cable, ("Smart Cable") for King Radio	EA	1
Coupler Lock with key (for trailer tongue)	EA	1
Drill, cordless	EA	1
FILE, mill, 10'', bastard 0060	EA	12
FLASHLIGHT, 2 cell (D battery) 0069	EA	2
Hammer	EA	1
Key for Generator	EA	1
KNIFE, razor, retractable blade 0939	EA	1
Light Bulb, rough service, 100 watt	EA	4
Light Bulb, 8w, 12 volt, (921) (small light in back)	EA	2
Pin, 1/4'' trailer tongue pin ('D' shaped)	EA	1
Ratchet, 1/2'' drive (for adjusting hitch up or down)	EA	1
Screwdriver, ratcheting with multiple tips	EA	1
Socket, 7/8'', 12 Point, 1/2'' drive (for adjusting hitch up or down)	EA	1 (stays with ratchet)
Socket, deep well, 6 point, 13/16'', 1/2'' drive (for tire lugs)	EA	1 (on breaker bar)
Spike, (for securing awning legs)	EA	1
Stake, tent, metal, (for awning legs) 0825	EA	4
Tape, Duct	RO	1
Tape Measure	EA	1
Wrench, open end/box, 7/16'', for battery removal	EA	2
Wrench, open end/box, 9/16'', for generator mount	EA	1
Wrench, Socket, 10'', 1/2'' drive (w/ 7/8'' socket) (to adjust hitch)	EA	1

Appendix C: Logistics Toolbox

PUMP TRAILER Pump Trailer Inventory

updated 2-21-13

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
Adaptor, RV type electrical, 30 amp F-1 amp M		EA	1 (on plug-in)
Anti-Freeze (In white, 5 GL bucket)		GL	1
Awning Rod (For pulling awning down)		EA	1
BATTERY, AA	0030	PG	4 (1 Flat)
Broom (Periodic sweeping is recommended)		EA	1
Bladder bag (PUMP, backpack, outfit)	1149	EA	8
Blivet, BAG, slingable, water, 72 GL	0426	EA	2
Bucket, plastic, white - 5GL		EA	2
CATALOG, NFES, Part 1 (Current Year)	0362	EA	1
Chain, chainsaw, 33RSF-84D, full chisel full skip		Loop	4
Chain, chainsaw, 33RSF-91D, full chisel, full skip		Loop	4
Cheat Sheet for NFES Numbers		EA	1 (In catalog)
Chock, tire, (orange), with bracket for storage		EA	2
CLAMP, hose shut off, 1"-1 1/2" hoses, 10" long	0046	EA	4
CLOTH, OIL SORBENT	0251	EA	10
CORD, nylon shroud (P-Cord)	0533	SL	1
COUPLING, double female, 1" NPSH	0710	EA	12
COUPLING, double female, 1 1/2" NH-F	0857	EA	15
COUPLING, double male 1 1/2" NH-M (9TPI)	0856	EA	15
EXTINGUISHER, fire, 2 LB	1067	EA	1
FIRELINE HANDBOOK, PMS 410-1	0065	EA	1
FIRST AID KIT, TYPE III, 24-PERSON	1604	KT	1
FOAM, concentrate, class A, 5 GL (18.9L)/pail	1145	PL	2
FUEL.....(40 GL).....See: "TANK"			
FUEL LINE ASSEMBLY	0113	EA	8
FUNNEL, 1 QT (.9L), w/strainer	0564	EA	6
GASKET, garden hose, 3/4"	0721	EA	10
GASKET, hose, 1 1/2"	0254	EA	50
Gasket set, 3 - 1" (0743) and 3 - 1 1/2" (0254)		SE	6
Hitch, trailer, adjustable, 2 5/16" Ball-w/ pin (use socket wrench in tool kit)		EA	1
HOSE, garden, synthetic, 3/4"x 50'	1016	LG	120
HOSE, synthetic, lined, 1"x 100'	1238	LG	60
HOSE, synthetic, lined, 1 1/2"x 100'	1239	LG	90
List (THIS LIST)		EA	1 (on door)
MOP-UP KIT, LATERAL LINE, 3-WAND	0772	KT	2
NOZZLE, twin tip (Forestry)	0024	KT	20
NOZZLE, garden hose, 3/4"NH, adjustable, brass	0136	EA	40
NOZZLE, plastic, 35 GPM, 1" NPSH-F	0138	EA	45
NOZZLE, plastic, 60 GPM, 1 1/2" NH-F	0137	EA	20
OIL, bar & chain	1869	QT	12
OIL, 2 cycle, 12/BX	0341	QT	36
OIL, 2 cycle, 2.6 oz	3444	EA	12
PLUG, spark, 14mm	0599	EA	10
PLUG, Spark, Pump, 18mm	0751	EA	10
Pump, Float		EA	1

Appendix C: Logistics Toolbox

PUMP TRAILER (continued)

updated 2-21-13

Pump Trailer Inventory

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
PUMP KIT , LIGHTWEIGHT 25-45 GPM #_____	0670	KT	1
PUMP KIT Hi- Pressure w/ Fuel Line (Mark III or Wick) #_____	0870	KT	1
PUMP KIT Hi- Pressure w/ Fuel Line (Mark III or Wick) #_____	0870	KT	1
PUMP KIT Hi- Pressure w/ Fuel Line (Mark III or Wick) #_____	0870	KT	1
PUMP KIT Hi- Pressure w/ Fuel Line (Mark III or Wick) #_____	0870	KT	1
Fungicide for washing helicopter buckets		GL	1
Rag		EA	8
REDUCER, 1" NPSH-F to ¾" NH-M	0733	EA	35
REDUCER, 1 ½" NH-F to 1" NPSH-M	0010	EA	45
REDUCER, 2" NPSH-F to 1 ½" NH-M	0417	EA	8
REDUCER, 2 ½" NPSH-F to 1 ½" NH-M	2229	EA	4
SPOUT, gas, flexible, 16", steel	0210	EA	2
SPRINKLER KIT	0920	EA	4
TANK, collapsible, 1000 GL, (pumpkin)	0588	EA	1
TANK, folding, 1000 GL, w/ frame	0661	EA	1
TANK, folding, 1500 GL, w/ frame	0664	EA	1
TANK, gasoline, 5 GL, pump adapted-filled with unleaded	0218	EA	8(In truck)
TAPE, filament, 1"x 60 YD (fiber tape)	0222	EA	10
TEE, hose line, w/cap and chain, 1"x 1" x 1"	2240	EA	12
TEE, hose line, w/cap, 1 ½"x 1 ½"x 1"	0731	EA	12
Tool Box, yellow.....See: Page 3 for contents.....			
VALVE, shut off, ball ¾" NH	0738	EA	16
VALVE, shut off, 1" NPSH	1201	EA	20
VALVE, shut off, 1 ½" NH	1207	EA	6
VALVE, wye, gated, ¾" x ¾" x ¾"	0272	EA	50
VALVE, wye, gated, 1" x 1" x 1"	0259	EA	33
VALVE, wye, gated, 1 ½" x 1 ½" x 1 ½"	0231	EA	45
Vest, safety, high visibility, ANSI 107-2004 Class II		EA	2
WRENCH, spanner, 5", 1" to 1 ½" hose size	0234	EA	10
WRENCH, spanner, 11", 1 ½" to 2 ½" hose size	0235	EA	6
WYE, plain, ¾" x ¾" x ¾"	0739	EA	8

In the Truck that pulls the Trailer:

FUEL – Unleaded (in: TANK, gasoline, 5 GL, pump adapted, NFES 0218) EA 8

PUMP TRAILER (continued)
Pump Trailer Inventory

updated 2-21-13

TOOL BOX (Yellow):

Awning Instructions – (laminated)		EA	1
BATTERY, alkaline, size D, 1.5 volt		EA	24
Breaker Bar, 24”with 1/2” drive (w/ socket below welded to it)		EA	1
Bungee, heavy duty, 40”		EA	2
Coupler Lock with key (for trailer tongue) (key #608)		EA	1
EARPLUG, foam	1027	PR	10
FIRELINE HANDBOOK, PMS 410-1	0065	EA	1
FLASHLIGHT, 2 cell (takes D battery)	0069	EA	1
Hammer, claw	0321	EA	1
IRPG (Incident Response Pocket Guide)	1077	EA	2
LID REMOVER, pail	0673	EA	2
Light Bulb, rough service, 100 watt		EA	4
Light Bulb, 8w, 12 volt, (921) (small light in back)		EA	2
Pin, hitch 5/8” (fits 2” receivers), (with cotter pin) - extra		EA	1
Pin, 1/4” trailer tongue coupler pin (‘D’ shaped) - extra		EA	1
Screwdriver, ratcheting with multiple tips		EA	1
Socket, deep well, 6 point, 13/16”		EA	1
Spike, (for securing awning legs)		EA	4
Stake, tent, metal, (for awning legs)	0825	EA	4
TAG, fuel, 2-stroke mix, yellow	0805	EA	8
TAG, fuel, diesel, green	0802	EA	6
TAG, fuel, drip torch fuel, blue	0803	EA	6
TAG, fuel, unleaded gasoline, red	0801	EA	6
Tag, (shipping), blank	0216	EA	20
Tape, duct	0071	RO	1
Tape, fiber (TAPE, filament 1” x 60 YD)	0222	RO	1
Tape Measure		EA	1
Torx (star) bit, size T-45 (for taking battery off tongue)		EA	1
Wrench, open end/box, 7/16”, for battery removal		EA	2
Wrench, open end/box, 9/16”, for generator mount		EA	1
Wrench, Socket, 10” long, 1/2” drive (w/ 7/8” socket) (to adjust hitch)		EA	1

Appendix C: Logistics Toolbox

Plans Trailer Inventory

Updated 11-09-12

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
BAG, garbage, 30 GL, (125/BX)	0021	BX	1
BATTERY, size AA	0030	PG	8-12
BATTERY, size D (12 per PG)	0033	PG	2
BOARD, Dry Erase (with dry erase markers; Plans Trailer board is removable) (on trailer door)		EA	1
Broom (Periodic sweeping is recommended) (1 for trailer, 1 for yurt)		EA	2
Bucket, plastic, 5GL		EA	2
Charger, electric (for rechargeable handheld radio batteries)		EA	1
CHAIR, folding metal	2047	EA	10
CHEST, ice 48 QT	0557	EA	1
Chock, tire, with bracket for storage on outside, front		EA	2
Computers, laptops (Belong to State of Wyoming)		EA	6
(in 2 plywood boxes)			
Cooler, swamp – ADD WATER BEFORE USING!		EA	2
Cord, extension, large		EA	2
Cord, extension, small		EA	5
CREW TIME REPORT (SF-261)	0891	BK	1
Desk, computer (w/ low keyboard section)		EA	2
Dome for Dining (Shelter Systems Large YurtDome)		EA	1 (4 pieces)
Easel, aluminum	3161	EA	1
EMERGENCY FIREFIGHTER TIME REPORT, OF-288	0866	PG (of 100)	1
EXTINGUISHER, fire, 5 LB	1067	EA	1
FIRST AID KIT, 24 person, white box	1604	KT	1
Flypaper		RO	4
Fuel for generator, Unleaded Gasoline		GL	5
FUNNEL, 1 QT, w/ strainer	0564	EA	1
GARBAGE CAN, plastic, with lid		EA	2
GENERAL MESSAGE FORM, ICS213	1336	PG	2
Generator, Honda (Holds 3 Gallons of Gas)		EA	1
(on trailer tongue)			
BOARD, HELIBASE DISPLAY (w/ wooden display board) (Large plastic charts part 1 and 2, with 4' x 6' plywood backing, 2 pairs legs, and hardware)	0410	SE	2
BOARD, HELIBASE DISPLAY, magnetized (Large heavy duty plastic charts part 1 and 2 in white PVC tube)	0410	SE	1 (in PVC tube)
Hitch, trailer, adjustable, 2 5/16" Ball (stays w/ trailer!) (on floor by small door)		EA	1
& Wrench, Socket, 10" long, 1/2" drive (w/ 7/8" socket) (in yellow toolbox)		EA	1
Incident Safety Analysis (LCES)-ICS-215A-WS-63"x38" (in cardboard tube)	2227	EA	1
Interagency Incident Business Management Handbook	2160	EA	1
IRPG (Incident Response Pocket Guide)	1077	EA	2
JUG, insulated, 5 GL, w/ spigot (orange)	0943	EA	2
LADDER, 8'	0586	EA	1

Appendix C: Logistics Toolbox

Plans Trailer Inventory

Updated 11-09-12

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
LANTERN, camp, electric, fluorescent	2501	EA	2
Laptop, computer – belong to the State of Wyoming		EA	3
Light Bulb, wedge base , 18w, 12 volt, (921) (installed in ceiling in back)		EA	2
Light Bulb, fluorescent, 48” T8(skinny ones) (F32T8) (installed in ceiling)		EA	4
LIGHTING KIT, STRING	6051	KT	1
LIGHTSTICK, chemical green , 12 hours	3009	BX	1
List, THIS LIST , needs to be in the trailer when it goes out		EA	1
Map Book–2011 Teton Interagency Fire Management Units		EA	1
Markers, dry erase (with Velcro and magnets for attaching) (on board on door)		EA	4
OFFICE SUPPLIES KIT, INCIDENT BASE	0760	KT	1
Operational Planning Worksheet- ICS-215-WS -60”x 38” 1374 (in cardboard tube)		EA	1
Orientation Guide for Visiting Resources (current year)		EA	1
Padlock, combination, for trailer doors 0403		EA	2
Paper, printer, 8 ½”x 11” <i>Paper Shredder See: “Shredder”</i>		Reams	18
PAPER, toilet (96/RO/BX)	0146	EA	24
PEN, ballpoint	0447	EA	12
PENCIL, wooden #2	1002	EA	12
Phone, Motorola Landline w/ 4 handsets (one may be missing)		EA	1
Phone Book – Local Areas		EA	1-3
Power Strip		EA	3
Printer/Scanner/Copier/FAX, Grey , Brother – portable for laptops (In big wooden box)		EA	2
Printer/Scanner/Copier/FAX, Black , Brother – portable for laptops (In cardboard box)		EA	1
<i>Red Book.....See “STANDARDS, for Fire & Fire Aviation Ops”</i>			
Router, wireless – Netgear Wireless-N 150 Router with DSL Modem DGN1000 (with computers)		EA	1
Sandwich Board, wooden, 4’x 4’ face, w/ legs		EA	4
Screen for back door with zipper opening		EA	1
Shredder, paper, electric		EA	1
STANDARDS, for Fire & Fire Aviation Ops2724		EA	1
Step, RV type platform, black, folding legs (On floor by small door)		EA	1
<i>Swamp Cooler.....See: “Cooler, swamp”</i>			
TABLE, folding, serving / washing station	2698	EA	10
TAPE, filament	0222	RO	5
<i>Time Report.....See: “EMERGENCY FIREFIGHTER TIME REPORT, OF-288 “</i>			
Toner Cartridge, (hp Laserjet 53x Black high volume print cartridge Q7553X)		EA	6
Tool Box, Yellow, plastic (See Tool Box Contents List at end of list on page 3) (On floor by small door)		EA	1
<i>Water Jug (cylindrical, orange, “Gott” brand) See: “JUG” above)</i>			
Yurt, & Floor (SHELTER KIT, 20’ OCTAGON) (4 green bags)	0549	KT	1

Appendix C: Logistics Toolbox

Tool Box, (Yellow - 26''):

	Adaptor, RV type electrical, 30 amp F-1 amp M	EA	1
	Breaker Bar, 24'', 1/2'' drive (w/ socket below welded to it)	EA	1
	Bungee, heavy duty, 40''	EA	2
	Cloning Cable, ("Smart Cable") for King Radio	EA	1
	Coupler Lock with key (for trailer tongue)	EA	1
	FILE, mill, 10'', bastard 0060	EA	12
	FLASHLIGHT, 2 cell (D battery) 0069	EA	2
	Hammer	EA	1
	Key for Generator	EA	1
	Light Bulb, rough service, 100 watt	EA	4
	Light Bulb, 8w, 12 volt, (921) (small light in back)	EA	2
	Pin, 1/4'' trailer tongue pin ('D' shaped)	EA	1
	Screwdriver, ratcheting with multiple tips	EA	1
	Socket, deep well, 6 point, 13/16''	EA	1
	Spike, (for securing awning legs)	EA	1
	STAKE, tent, metal, (for awning legs) 0825	EA	4
	STAPLER, heavy duty 2490	EA	
1			
	STAPLES, heavy duty 2491	BX	
1			
	Tape, Duct RO	1	
	Tape Measure	EA	1
	Wrench, open end/box, 7/16'', for battery removal	EA	2
	Wrench, open end/box, 9/16'', for generator mount	EA	1
	Wrench, Socket, 10'', 1/2'' drive (w/ 7/8'' socket) (to adjust hitch)	EA	1

Appendix C: Logistics Toolbox

OPERATIONS SUPPLY ORDER

Fire Name: _____

Order # _____ Ground Contact _____ Order Date _____ Order Time _____ Ordered By _____ Received By _____ Deliver Date _____ Deliver Time _____ Location _____ _____ ° _____ ' _____" _____ ° _____ ' _____" T _____ R _____ S _____	Order # _____ Ground Contact _____ Order Date _____ Order Time _____ Ordered By _____ Received By _____ Deliver Date _____ Deliver Time _____ Location _____ _____ ° _____ ' _____" _____ ° _____ ' _____" T _____ R _____ S _____
---	---

		Order Numbers					
	Camp/ Spike Items	NFES	UI	Qty	S#	Qty	S#
1	Meal, cold breakfast or hot breakfast (per individual)	Local	#				
2	Meal, sack lunches (per individual)	Local	#				
3	Meal, hot dinner (per individual)	Local	#				
4	MRE's (12 per box)	001842	BX				
5	Fruit (how many/kind)	Local	#				
6	Gatorade, on ice for fire camp only (ICE NO ICE)	Local	CS				
7	Cubees (with drinking water) (5 gallons)	000048	EA				
8	Coffee (5 gallons)	Local	Gal				
9	Ice (BLOCK CRUSHED)	Local	#				
10	Cup, paper, coffee	000465	EA				
11	Mess gear - 25 person 1 day, 60 plates, cups, bowls, utensils	000135	KT				
12	Table, Folding	002698	EA				
13	Chair, Folding, Metal	002047	EA				
14	Wash basin (1 basin for 5 people)	000027	EA				
15	Soap	Local	EA				
16	Towel, Waterless	000206	EA				
17	Bath Towels	001038	BX				
18	Toilet Paper	000142	RO				
19	Port – A – Toilets (1 toilet for 8 people, service daily)	Local	EA				
20	Sleeping bags (0022 Green Mummy) (1062 Blue Disposable)	000022 001062	EA				
21	Pad, sleeping, gray	001566	EA				
22	Tent, 2 person	000077	EA				
23	Fly, Plastic, Tent, 16' x 24', w/10 guy ropes (May also need #'s 26, 27 & 28)	000070	EA				
24	Fly, Sunscreen, 20' x 20', w/guy ropes	006131	EA				
25	Pole, ridge, 16'	000089	EA				
26	Pole, upright, adjustable	000083	EA				
27	Stakes, tent, metal	000825	EA				
28	Sheeting, plastic, clear 16' x 100'	000143	RO				
29	Sheeting, plastic, black, 20' x 100'	000144	RO				
30	Batteries, AA (order by package) (24 per package)	000030	PG				
31	Cord, nylon shroud (parachute)	000533	FT				
32	Flagging, ribbon (specify color and/or wording below)	***	RO				

Order Numbers							
	Camp/ Spike Items (continued from page 1)	NFES	UI	Qty	S#	Qty	S#
33	Tape, filament, 1" x 60 yd	000222	RO				
34	Lightstick, chemical, 12 hour (3009 green) (3007 red)	003009 003007	BX				
35	Lip Balm, individual	001087	TU				
36	Moleskin, 3 – 3/8" x 7"	001134	PG				
37	Foot Powder, 1 ½ oz can	001117	CN				
38	Garbage bags, 30 gallon	000021	BX				
39	Dumpster, Garbage (30 yard or 60 yard)	Local	EA				
40	Fuel Truck, Gas/Diesel, 1000 gal. (staying on fire or fill and leave)	Local	EA				
	Tactical Support Items	NFES	UI				
41	Pump Kit, portable fire, Mark III (Pump and Kit) (order fuel separately)	000870	KT				
42	Pump Kit, lightweight, 25 – 45 GPM (Pump and Kit) (order fuel separately)	000670	KT				
43	Mop-up Kit, lateral line, 3 - wand	000772	KT				
44	Hose, cotton-synthetic, 1 ½" (100' length)	001239	LG				
45	Hose, cotton-synthetic, 1" (100' length)	001238	LG				
46	Hose, suction (draft hose) (1 ½" or 2") pump specific	***	EA				
47	Hose, garden, synthetic ¾" (50' length)	001016	LG				
48	Valve, gated wye, 1 ½"	000231	EA				
49	Valve, gated wye, 1"	000259	EA				
50	Valve, wye, shut off, ¾"	000272	EA				
51	Valve, shut off, ¾"	000738	EA				
52	Valve, foot (1½" or 2")	***	EA				
53	Nozzle, 1 ½", plastic	000137	EA				
54	Nozzle, 1", plastic	000138	EA				
55	Nozzle, twin tip, combination (forester)	000024	EA				
56	Nozzle, garden hose, 3/4", brass	000136	EA				
57	Reducer, 1 ½" to 1"	000010	EA				
58	Reducer, 1" to ¾"	000733	EA				
59	Coupling, double female 1 1/2"	000855	EA				
60	Coupling, double female 1"	000710	EA				
61	Coupling, double male 1 ½"	000856	EA				
62	Coupling, double male 1"	000916	EA				
63	Clamp, hose – 10" long	000046	EA				
64	Backpack pump	001149	EA				
65	Shovel	000171	EA				
66	Pulaski	000146	EA				
67	McLeod	000296	EA				
68	Combination tool	001180	EA				
69	Fusee, signal device (72 per box)	000105	BX				
70	Drip torch	000241	EA				
71	Earplugs, foam (pair)	001027	PG				
72	Glove, leather, forest worker – Extra Small	001293	PR				
72	Glove, leather, forest worker - Small	001294	PR				
72	Glove, leather, forest worker - Medium	001295	PR				
72	Glove, leather, forest worker - Large	001296	PR				
72	Glove, leather, forest worker – Extra Large	001297	PR				
73	Headlamp	000713	EA				
74	Chain Saw Kit (order fuel separately)	000340	KT				

[illegible]

Appendix C: Logistics Toolbox

SAMPLE/TYPE 3 FORMS KIT

NFES #	DESCRIPTION / UNIT OF ISSUE / QTY		
000362	CATALOG, NFES Part 1 and 2, (2004)	BK	1 NWCG
000403	FORM, CA-1, Employees Notice of Injury & Claim for Cont of	SE	5
000420	FORM, OF-304, Emergency Equipment Fuel and Oil Issue, (7/90)	PD	2
000775	CALENDAR, x 11 5/8"	EA	1 8 7/8"
000866	FORM, OF-288, Emergency Firefighter Time Report, (3/83)	PG	1
000872	FORM, OF-297, Emergency Equipment Shift Ticket, (7/90)	PD	5
000891	FORM, SF-261, Time Report, (5/78)	BK	5 Crew
001333	FORM, ICS-209, ROM, Incident Status Summary, (6/03)	EA	1 CD-
001336	FORM, ICS-213, Message, (1/79)	PG	1 General
001352	SORTER, "T"	EA	2 card,
001470	FORM, ICS260-1, Resource Order, 4-part set (7/87)	PG	1
001471	FORM, ICS-260-2, Resource Order, Cont, 4-part set (7/87)	PG	1
002160	HANDBOOK, PMS902-1 Incident Business Mgmt (2004) binder w/all	EA	1 I/A
7000	FORM	EA	
7001	1 Instruction or Inventory for Kits		
007008	FORM, notice of injury & claims, state	EA	5 IC-1,
007010	GUIDE, cache user's	EA	1 fire
007022	BOX, shipping, 16"x16"x16"	EA	1
007139	FORM, serv.org.rate book "pink book"	EA	1 fire
101350	FORM, CARD EQUIP/TASK FORCES ICS 219-	EA	10 STATUS
101353	FORM, DEMOBILIZATION, CHECKOUT	EA	10
101472	FORM, INTERAGENCY INCIDENT WAYBILL	EA	20 OF-316,
101473	FORM, INTERAGENCY INCIDENT WAYBILL, CONT.	EA	20 OF-316-A,
101576	FORM, PERSONNEL RATING, ICS-225, 3-PART SE	EA	10 INCIDENT

Appendix C: Logistics Toolbox

101577	FORM, PERFORMANCE RATING, ICS-224, 3 PART SE	EA	10 CREW
100862	FORM, EMERGENCY EQUIPMENT RENTAL AGREEMENT, OF-294	EA	10
100863	FORM, EMERGENCY EQUIPMENT USE INVOICE, OF-286	EA	20
101286	FORM, INCIDENT REPLACEMENT REQUISITION, CONT	EA	20 OF-315A,
101300	FORM, INCIDENT REPLACEMENT REQUISITION	EA	20 OF-315,
101325	FORM, INCIDENT BRIEFIN, ICS-201	EA	10
101326	FORM, OBJECTIVES	EA	10 INCIDENT
101330	FORM, RADIO COMM. PLAN ICS-205	EA	10 INCIDENT
101333	FORM, STATUS SUMMARY ICS-209	EA	10 INCIDENT
101335	FORM, LIST, ICS-211(1/99)	EA	10 CHECK-IN
101337	FORM, LOG, ICS-214 (5/80)	EA	10 UNIT
101338	FORM, OPERATIONAL PLANNING WORKSHEET	EA	10
101340	FORM, FREQUENCY ASSIGNMENT	EA	10 RADIO
101342	FORM, STATUS CARD, LABEL, ICS-219-2	EA	10 RESOURCE
101344	FORM, STATUS CARD, CREW ICS 219-2	EA	10 RESOURCE
101345	FORM, STATUS CARD, ENGINES ICS-219-3	EA	10 RESOURCE
101346	FORM, CARD STATUS, HELICOPTER ICS-219-4	EA	10 RESOURCE
101347	FORM, STATUS CARD, PERSONNEL ICS-219-5	EA	10 RESOURCE
101348	FORM, STATUS CARD, AIRCRAFT ICS 219-6	EA	10 RESOURCE
101349	FORM, STATUS CARD, DOZERS, ICS 219-7	EA	10 RESOURCE
	BOOK, 1 PHONE (LOCAL)	EA	

Appendix D: Finance Toolbox

Wyoming Type 3 Finance Package Guidelines

These guidelines may be used by the incident agency to identify the Type 3 Finance requirements for the IFP (Incident Finance Package) and may be amended to meet agency-specific requirements.

TIME UNIT DOCUMENTS

Emergency Firefighter Time Reports, OF-288.

Attach Crew Time Report, (CTR) SF-261 to the OF-288 it belongs with.

Provide written documentation on outstanding items, unresolved issues, and problems.

A. Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name. Provide a copy of crew agreement if applicable.

B. Regular Government Employees and Cooperators:

(1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.

(2) Single Resource:

Alphabetize file copies and label appropriately.

COMPENSATION FOR INJURY DOCUMENTS

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information.

Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.

2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept.

A. Submit original Injury/Illness Log.

B. Destroy temporary copies of claim documentation

CLAIMS INCIDENT DOCUMENTS

1. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.

2. Claim Documents.

A. Submit original Claims Log.

B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File Envelope.

Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.

C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures,

statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

Appendix D: Finance Toolbox

PROCUREMENT EQUIPMENT DOCUMENTS

1. Equipment Files - **Utilize the Emergency Equipment Rental-Use Envelope, OF-305**; file alphabetically into two groups: Ready for payment and follow-up required. ***CLEARLY identify follow-up needed and any payments that need to be made by paying agency.*** Individual Emergency Equipment Rental-Use envelopes shall include:
 - A. Emergency Equipment Rental Agreement, OF-294.
 - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspection), 0-296.
 - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
 - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
 - E. Emergency Equipment Fuel and Oil Issues, OF-304.
 - F. Resource Order Number.
 - G. Emergency Firefighter Time Forms, OF-288, as necessary.
 - H. Any completed Check In Forms.
 - I. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
 - J. Documentation of existing or potential contract claims.
 - K. Follow-up required.

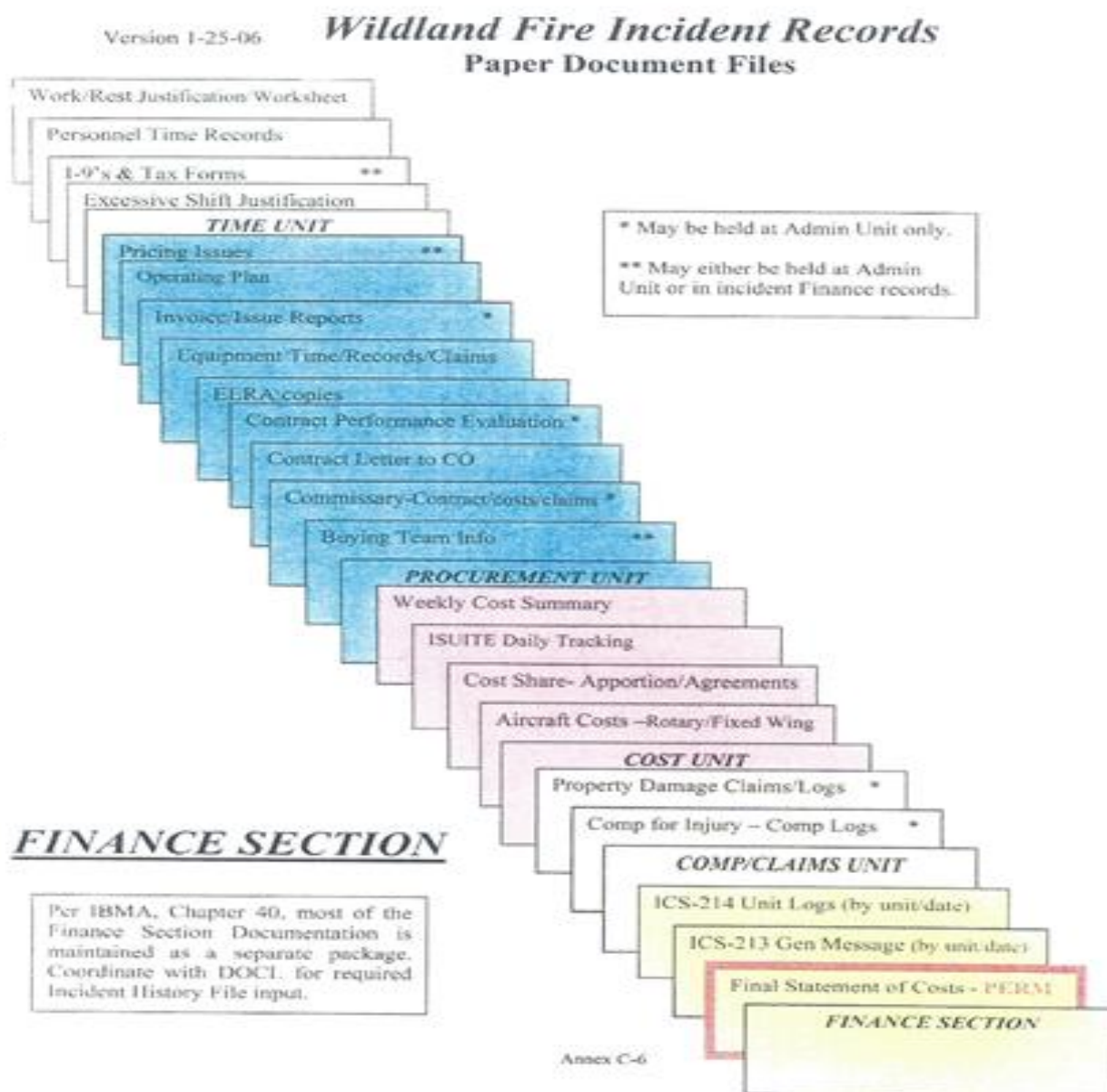
Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the Incident Finance Package (IFP).

2. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
 - A. Original agreement.
 - B. Pre-use and final inspection.
 - C. Release from Liability, if applicable.
 - D. Pictures, statements, etc.
 - E. Identify follow-up needed and provide recommendation for resolution.
3. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

COST UNIT DOCUMENTATION

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc ..
3. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
4. Provide originals of cost analysis/projections and cost savings measures.
5. Include copies of accrual reports submitted to the incident agency, if applicable.
6. Include any other documentation including computer-generated reports, graphs, and printouts.
7. Provide copies of cost share agreements.

Appendix D: Finance Toolbox



Appendix E: Safety Toolbox

Insert Name of IMT

ICP Safety Plan

Insert Name of Fire

We want all personnel on this incident to have a safe and enjoyable assignment. As an Incident Management Team (IMT), we have a few basic safety rules that are standard for everyone's safety and wellness.

Safety is our #1 Goal for all incident activities!!! Please report unsafe situations to any Team member as soon as possible. Please take the time to correct unsafe situations that you find! If unsafe situations are not corrected, please contact the Safety Officer or IC.

EMPLOYEE SAFETY!WELFARE & SECURITY

This plan addresses basic employee safety, security, and welfare, Stay in Place, and Evacuation protocols applicable to a typical ICP/Base Camp environment, that are applicable to most fire or all risk incidents. The Command and General Staff (C&GS) will determine when and if the Stay in Place or Evacuation procedures (outlined below) should be implemented. Agency specific protocol is located in the Red Book page 07-14, and will serve as a reference for evacuation and stay in place procedures planning.

The Medical Unit Leader (MEDL) will be designated as the "Lead" for handling medical emergencies at ICP.

Personal Protective Equipment (PPE), commensurate with the task, will be worn when performing duties around camp. This includes tasks associated with vehicles, mechanized equipment, tool use, for sharpening, loading and un-loading trucks, and handling of fuel and fuel containers. PPE includes: 8" boots, hard hats, long sleeve shirt, approved safety glasses or goggles, and gloves, as required by the task to be completed.

For safety reasons, **no swimming** is allowed in rivers, lakes, or hot springs.

Smoking within the ICP is allowed only in designated smoking areas. No smoking is allowed in the sleeping areas, food unit, and shower area.

INSERT NAME OF IMT does not have a "Closed Camp" policy. **However**, we request that you represent the firefighters of this incident with honor, dignity, and professionalism while assigned to the incident, both when **ON DUTY and AFTER HOURS**. This includes the main ICP, all spike camps, and surrounding communities. Inappropriate behavior will not be tolerated.

ICP Situational Awareness: 10 mph speed limit in, and around ICP. Traffic may be designated "One Way" in various areas of the ICP-watch for road signs. Please park in designated areas, and not on the roads in the sleeping area. A mix of personnel, tents, and vehicles in sleeping areas is a deadly combination.

To promote personal hygiene, and the well being of personnel assigned to the incident, all persons must wash their hands before entering the meal lines, and after using the restroom facilities.

Refrain from keeping food, candy, and other sweets in tents/sleeping areas. Bears and small disease bearing mammals can be attracted to these items.

Appendix E: Safety Toolbox

WORK ENVIRONMENT/HUMAN RELATIONS

No illegal drugs or alcohol are permitted on this incident. Violators will be sent home immediately, and a letter will be sent to the home unit supervisor. This "ZERO TOLERANCE POLICY" is mandated by this Incident Management Team (IMT) and our host agency.

Horseplay is rough and rowdy play that does not contribute effectively to a productive and safe work or R&R environment. Horseplay can often lead to inappropriate behavior such as fighting or harassment. Employees engaged in horseplay that results in inappropriate behavior risk demob at the earliest opportunity with documentation of the behavior sent to the home unit.

ENVIRONMENTAL HAZARDS

The Safety Officer (SOF) in conjunction with the (C&GS) will develop a system sufficient to address the safety issues associated with the **INSERT NAME OF FIRE**. The following hazards and risks, associated with wildland fire, were identified during the Agency Administrator briefing and Team transition as significant local hazard potentials: **LIST HAZARDS BELOW-THE ONES NOW LISTED ARE EXAMPLES ONLY.**

- Extreme Fire Behavior, due to dry fuels, high temperatures, and low RH's
- Dehydration, and other heat related illness
- Mine Sites and HAZMA T
- Steep rocky terrain
- Driving on all highways and narrow dusty secondary roads within and surrounding the fire
- Public, commerce, and recreational users on Hwy 22, 89, etc.
- Long travel times to fireline, remote camps, and small communities
- Hazard trees
- Snakes and biting insects
- Livestock, including cattle on rangelands, horses, etc.
- Bears in and surrounding the fire area

ICP HAZARDS (REVISE LIST AS NEEDED)

- Extreme Temperatures
- Windy, Blowing Dust Conditions
- Disease transmission
- Trip/falls
- Wildlife
- Congestion-people and vehicles
- Unsanitary conditions

FIRE CAMP LOCATION

ICP/ Base Camp is located at **INSERT LOCATION OF CAMP.**

Appendix E: Safety Toolbox

ICP "RALLY POINTS"

ICP is generally set up in areas that will allow sufficient space for all resources to **"STAY IN PLACE"** in the event that the ICP is ever threatened by fire, flood, thunderstorms, other severe weather events, or man caused hazards. **However, in the event that a threat poses a hazard to the ICP,** personnel will be advised by the **Communications Unit** (Command and Logistics net, public address speaker system, word of mouth, etc.) to proceed to a pre-determined **"RALLY POINT"**.

- Unit leaders, or designates, will be responsible for personnel assigned to their respective function. This includes a head count at the designated "rally" point by each Section Chief following accountability of personnel.
- Once all personnel are accounted for, instructions will be provided directing personnel to stage at the rally point, return to or stay at the ICP, or evacuate to a different location.
- All ICP personnel will remain at the rally point until released by the IMT. To the extent possible, ICP personnel should group at the rally point by functional area to facilitate accountability.

The Logistics Section Chief (LSC) will designate an "on-site" rally point for all ICP resources. The "ON-SITE" RALLY POINT for this incident will be the same location used for the morning operations briefing unless changed by the IMT. The LSC will also designate an "off-site" rally point for all ICP resources. The "OFF -SITE" RALLY POINT for this incident will be **INSERT PHYSICAL LOCATION & DIRECTIONS, unless changed by the IMT. This site should preferably be upwind of the ICP.**

GLOSSARY

- **Threat:** Any internal or external hazard that endangers the health, safety, or ability of ICP personnel to perform their duties, e.g. burn-overs, micro-bursts, flooding, infectious diseases, HAZMAT spills, propane explosions, explosive treats, toxins, violent offenders, etc.
- **Rally point:** Pre-selected areas both on and off site where personnel can assemble to be briefed, share information, receive directions about necessary precautions to mitigate a threat, and/or be directed back to their work sites or an alternate safer location.
- **Evacuation Plan:** A pre-determined plan for temporarily or permanently evacuating some or all personnel from the ICP, due to the existence of an eminent or likely threat. Time constraints and a sense of urgency are characteristics of an evacuation. An evacuation will be treated as an "Incident within an Incident", and the Operations Section Chief (OSC) will designate an on-scene Incident Commander, i.e. the "Evacuation IC". The **"Evacuation IC"** reports directly to the OSC for the duration of the event.
- **Stay in Place Plan:** Depending on the nature and severity of the threat, and the ability of the IMT to mitigate risks to personnel from the threat, the IMT may deem that staying in place presents less risk to personnel than a whole scale evacuation. A Stay in Place action will be treated as an "Incident within an Incident", and an on-scene Incident Commander will be designated by the OSC, i.e. a **"Stay in Place IC"**. The **"Stay in Place IC"** will report directly to the OSC for the duration of the event.
- **Relocation Plan:** A controlled, planned move of the ICP because of a potential future threat to the ICP, or to facilitate more effective incident management. A relocation of the ICP is typically orchestrated by the LSC, and lacks the sense of urgency typical of an evacuation. A relocation of the ICP will not be managed as an "Incident within an Incident", unless requested by the LSC.

INSERT SIGNATURE

Incident Commander

INSERT DATE

Date

Appendix E: Safety Toolbox

Appendix A - ICP Evacuation Procedures

Appendix B - ICP "Stay in Place" Procedures

ICP EVACUATION PROCEDURES

GENERAL

The procedures outlined below will be in effect after a review of fire activity or other threat adjacent to or within the ICP which poses an immediate threat to the ICP. Immediately upon determining that said threat poses a risk to personnel, the IC will activate this plan. The LSC will contact local agency law enforcement and/or local law enforcement as needed, to ensure their support and assistance with the evacuation.

EVACUATION/RELOCATION AREA

The relocation area for all personnel evacuated from the ICP/ Base Camp area will be pre-determined in the early stages of the incident by the LSC as part of the risk management process, and coordinated with the C&G Staff, local law enforcement, and host unit. **THE RELOCATION AREA FOR THIS INCIDENT IS INSERT DIRECTIONS AND LOCATION.** Travel will be by convoy and supervised by Ground Support.

COMMAND STAFF

The Incident Commander (IC) will:

- Notify the Agency Administrator.
- Coordinate information flow with the designated Agency Representative.
- Oversee overall management of the incident.

The Safety Officer (SOF) will:

- Utilize the Risk Management Process (RMP) in conjunction with the Operations Section Chief (OSC) and the "Evacuation IC" to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned.
- Assist Command & General Staff (C&G) with the evacuation.
- Facilitate an "After Action Review".

The Public Information Officer (PIO) will:

- After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

ALL SECTION CHIEFS & UNIT LEADERS

- Identify personnel needing to travel prior to planned evacuation and relay to Ground Support and coordinate with the SOF.
- Package and pack essential materials needed for uninterrupted service to the incident.
- Account for all personnel by functional group before and after arrival at the relocation area.

OPERATIONS

- All Operations personnel will be self-sufficient during the evacuation effort. Personnel will remain mobile to meet the operational objectives, and to assist with the evacuation as needed. All personnel should be available to work without logistical support for two operational periods.

Appendix E: Safety Toolbox

- An Evacuation IC" by the OSC, and will supervise the evacuation and all suppression actions in and around the ICP. {S}he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The "Evacuation IC", SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the evacuation.
- If the threat is a potential burn-over, the OSC, SOF, and "Evacuation Ic" will determine if resources are adequate to protect part or the entire ICP infrastructure.
- The "Evacuation IC" will keep the OSC fully apprised of the status of the evacuation, and notify him/her when the evacuation is complete.

LOGISTICS SECTION

Unit leaders have outlined procedures to continue service for firefighting efforts. The following is a synopsis by unit.

- **Medical**
 - Maintain the ability to provide medical services to all personnel at the ICP and fireline.
- **Supply**
 - Camp crews will use busses/vans identified for transportation to the relocation site. Crew leaders must be briefed in advance on protocols to ensure safe and efficient egress.
- **Food**
 - MRE's and water will be distributed or cached for operations and support personnel to ensure firefighting efforts continue for up to 48 hours without any logistical support.
- **Ground Support**
 - Ground support personnel will aid personnel in need of transportation to the relocation facility. All ground support vehicles and drivers must be accounted for during and after evacuation and firefighting efforts.
- **Communications**
 - Communications will remain intact during relocation. Communications personnel will maintain service during the incident from a fixed or mobile unit. A tactical channel will be designated by the LSC as the "Evacuation Tactical Frequency". "Command" will be used as a back-up frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.

FINANCE

- Items identified to remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

PLANS

- Coordinate with Finance on removal of database.
- Coordinate with Ground Support on loading and removing documentation to designated area.

Appendix E: Safety Toolbox

Appendix B

ICP “STAY IN PLACE” PROCEDURES

GENERAL:

- The OSC will advise the IC that fire activity does not pose an immediate or unmanageable threat to the ICP.
- The IC will activate the Stay in Place plan.
- A "Stay in Place IC" will be designated by the OSC, and will supervise all suppression and support actions in and around the ICP. {S}he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The "Stay in Place IC" will ensure that appropriate and adequate internal and external ICP protection measures are in place. Mitigation measures may include thinning, caching of pumps and hoses, building fireline around the ICP, and/or partial evacuation of selected personnel and infrastructure from the ICP.
- All staff areas will provide assistance as needed to Logistics for protecting vital infrastructure in the ICP area.
- All fireline qualified personnel working in camp may be needed in a fire suppression role.
- Nomex, hardhats, and gloves (at a minimum) will be authorized by Logistics for distribution
- **A Tactical channel will be designated by the LSC, as the "stay in place tactical frequency".** "Command" will be used as a backup frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.
- All external announcements will be approved by the IC
- Each Section Chief shall complete a personnel accountability report.
- All personnel will be in full PPE during the Stay in Place event.
- All Command and General Staff personnel will identify their tent location in sleeping areas to Logistics for emergency recall.

COMMAND STAFF

The Incident Commander (IC) will:

- Notify the Agency Administrator.
- Coordinate information flow with the designated Agency Representative.
- Oversee overall management of the incident.

The Safety Officer (SOF) will:

- Utilize the Risk Management Process (RMP) in conjunction with the Operations Section Chief (OSC) and the "Stay in Place IC" to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned.
- Assist Command & General Staff (C&G) with the Stay in Place event.
- Facilitate an "After Action Review".

The Public Information Officer (PIO) will:

- After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

Appendix E: Safety Toolbox

ALL SECTION CHIEFS & UNIT LEADERS

- Maintain accountability of all personnel until the threat is declared over by the IC

OPERATIONS

- All Operations personnel will be self-sufficient during the Stay in Place effort. Personnel will remain mobile to meet the operational objectives, and to assist as needed. All personnel should be available to work without logistical support for two operational periods.
- The "Stay in Place IC", SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the Stay in Place event.
- The OSC and "Stay in Place IC" will determine what resources are needed to implement the Stay in Place plan.
- The "Stay in Place IC" will keep the OSC fully updated on the status of the event, and recommend to the OSC when it can be terminated.

LOGISTICS

- Move tents and other portable equipment to a central location that will not impede ingress/egress of engines and other fire suppression equipment.
- Alert individuals during morning/evening briefings that it may be necessary to relocate tents before leaving ICP.
- Consolidate outlying facilities i.e. ground support, fueling, etc. in a designated area.
- Ensure basic functions such as ground support, medical, and the caterer are functional during episode.
- Designate personnel to protect or cover dumpsters, shower bladders, caterer infrastructure, etc. so that operations can continue during and following the Stay in Place event.
- Turn off air conditioning to buildings and remove propane heaters from yurts.
- Pre-position fire extinguishers near yurts, office tents and trailers.
- Move vehicles to a pre-determined area prior to the onset of the event. This includes leaving keys in vehicles during the Stay in Place scenario.
- Supply unit will consolidate flammables, LPG tanks, fusees, and other potential HAZMAT. Cover above mentioned materials with fire shelters or wrap, and clearly sign as such. Supply unit will contact Operations when mission is completed.
- Supply and Communications Units need to be capable of staying operational during a "Stay in Place" event.
- Ground Support will identify a vehicle and driver to assist Planning Section to carry sensitive documents, database, etc. to a designated area.
- Camp crews will fill a sufficient number of portable back pack pumps, and with direction from the "Stay in Place IC", position pumps in strategic locations. Consider flagging these locations with readily identifiable color of flagging.
- Consider using sprinklers to cover some sensitive areas of camp, such as water storage bladders, caterer's tents and general area, and the LPG storage area.

Appendix E: Safety Toolbox

FINANCE

- Identify items to potentially remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

PLANS

- Coordinate with Finance on potential removal of database.
- Coordinate with Ground Support on potential loading and removal of documentation to designated area.