

Southern & Western Wyoming Type 3 IMT Management Plan

2016



Teton Interagency Dispatch Center – Operations Group Chair

5.11.2016

Date



Rawlins Interagency Dispatch Center – Operations Group Chair

5/5/2016

Date

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APPENDICES

APPENDIX A Incident Management Team Organization

Objectives:

The intent of this plan is to provide information and guidelines to assist in Type 3 incident management. It is not extensive or all encompassing, but rather a synopsis to be referenced and updated as needed. The Southern & Western Wyoming Type 3 Incident Management Team (IMT) Management Plan will be reviewed annually and approved by the respective Operations Group Chairs of both the Teton and Rawlins Interagency Dispatch Centers. The two chairs will act collectively as management oversight for the respective agency administrators. If needed, decisions regarding team assignments will be made by the chairs after consulting unit Duty Officers.

The Southern & Western WY Type 3 IMTs are intended to provide Agency Administrators a pool of organized, highly skilled and qualified personnel to respond to emergency incidents within the dispatch center areas of both the Teton and Rawlins interagency dispatch centers. Consideration may be given to out of area team assignments, however, the primary intent of these teams are to be a local resource. The teams can be utilized to manage wildland fire incidents within the areas. The teams *may be* available for other “all-risk/all-hazard” incidents dependent upon jurisdiction and funding issues. Firefighter and public safety must be the first priority.

Participation on the teams is open to all individuals associated with units currently served by the two dispatch centers. Participation is dependent upon prerequisite experience guidelines detailed later in the plan. These units include:

US Forest Service*

Bridger Teton National Forest

Bureau of Land Management – WY*

High Desert District

Kemmerer, Pinedale, Rawlins, and Rock

Springs Field Offices

National Park Service*

Grand Teton National Park

Fossil Butte National Monument

Wyoming Counties*

Albany

Carbon

Laramie

Lincoln

Sublette

Sweetwater

Teton

Uinta

US Fish & Wildlife Service*

Bamforth

Cokeville Meadows

Hutton & Mortenson Lakes

National Elk Refuge

Pathfinder Refuge

Seedskaadee Refuge

Wyoming State Forestry*

District 2

District 4

Cheyenne Headquarters

*Each unit/agency denoted above by an asterisk will have representation on the Type 3 IMT Oversight Group. The Oversight Group will select Incident Commanders, work with selected ICs to develop team rosters, and annually review team governance documents (Management Plan, Operations Guide, etc.). Additionally this Oversight Group is responsible to determine if IMTs will be made available beyond the primary response area based on local conditions and needs.

Team Guidelines:

1. Responders within the dispatch area are committed to making the safety of firefighters and the public the top priority on any incident.

2. All team members will meet established qualifications, and their agency specific fire qualifications if more restrictive. Home agencies are responsible for screening candidates for team positions to ensure qualifications are met. Appendix A identifies IMT positions and prerequisite qualifications. This table follows the minimum standards as identified in the Interagency Standards for Fire and Fire Aviation Operations, 2016. The Oct.2015 edition of the Wildland Fire Qualification System Guide identified and established formal qualifications for all general staff positions for the Type 3 level. Participating agencies will strive to reach those qualifications with IMT members (OPS3, LSC3, PSC3, and FSC3), however the minimum standards listed in appendix A of this plan remain our standard.
3. The Incident Commander (IC) will be responsible for following standard operating procedures as outlined in each agency's policy manual.
4. Primary/Shared team members will be expected to make a commitment to their assignment on the IMT with an objective of being available during scheduled team rotations.
5. ICs will provide performance evaluations for team members and ensure trainee assignments are documented properly in position taskbooks.
6. Teams will rotate on a 2-week "on-call" period. Team members are responsible to inform the IC if they are unavailable for any team commitment. Team members who are unavailable are expected to identify a replacement team member for their missed commitment.
7. Teams will not "move forward" to cover the remainder of an on-call period once an IMT is mobilized.
8. An IMT Operations Guide will be developed and reviewed annually to include:
 - a. SOP's developed by the local interagency community and adjusted to reflect Lessons Learned through IMT deployment
 - b. Team rosters and annual call-out periods
 - c. Guidelines for incident pre-orders;
 - i. Supply pre-order
 - ii. Available command/commo, supply trailers, trailer inventories and dispatch locations
 - iii. Helibase working equipment order

Mobilization:

1. ICs are responsible to complete rosters with contact information, including any substitutions on the Friday dispatch call prior to the start of their "on-call" period.
IMT members will be qualified in ROSS for the position they will fill on a team mobilization. IMT members filling positions with no identified minimum qualification should have a related unit position or trainee position in ROSS or a task book initiated in that section.
2. Rawlins and Teton Dispatch Centers will coordinate throughout the season sharing team rosters, on-call and team mobilization status, and ensuring timely dispatch of team resources.
3. On rare occasions teams may be made available outside of area based on local need and approval by the Oversight group. If this is done through the Great Basin, the mobilization process will follow GBCG standards.
4. The Type 3 teams will be mobilized by Teton Interagency Dispatch Center for consistent management of IMT rosters and point of contact. The teams are a resource available to both Teton and Rawlins Dispatch Zones and will be mobilized within those units as needed under existing neighborhood agreements. The ordering unit will specify the mobilization point, arrangements for briefing the IC, and any transportation requirements at the time of the order. Team personnel will be self sufficient for a minimum of 3 days.
5. The agency administrator orders an IMT when the requirements of managing the incident exceed the capabilities of the local unit. Current incident complexity guidelines will be used to order the appropriate level of incident management organization. The T3 IMT will be ordered as a core team (see Appendix A) with additional positions negotiated between the agency administrator and the IC. The IMT Logs chief will place an initial order with the host dispatch center once the team has been ordered.

6. A briefing will be scheduled between the ordering unit (Agency Administrator) and the IC. Preferably, all team members, dispatch, and the cache would be present for an initial briefing; however the incident situation will determine this. This briefing should address specific instructions, timeframes, and incident objectives through a Delegation of Authority.

Agency Administrator's (AA) Responsibilities to the Type 3 Team:

1. Conduct a well organized thorough briefing with incoming Type 3 IMT. Define roles, objectives, priorities and complexity issues related to the management of the incident.
2. Complete and approve a Delegation of Authority (DA). Within the delegation the AA will assign the following personnel:
 - a. Resource Advisor
 - b. A local finance contact
 - c. Public Information Officer or media point of contact from host unit
 - d. Agency Representative, (if not themselves)
 - e. A purchasing person
3. Conduct a close-out meeting with the IMT and provide a team performance evaluation to the IC before the release of the team.

Type 3 Teams Responsibilities to the Agency Administrator:

1. Adhere to established interagency safety guidelines, as well as following specific agency policy in safety management on any incident.
2. Follow the Delegation of Authority and agency administrator guidance in managing the incident.
3. Clearly communicate IMT capacity and qualifications/experience level of team members. Additional assistance is likely to be needed from the host unit in several areas, ie Finance. This is especially true when IMTs are mobilized outside of the Teton/Rawlins dispatch zones.

Demobilization:

1. The IC will approve the demobilization procedures. Emphasis should be placed on identifying resource needs well in advance and releasing unneeded resources in a timely manner.
2. The IC is responsible for completion of a transition plan and for sharing it with the incoming team or host unit, and the host dispatch center.
3. The team will be demobilized as a unit unless special circumstances exist.
4. Demobilization of resources will be coordinated between the Plans Section Chief and the host unit dispatch center.
5. The IC will conduct a team AAR, and will close out with the host agency(s) to include "lessons learned" from their AAR.
6. The IC will provide a documentation packet according to national standard (see operations guide) and agency(s) requirements

Appendix A

Incident Management Team Organization and IQCS Requirements

TYPE 3 INCIDENT MANAGEMENT TEAM – CORE CONFIGURATION	
FUNCTIONAL POSITION	MINIMUM NWCG QUALIFICATION
Incident Commander	Incident Commander Type 3 (ICT3)
Safety	Line Safety Officer (SOFR)
Operations	Task Force Leader (TFLD)
Division	Single Resource Boss - Operational qualifications must be commensurate with resources assigned (i.e. more than one resource assigned requires a higher level of qualification)
Plans	None, I Suite experience (<i>RESL or SITL target</i>)
Logistics	None (<i>BCMG target</i>)
Finance	None, I-Suite experience (<i>TIME or COST target</i>)
Information	PIOF, trainee acceptable (completion of S-203)

In order to support these core positions, multiple personnel are likely to be mobilized in the Division position as well as the Plans, Logistics, and Finance functions. Additional positions may be filled upon mobilization of the IMT. Additional positions to be negotiated at time of mobilization between the agency administrator and the IC.

Additional Positions to Consider – these can be filled and attached to the team or in some cases filled by the local unit to provide that service to the incident (posting time, incident mapping, etc.):

C&GS/Other	Ops	Plans	Logs	Finance
READ	FIRB	FOBS/FEMO	MEDL/EMTF	PTRC
AREP	FALB/C	GIST	DRIV	
LEO		Fire Behavior		
	Air Ops			
	HEB2			