

KOOTENAI NATIONAL FOREST
MONTANA D.N.R.C. LIBBY UNIT

TYPE 3 INCIDENT
OPERATING GUIDE

2019



05/01/2019

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Introduction:

Type 3 and/or Extended Attack incidents can be managed as a more complex initial attack action where on-going tactical operations will achieve control objectives; or as a transition period between initial attack (IA) and larger fire management team or organization. In either case, as an incident becomes more complex the need for an increased level of planning, oversight, and depth in the incident management organization is necessary. Specific ICS organizational and hazard mitigation issues must be addressed to support on-going operations in order to maintain a proactive management approach.

The purpose of this document is to provide a framework for the safe and effective transition from initial attack to extended attack and/or to larger fire management team or organization.

This guide will be reviewed and updated annually by the Kootenai Interagency Dispatch Center (KDC) and the Fire Operations Committee.

Objectives:

1. Provide for the efficient and rapid deployment of an effective incident management organization capable of managing an extended attack or Type 3 fire.
2. Outline procedures to assemble an appropriate incident management organization, which will support the fire unit when a fire transitions from initial attack to extended attack fire.
3. Provide operating guidelines and procedures to mobilize personnel for an extended attack or Type 3 incident.

Guidelines:

A complexity analysis will be completed and monitored for every fire by the IC and reviewed by the district Duty Officer. For type 1, 2 and 3 incidents an organizational needs assessment needs to be completed in WFDSS.

In addition to the required complexity analysis, the following items indicate the need to consider transitioning the management of the fire to a Type 3 Team:

- Attempts to complete an IA incident with normal tactics are unsuccessful.
- Current and/or predicted resource availability will not achieve tactical objectives.
- Three or more aircraft are required to meet tactical objectives.
- The fire has escaped and a Type 2 or Type 1 Team has been ordered.
- The fire is being turned back to a unit by a Type 1 or Type 2 Team and complexity analysis indicates that a Type 3 organization is appropriate.
- Current or expected burning conditions indicate potential for extreme fire behavior.

- The number of personnel assigned to, or ordered for the incident exceeds 40.
- The span of control for a Type 4 Incident Commander (IC) exceeds a ratio of 1 to 5.
- The fire exceeds 10 acres and has potential for increased growth.
- Multiple fire starts in the same area with poor access and or shortage of resources

Mobilization during core season (Mid July through Mid-September 2019):

The Type 3 Incident Management Team (IMT) will be available and ready to mobilize within 2 hours during the core fire season (mid July - mid September). Each district/unit will commit to providing personnel to fill IMT positions. The ICS positions to be filled will depend on predetermined availability from each district/unit. Each district/unit will commit to filling the position for one week. A rotation will be set to identify each district/unit's commitment to the IMT. If the fire season warrants it, additional weeks will be added to either end of the core fire season.

Type 3 IMT mobilizations will be limited to the Kootenai N.F. and Libby Unit areas of responsibility. The opportunity to utilize trainees is strongly encouraged. Unless otherwise agreed upon by the Type 3 IC and the requesting unit, when mobilizing the Type 3 IMT, the six core team positions will be filled (IC, Operations, Plans, Logistics, Finance, Safety Officer). If available and approved by the requesting unit, trainee positions may accompany the team

Trainee priority will be negotiated by host unit and the other partners associated with this guide. When possible trainees will be posted on the roster on the resource status page.

Starting mid-July (exact week will be determined by FMO group), each Monday at 0001 will begin the 1-week commitment to the IMT. District Duty Officers are responsible to either email or phone in the name of the person filling their position of responsibility for that week's rotation to KDC, by that previous Friday. The names of the individuals making up the next weeks ICT3 team will be posted by KDC the following Saturday morning. The District Duty Officer is responsible for ensuring that their weekly team position can be filled.

If a position(s) within the Type 3 IMT cannot be filled by the pre-determined district, and a replacement cannot be found from the pool members list, a resource order will be placed to fill the vacant position(s) from outside the local area once the team is requested.

Requests for the Type 3 IMT will be made through KDC. The team will be mobilized by KDC. Once an order for the IMT is placed with KDC, KDC will contact the District/Unit Duty Officers responsible for providing IMT members. All necessary assignment information will be passed on to the IMT members by their respective Duty Officers. IMT members and/or the Duty Officer will notify KDC of their departure time and travel plans. This information will be used to complete resource orders while the IMT member is responding to the incident. The completed resource order is not required for the resource to mobilize. They will respond to the incident similar to an initial attack fire.

The requesting unit will specify the mobilization point, arrangements for briefing the IMT, and transportation requirements at the time of the order. A briefing will be scheduled between the requesting unit's Line Officer and/or Duty Officer and the IMT. This briefing should address specific instructions, time frames, and incident objectives, including purchasing procedures and Expanded Dispatch.

Mobilization outside of core season:

Teams will be assembled as needed from a roster maintained by KDC. When possible, the team members will come from the unit with the incident.

Organization/Qualifications:

Position	Minimum Qualifications
*Incident Commander	Incident Commander Type 3
Incident Commander Trainee	Meets all pre-requisites and has been assigned a position task book.
*Operations	Task Force Leader <i>Consider DIVS</i>
***Division	Single Resource Boss <i>Consider Strike Team or TFLD</i>
*Plans	No Minimum qualification <i>Consider SCKN, RESL</i>
*Logistics	No Minimum qualification <i>Consider SPUL, FACL, GSUL, ORDM, BCMG</i>
*Finance	No Minimum qualification <i>Consider COST, PTRC or EQTR</i>
*Safety	SOFR
Safety Trainee	Meets all pre-requisites and has been assigned a position task book.
**Air operations	Consider (ASGS, HEB1or2, HECM)
Information	No minimum/provided by home unit <i>Consider PIOF</i>

* Denotes the core team positions.

** Air operations position should be considered when dealing with multiple aircraft. The exact position needed will be situational dependent and determined by IC.

***Operational qualification must be commensurate with resources assigned (i.e. more than one resource assigned requires a higher level of qualification).

Roles and Responsibilities

Incident Commander

Incident Commanders (ICs) are responsible for all coordination with Agency Representatives, and ensuring Agency objectives and strategies are implemented. The IC(s) are responsible to the Agency Line Officer or Agency Administrator. The IC(s) should contact, delegate and clarify assignments to other team members and personnel. The IC(s) are responsible to ensure a smooth transition if a Type 1 or Type 2 Team is ordered. The IC(s) are responsible for seeing that other team members do not exceed a formal span of control. The IC(s) should monitor other positions and make recommendations in to fill additional positions, if needed. Incident Commander Trainees will be assigned whenever possible.

Operations

Operations Chiefs report directly to the IC(s) and are responsible for the management of all operations in relation to the incident objectives. They are responsible for managing span of control and initiating orders for additional operational resources as needed.

Plans

This position is responsible for the collection, evaluation, distribution, and use of information about the development of the incident. They are also responsible for the status of resources and demobilization of the incident. The Plans position supervises preparation of the Incident Action Plan, conducts planning meetings, and checks in resources.

Finance

This position is responsible for posting personnel and equipment time, commissary, and providing cost analysis for the incident. elsuite will be utilized. If resource is a current purchase card holder, may also purchase. Reference the Interagency Incident Business Management Handbook for clarification on filling out reports.

Logistics

This position is responsible for providing facilities, services, and materials in support of the incident. This may include setting up the base camp along with arrangement of food, water, sanitation, sleeping areas, and a first-aid unit. Ordering of resources, accountability of property items and equipment, providing transportation, communications, and security are major functions of this position. It is critical that a workable span of control be established and lower level positions be filled early, preferably with personnel already on the fire. They must work closely with the IC(s), Operations, Plans, and KDC in consolidating/coordinating orders.

Safety

The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

Air Operations

This position is responsible for air operations portion of the Incident Action Plan, for implementing its strategic aspects, and for providing logistical support to aircraft operating on the incident.

Information Officer

The Information Officer will work directly with the IC and is responsible for the formulation and release of information about the incident to the news media, local communities, incident personnel, other appropriate agencies and organizations, and for the management of any information officers assigned to the incident.

Team Coordinator – Responsibilities KDC

- 1) Coordinates implementation of the Type 3 Incident Operating Guide.
- 2) Distributes Type 3 nomination forms to interested parties (including ADs and EFFs) and organizes responses.
- 3) Works with District duty officers to select and notify team members and to find replacement team members should any vacancies occur.
- 4) Annually reviews the team plan with the Operations Committee and makes administrative updates.
- 5) Forwards and disseminates team related information to team members and interested parties concerning meetings, safety items, workshops, etc.
- 6) Serves as the primary contact for IC(s), team members, and duty officers for questions related to the Type 3 Plan.
- 7) Keeps the IC(s) and Duty Officers informed of team member replacement needs occurring during the rotation period.

Requesting Unit

The requesting unit, through the Agency Administrator or duty officer will order the Type 3 Incident Management Team through Kootenai Interagency Dispatch Center.

When a Type 3 Team has been ordered, the requesting unit will:

1. Complete a complexity analysis to verify that the ordered incident management organization is appropriate for the current and expected complexity of the incident. Verify/re-assess complexity analysis.
2. Through the units Line Officer and/or Duty Officer conduct a briefing with the incoming Type 3 IC and personnel.
3. Provide the team with a list of resources on the fire, maps of the fire and fire area, including roads, water sources, improvements, known hazards and sensitive resources.
4. Provide information describing current and expected fire behavior on the incident.
5. Provide the Type 3 IC with written incident objectives and a Delegation of Authority (if needed).
6. Agree on the time of transition between local initial attack forces and the Type 3 Team.
7. During the execution of this responsibility, the Initial Attack IC, as representative of the unit must ensure that any personnel and resources assigned during initial attack that will be transferred to the Type 3 organization are contacted and made aware of the transition of management authority, and the Type 3 Operations Section Chief must be aware of these resources, their locations, and their status.

Kootenai Interagency Dispatch Center

The Kootenai Interagency Dispatch Center will:

- Assemble ICS position candidate pools and supply to the district/unit.
- Develop 9 week Type 3 rotation schedule.
- Provide a Team Coordinator to assist with planning and coordination.

Type 3 Incident Management Team

The Type 3 Team members will:

- Promptly report to the incident scene or designated briefing location with appropriate equipment and notify KDC of their arrival.
- Assume management responsibility for implementation of incident objectives as agreed to with the requesting unit.
- Continually monitor progress made toward objectives and incident complexity, and advise the requesting unit agency administrator or representative of any changes.
- Carry out duties and assume responsibilities as described in the Fireline Handbook. Chapter 3 pages 113-118.

Demobilization

The team will demobilize as a unit unless special circumstances exist. The agency administrator or line officer will make the determination for the release of the Type 3 Team. The IC will approve any special demobilization. Emphasis should be placed on identifying resource needs well in advance and releasing unneeded resources in a timely manner.

Transition to either a Type 2 or Type 1 Team, or back to the requesting agency, should be well coordinated and may require the team to remain on the incident for an additional shift. The demobilization plan will include a complete list of all items and resources that will be remaining on the fire at the time of transition.

Appendix A: KNF/Libby Unit Type 3 Rotation

	IC	OPS	SOF	Plans	LOGS	Finance
Week 1	LU	D5	NE	D4	D7	SO
Week 2	D7	LU	D5	NE	D4	SO
Week 3	D4	D7	LU	D5	NE	SO
Week 4	NE	D4	D7	LU	D5	SO
Week 5	D5	NE	D4	D7	LU	SO
Week 6	LU	D5	NE	D4	D7	SO
Week 7	D7	LU	D5	NE	D4	SO
Week 8	D4	D7	LU	D5	NE	SO
Week 9	NE	D4	D7	LU	D5	SO

- The SO will provide members as available to aid in filling the IMT.
- Districts should attempt to fill the finance position locally first. If unable to fill contact the SO.

Appendix C: Incident Action Plan:

1. ICS 201 -- Incident Briefing map, organizational chart, resource status, and summary of current actions.
2. ICS 202 – Incident Objectives
3. ICS 203 – Organization Assignment List
4. ICS 204 – Division Assignment List
5. ICS 205 – Incident Communication Plan
6. ICS 206 – Medical Plan
7. ICS 214 – Unit Log
8. ICS 215A – Incident Action Plan Safety Analysis
9. ICS 220 – Air Operations Summary

These forms along with an initial IAP are available through elsuite and on a thumb drive located in the Type 3 Planning Section Kit.

Appendix D: Pre Order List:

RESOURCE ORDER		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER			4. OFFICE REFERENCE NUMBER		
Cache Supply											
12. Request Number	Ordered Date/Time	QTY	RESOURCE REQUESTED	Needed	Deliver To	Time	Agency ID	RESOURCE ASSIGNED	RELEASED		
				Date/Time					Date	To	
		1 EA	0589, Driver, Fence Post		ICP						
		2 EA	0970, Fence, Security		ICP						
		20 EA	0609, Post, T		ICP						
		1 KT	1835, First Aid Station, 100+ person		ICP						
		1 KT	1617, First Aid Station, Litter (Unit 4)		ICP						
		1 KT	0650, Evacuation, SKED KIT		ICP						
		6 KT	0870, Mark III Pump		ICP						
		12 Gal	1880, Bar Oil		ICP						
		12 EA	0606, Can 5 gal, DOT/OSHA gas can		ICP						
		96 EA	3444, Oil, 2-cycle, 2.6 oz.		ICP						
		60 LG	1239, Hose, 1 1/2" synthetic hose		ICP						
		30 LG	1238, Hose, 1", synthetic hose		ICP						
		50 EA	0231, Wye, gated 1 1/2"		ICP						

RESOURCE ORDER		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER			4. OFFICE REFERENCE NUMBER		
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Cache Supply

12. Request Number	Ordered Date/Time	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	Time	Agency ID	RESOURCE ASSIGNED	RELEASED	
									Date	To
		100 EA	0272, Wye, gate, 3/4"		ICP					
		30 EA	0259, Wye, gated 1"		ICP					
		50 EA	0010, Reducer, 1 1/2" to 1"		ICP					
		40 EA	0024, Nozzles, 1" Forester or Twin Tip		ICP					
		120 LG	1016, Hose, 3/4", Garden		ICP					
		60 EA	0738, Valves, 3/4" Shutoff		ICP					
		80 EA	0136, Nozzles, 3/4"		ICP					
		60 EA	0733, Reducers, 1" to 3/4"		ICP					
		12 EA	1149, Pump, Backpack		ICP					
		2 EA	0688, Tank, Collapsible, 1800 gal.		ICP					
		1 EA	0568, Tank, Collapsible, 3000 gal.		ICP					
		4 EA	0437, Blivets, Sling able, Water, 55 gal.		ICP					
		6 PL	1145, Foam, Class A, 5 gal.		ICP					

RESOURCE ORDER	2. INCIDENT/PROJECT NAME	3. INCIDENT/PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

Cache Supply

12. Request Number	Ordered Date/ Time	QTY	RESOURCE REQUESTED	Needed	Deliver	Time	Agency ID	RESOURCE ASSIGNED	RELEASED	
				Date/Time	To				Date	To
		10 EA	0241, Torch, Drip		ICP					
		4 KT	0340, Chain Saw Kit		ICP					
		6 EA	0526, Swivels		ICP					
		6 EA	0531, Net, Cargo, (3000 lbs.)		ICP					
		2 EA	0795, Net, Cargo, Lightweight		ICP					
		6 EA	0528, Lead Lines, 99 (3000 lbs.)		ICP					
		12 EA	0557, Chest, Ice, 40-80 qt. size		ICP					
		6 EA	1055, Can, Garbage		ICP					
		6 EA	0078, Chaps, Summer 36"		ICP					
		240 PK	0030, Battery, AA		ICP					
		8 BX	0021, Bag, Garbage, Liner, 33 gal.		ICP					
		36 RO	0222, Tape, Fiber		ICP					
		400 EA	0206, Washcloth, Waterless		ICP					

RESOURCE ORDER	2. INCIDENT/PROJECT NAME	3. INCIDENT/PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

Cache Supply

12. Request Number	Ordered Date/ Time	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	Time	Agency ID	RESOURCE ASSIGNED	RELEASED	
									Date	To
		2 EA	1172, Cord, Extension, 100 ft.		ICP					
		5 EA	Surge protector		ICP					
		10 EA	0146, Pulaski with plastic sheeth		ICP					
		10 EA	0171, Shovel with plastic sheeth		ICP					
		10 EA	1180, Combination shovel and grub hoe		ICP					
		10 EA	0128, Bag, Sleeping Cold weather 35" x 81"		ICP					
		2 BX	1027, Earplugs, Foam disposable		ICP					
		4 PR	1294, Gloves, Leather Small, Forest Worker		ICP					
		4 PR	001295, Leather Medium, Forest Worker		ICP					
		4 PR	001296, Leather Large, Forest Worker		ICP					
		5 EA	0667, Headlamps		ICP					
		10 BX	1842, Food, Meals Ready to Eat (MRE's)		ICP					
		2 SL	0533, Cord, Nylon (P cord)		ICP					

RESOURCE ORDER

2. INCIDENT/PROJECT NAME

3. INCIDENT/PROJECT ORDER NUMBER

4. OFFICE REFERENCE NUMBER

Cache Supply

12. Request Number	Ordered Date/ Time	Q T Y	RESOURCE REQUESTED	Needed	Deliver To	Time	Agency ID	RESOURCE ASSIGNED	RELEASED	
				Date/Time					Date	To
		6 EA	0741, Container, Fuel oil, 2 compartment		ICP					
		200 EA	0037, Canteen, 1 Qt, Plastic w/o cover		ICP					
		1B X	0048, Container, 5 gallon, Plastic collapsible		ICP					
		1 RO	0144, Sheeting, Plastic black 20' x 100'		ICP					
		6 RO	0534, Flagging, Perimeter, Multi colored Pennants, 100 ft		ICP					