**ELDORADO NATIONAL FOREST**

**TYPE 3 INCIDENT MANAGEMENT ORGANIZATION**

**OPERATIONS GUIDELINES**

**MARCH 2014**

**MISSION**

The Eldorado National Forest’s Type 3 Incident Management Organization’s primary mission is to provide a safe, professional, and cost efficient organization for management of wildland fire incidents.

This plan pre-establishes a Type 3 organization which will be filled with qualified personnel when a need has been determined. Once assembled, the Type 3 organization will function as a team to manage the incident to which they are assigned.

**TYPE 3 INCIDENT COMMAND**

When an incident has been identified as needing a Type3 Incident Management Organization, a qualified Type 3 Incident Commander (ICT3) will be identified. The ICT3 and fire management will specify which positions will be filled for the incident depending on complexity level. Complexity level will be determined by utilizing the Incident Response Pocket Guide (IRPG), Interagency Standards for Fire and Fire Aviation Operations (Red Book), or other resources.

The Eldorado National Forest Type 3 Incident Management Organization will be configured in accordance with the minimum qualifications as stated in the Specific 310-1 or Equivalent Standards Required to Perform ICS Functions at Type 3 Level; outlined in Chapter 11, Interagency Standards for Fire and Fire Aviation Operations.

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| Type 3 Functional  Responsibility | Minimum Qualification Requirements |
| Incident Commander (1) | Incident Commander Type 3 (ICT3) |
| Safety (1) | Line Safety Officer (SOFR) |
| Operations (1) | Task Force Leader (TFLD) |
| Division/Group Supervisor (2) | Single Resource Boss – Operational qualification must  Be commensurate with resources assigned (i.e. more  Than one resource assigned requires a higher level of  Qualification) |
| Plans (1) | Local entities can establish level of skill to perform function. |
| Logistics (1) | Local entities can establish level of skill to perform function. |
| Information (1) | Local entities can establish level of skill to perform function. |
| Finance (1) | Local entities can establish level of skill to perform function. |

Upon assuming management responsibility for the incident, the Incident Commander may request additional position for the Type 3 Organization, with concurrence of the Agency Administrator (i.e. GIS, Archeologist, Resource Advisors, Wildland Fire Investigators…).

**AGENCY ADMINISTRATOR**

Agency Administrators /Line Officers and Fire Management/Chief Officers, or their acting, are responsible for management oversight of all incidents. They are expected to continually monitor incident complexity to ensure an appropriate incident management organization is assigned. Monitoring responsibilities also include oversight of firefighter and public safety, cost effectiveness, use of appropriate strategy, and effectiveness of tactics.

**INCIDENT COMMANDER**

Incident Commanders (IC) should conduct safe, cost-effective suppression efforts considering the values-at-risk and current fire danger trends. Type 3 Incident Commanders (ICT3) will be qualified according to the 310-1 with any additional requirements as stated in the FS Fire and Aviation Qualification Guide (FSFAQG). When ICT3s are required to manage an incident they must not have concurrent responsibilities that are not associated with the incident and they must not concurrently perform single resource boss duties.

**INCIDENT ACTION PLAN**

When a written Incident Action Plan is required, suggested components may include:

* Objectives (ICS-202)
* Organization (ICS-203)
* Weather Forecast
* Fire Behavior Forecast/Briefing
* Division Assignments (ICS-204)
* Air Operations Summary (ICS-220)
* Safety Message
* Medical Plan (ICS-206)
* Communications Plan (ICS-205)
* Incident Map

**INCIDENT STATUS REPORTING**

The Incident Status Summary (ICS-209), submitted to the Geographic Area Coordination Center (GACC), is used to report large wildland fires and any other significant events on lands under federal protection or federal ownership. If the plans specialist has yet to be activated the responsibility will fall upon on the IC for incident reporting. Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or larger in grass fuel types. A report should be submitted daily until the incident is contained. The Agency Administrator may require additional reporting times. Refer to local and GACC guidance for additional reporting requirements.

**WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)**

WFDSS will be used for decision support documentation for all fires that escape initial attack or exceed initial response. These incidents will have a Published Decision within WFDSS. An initial decision should be published within 24 hours after the determination that a published decision is needed, or within 24 hours of requesting an incident management team. WFDSS approval requirements will be at the District Ranger level with oversight by the Forest Supervisor. Authority may be delegated to the next level provided that the line officer at the next level meets Line Officer wildfire response certification requirements.

Considerations for determining that a decision is needed include:

* The fire has not been contained by initial attack resources dispatched to the fire.
* The fire will not have been contained within the initial attack management objectives established.
* The incident objectives include both protection and resource benefits elements consistent with land management planning documents.
* The fire affects or is likely to affect more than one agency or more than one administrative unit within a single agency
* The fire is burning into or expected to burn into wildland-urban interface.
* Significant safety or other concerns such as air quality are present or anticipated.
* The relative risk assessment indicates the need for additional evaluation and development of best management practices for achieving land and resource objectives.
* The criteria for Flame Act funding are anticipated to be met and documentation will be needed.

**TRAINEES**

Use of trainees is encouraged. On wildland fire incidents, trainees may supervise trainees. However, when assigning trainees to positions where critical line-safety decisions are affected, trainees must be directly supervised by a fully qualified individual. For example:

* A Division Group Supervisor (DIVS) trainee may not work directly for an Operations Section Chief without additional field supervision. The potential for high hazard work with high risk outcomes call for a fully qualified DIVS to be assigned supervision of the DIVS trainee.
* A Supply Unit Leader (SPUL) trainee may supervise a Receiving/Distribution Manager (RCDM) trainee. In this case, supervision may be successfully provided in a lower hazard environment with appropriate risk mitigation.

Refer to *NWCG Memorandum #018-2010 Assignment of Trainees to Incident Positions (April 8, 2010)*

**DOCUMENTATION**

A fire documentation package will be prepared by the Plans Specialist. This may involve organizing and turning over materials to the incoming Incident Management Team (IMT 1 or 2), or preparing the entire Final package for the incident. Once the completed fire documentation package is assembled, it will reside with the District Fire Management Officer (i.e. Division Chief-DFMO) for records retention. The package will consist of: (at a minimum)

* Copies of all IAP’s and planning documents.
* Maps, GIS data of fire, fire progression, divisions, control lines, and other related items.
* Copies of all resource orders, including supply orders.
* Copies of all personnel and equipment times.
* Copies of all accident investigations.
* Documentation of all claims, injuries, etc.
* All unit logs (ICS 214).
* Copies of press releases, meeting notes, etc.
* Copy of evacuation/law enforcement plans.
* Cost reports.
* Any other relevant documents.

**AFTER ACTION REVIEW**

An after action review should be held within one week of the IMT disassembling. All members of the IMT will attend, as well as any others the Incident Commander deems as necessary.

**DUTIES AND RESPONSIBILITIES**

**Forest Duty Officer**

* Notify Forest Supervisor or acting ASAP. Provide as much detail as possible, and update periodically.
* Proceed to CICC to provide oversight on ordering additional resources and arranging for cover resources.
* Maintain communications with CAL FIRE Duty Chief on sharing resources.
* Monitor the incident closely. Fill Type 3 overhead and technical specialists as needed. Work with CAL FIRE Duty Chief.
* Assist ICT3 with Complexity Analysis. Notify District Ranger and Forest Supervisor ASAP if the Type 3 organization will remain in place, or a Type 1 or Type 2 Team will be ordered. Order the Team ASAP and specify a transition time, and place.
* If a Type 3 organization is selected, but containment is not expected for an extended amount of time, provide input to complete a basic WFDSS with the appropriate specialists.
* Consider staffing expanded dispatch.

**If a Type 1 or 2 Team is ordered:**

* Contact Forest Supervisor to order the Line Officer Team mentor for him/herself, and a coach for the Ranger.
* Assist District Rangers in selecting a location for the ICP. Contact the Teams Logistics Chief for assistance.
* Ensure an expanded dispatch team has been ordered.
* Contact a Forest Fire Chief from an adjacent forest (if needed) to assist with local fire management activities, completing the delegation of authority, and line officer briefing.
* Order an FSPRO Analysis to assist the staff in completing the WFDSS if time allows
* Coordinate with the District Ranger for specialists to assist in completing the WFDSS.
* Consider ordering an Incident Business Advisor (IBA).
* Provide a current perimeter map and WFDSS alternative map to GIS and ensure it is complete prior to the transition meeting.
* Provide FBAN with ENF FARSITE layers and the ENF Fire Tools CD to the Plans Chief.
* Ensure that the Forest Supervisor appoints Resource Advisor (s).
* Assign clear responsibilities for initial attack to the Team.
* Ensure Forest Supervisor defines public information responsibilities.
* Ensure Forest Supervisor assigns a local government liaison if needed.
* Consider ordering a Fire Spread Probability analysis (FSPRO), Rapid Assessment of Values at Risk (RAVAR), and a Stratified Cost Index (SCIP) if the fire is expected to exceed $5,000,000.
* Prepare for the transition meeting. Ensure that the appropriate forest personnel will be in attendance:
* ICT3
  + Forest Fire Chief or acting
  + Forest Supervisor or acting
  + Forest Public Affairs Officer
  + LOT coaches and mentors
  + ECC manager
  + Zone Duty Officer
  + Resource Advisor(s)
  + District Ranger / Agency Administrators Representative.
  + Forest Safety Manager

This is a short checklist that contains key tasks that will need to be implemented; refer to the ENF Fire Tools CD or Red Book as needed for templates, examples, and guidance.

**INCIDENT COMMANDER**

The Type 3 Incident Commander is responsible to the Agency Administrator.

The IC is responsible for overall management and safety of personnel and resources assigned to the Type 3 incident organization, to meet specified objectives provided for the incident by the host agency and unit. Collateral duties are not acceptable; the IC must be relieved of any module supervision, duty officer, and other non-incident responsibilities.

* Provide for the safety and welfare of all incident personnel and the public.
* Obtain briefing from the Agency Administrator or their representative, and the initial attack Incident Commander.
* Obtain a Delegation of Authority and/or expectations to manage the incident from the agency administrator. For Type 3 incidents, delegations/expectations may be written or oral.
* Assess the incident situation, both immediate and potential
* Ensure and maintain positive command and control of all assigned personnel at all times.
* Ensure every transfer of command is clearly communicated to ECC, all incident supervisory personnel and the local duty officer.
* Develop and implement viable strategies and tactics that consider the capabilities and qualifications of assigned resources.
* Activate and supervise subordinate positions, if needed. Any functions that are not activated are the responsibility of the IC.
* Clearly define and communicate control objectives (i.e. road, river, fuel type break, or other perimeter objective) to recognize the need to evaluate Levels of Engagement, re-assess, and modify tactics as indicated.
* Execute suppression actions when and where they are safe and effective.
* Recognize the need to withdraw, re-assess, and modify strategy and/or tactics when an assignment cannot be achieved safely.
* Monitor effectiveness of planned strategy and tactics.
* Order tactical resources from dispatch and ensure “single point ordering” is being followed.
* Monitor qualifications and performance of assigned personnel to ensure those meet the requirements of the incident.
* Ensure incident financial accountability and expenditures meet agency policy and standards.
* Ensure incident documentation is complete.
* Debrief with Agency Administrator.
* Maintain a Unit Log (ICS 214).

**SAFETY**

The safety Officer is supervised and obtains direction from the Incident Commander.

The Safety Officer is responsible for monitoring and assessing all aspects of incident operations, with particular emphasis on hazardous situations, to identify safety risks and unsafe actions, and assist other incident personnel in developing measures to mitigate those, enhancing personnel safety

* Obtain briefing from the Incident Commander
* Ensures the safety, welfare, and accountability of assigned personnel
* Identify incident hazards and risks, analyze their potential, sets priorities, and implements mitigation measures to eliminate the risk/hazard, reduce the potential, and/or reduce the exposure.
* Uses direct intervention when necessary to immediately stop a dangerous situation.
* Participates in planning meetings and contributes to the development of the Incident Action Plan with appropriate discussion and documentation of safety issues.
* Reviews Incident Action Plans, including the Incident Medical Plan
* Prepares Safety Message for IAP and presents the safety portion of the daily operational briefings.
* Evaluates incident operating procedures; works effectively with other incident personnel to ensure appropriate attention to the Standard Orders, Situations the Shout Watch Out, and Lookouts, Communications, Escape Routes, and Safety Zones (LCES).
* Gathers and analyzes safety related input from all incident personnel, public, or others.
* Ensures all accidents are investigated.
* Maintains a unit log (ICS-214)

**OPERATIONS SPECIALIST**

The Operations Specialist is supervised and obtains direction from the Incident Commander.

The Operations Specialist is responsible for developing and implementing incident tactics by utilizing ground personnel and equipment and aerial resources. The Operations Specialist also establishes the Staging Area Manager position as necessary to manage non-fire suppression related work assignments, and to coordinate the status of unassigned, available staged resources.

* Obtain briefing from the Incident Commander
* Directs and coordinates all operations, ensuring the safety of operations personnel.
* Assists the Incident Commander in developing incident objectives and strategies.
* Implements the Incident Action Plan.
* Determines the need for additional resource ordering and coordinates requests through the Incident Commander.
* Keeps the Incident Commander informed of situation and resource status within the Operations Section.
* Ensures line personnel are in route to operational period assignments 30 minutes after the completion of the operational period briefing.
* Acquires the status of their units and next operational period requirements from Division Supervisors in a timely manner to facilitate the next operational periods planning.
* Coordinates with the Safety Officer and ensures that the medical evacuation plan is in place and ensures actions take place as needed to give priority to medical evacuations and critical injuries.
* Participates in planning meetings and develops the operational portion of the Incident Action Plan.
* Establishes a Structural Protection Branch/Group when the Incident Management Team is assigned to an incident involving a wildland/urban interface or when the incident is posing a threat to rural homes. (Local and Volunteer Fire Departments who have responsibility for protection of structures will be used as primary source of personnel, equipment, and local expertise.)
* Coordinates with the Incident Commander for aerial retardant and water requests. The Operations Specialist sets the priorities for aviation assets at the start of each operational period.
* Briefs and assigns operations personnel in accordance with the Incident Action Plan.
* Supervises incident operations, including the development of alternate strategy and tactics. Reports any changes to tactical operations to the Incident Commander and Plans Specialist.
* Determines all operational needs and anticipates future needs.
* Works with the Planning Specialist on recommendations for release of resources. Also works with the Logistics Specialist to determine logistical needs and surpluses.
* Assembles and disassembles incident –formed strike teams and task forces assigned to the Operations Section.
* Reports information about special activities, events, and occurrences.
* Maintains a unit log (ICS-214).

**DIVISIONS/GROUP SUPERVISORS**

Divisions/Group Supervisors are supervised by the Operations Specialists.

The Division/Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan.

* Ensures the safety and welfare of personnel.
* Ensures that all personnel have properly checked in with Plans and Finance (if activated).
* Assigns personnel and resources within the Division/Group.
* Ensures all resources have been properly briefed; reviews assignments with subordinates, using LCES, to provide for effective and safe operations.
* Resolves logistical problems within Divisions/Groups; orders supplies, transportation, etc.. Plans ahead and consolidates orders/requests; specifies delivery method, point, and time needed.
* Ensures that assigned personnel and equipment get on and off the fire line in a timely manner.
* Keeps supervisor informed on status, progress, significant events, hazardous situations, and resource needs for the Division/Group
* Coordinates activities with adjacent divisions. Divisions/Group Supervisors have the authority to reassign excess personnel and resources to meet unforeseen needs in adjacent divisions/ inform Operations and Plans whenever a reassignment is made between divisions or groups.
* Evaluates assignments, making sure the skill and experience level of the resource is accurate, makes concerns known to supervisor; maintains proper span of control and requests additional help if needed.
* Stays informed and keeps subordinates informed.
* Focusses on most critical areas on the Division/Group; covers the entire Division/Group, at a minimum, once per shift.
* Identifies hazards and implements mitigations, ensures LCES is implemented; establishes decision points for tactical changes and/or disengagement.
* Maintains a Unit Log (ICS 214)

**PLANS**

The Plans Specialist is supervised by the Incident Commander.

The Plans Specialist is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident, status of resources, and demobilization of the incident.

* Obtain briefing from the Incident Commander
* Identify organizational requirements of the Plans Unit; activate and supervise subordinate positions.
* Establish incident check-in procedure and resource status management system.
* Conduct planning meetings and operational briefings.
* Develop the Incident Action Plan and ensure sufficient copies are available for distribution.
* Update and maintain incident maps and records; including the ICS 209 (if required) by 1700 hours each day.
* Prepare incident demobilization plan in coordination with Operations Specialist and Incident Commander.
* Prepare the final documentation package for the incident, or gather all documentation for incoming IMT.
* Maintain a Unit Log (ICS 214).

**LOGISTICS**

The Logistics Specialist is supervised by the Incident Commander.

The Logistics Specialist is responsible for providing facilities, services, and material in support of the incident.

* Obtain a briefing from the Incident Commander.
* Identify service and support requirements for planned and expected incident operations; activate and supervise subordinate positions if needed.
* Monitor subordinate workloads and pre-emptively manage personnel and resources for efficiency and safety.
* Participate in preparation of Incident Action Plan and attend operational briefings. Ensure Communication Plan, Medical Plan, and Transportation Plan (if needed) are updated and provided to Planning Specialist.
* Determine the number of personnel assigned to the incident, base camps, staging areas, and cover resources assigned from outside the geographical area.
* Prepare layout of incident facilities, including those at the Incident Command Post and staging areas.
* Manage personnel sleeping areas.
* Coordinate meal services for personnel. Monitor food supplies and services to ensure that all incident personnel are provided with well balanced meals and that the food service provider is meeting all conditions of agreements and contracts.
* Ensure that all incident personnel at all work locations are provided adequate potable water.
* Assess sanitation needs and provide facilities and services to accommodate anticipated number of personnel.
* Provide for camp and incident security, if needed.
* Arrange for and provide medical aid, supplies, treatment facilities, and transportation. Coordinate with Forest Safety Officer and help prepare and process all agency injury and medical treatment documentation. Coordinate with Finance Specialist for processing necessary compensation and billing.
* Arrange for fuel and vehicle maintenance and repair.
* Determine Supply incident ordering procedures and times, and coordinate with appropriate personnel. Establish an order tracking and status system and obtain contact information to facilitate supply tracking and accountability.
* Coordinate with incident personnel to provide for consolidated ordering. Identify times and locations for delivery of personnel, equipment, and supplies; and confirm receipts.
* Maintain a Unit Log (ICS 214).

**INFORMATION**

The Information Officer is supervised by the Incident Commander.

The Information Officer is responsible for the formulation and release of information about the Incident to the news media, local communities, incident personnel, and other appropriate agencies and organizations.

* Obtain briefing from the Incident Commander.
* Contact the jurisdictional agency to coordinate public information activities.
* Develop a procedure with Incident Commander, Agency Administrator, agency Public Affairs Officer, incident management team members, and/or incident investigators regarding information gathering and sharing.
* Prepare initial information summary as soon as possible.
* Obtain approval for release of information from the Incident Commander.
* Attend operational meetings to update information releases.
* Arrange for meetings between media and incident personnel. Provide escort service to the media and VIP’s; provide PPE as necessary.
* Keep informed of incident developments and control progress through planning meetings and regular contact with incident staff, host unit, and cooperating agencies.
* Keep the Incident Commander informed of any potential issues involving the general public, news media, or other sources.
* Maintain a Unit Log (ICS 214)

**FINANCE**

The Finance Specialist is supervised by the Incident Commander.

The Finance Specialist is responsible for procurement, personnel/equipment time keeping, and incident cost documentation. The Finance Specialist ensures that personnel/equipment time records are transmitted to home units according to policy and that obligation documents initiated at the incidents are properly prepared and completed.

* Obtain briefing from the Incident Commander.
* Identify organizational requirements of the incident finance section and activate subordinate positions.
* Obtain copies of appropriate cooperative agreements, supply and service plans, contracts, etc. Interpret contracts/agreements and clarify specifications.
* Establish contacts with local vendors and suppliers.
* Serve as the incident liaison, contracting officer, and staffs as necessary.
* Provide fiscal advice and information to the Incident Commander and staff as requested and necessary to ensure proper financial controls and adherence to fire business management policy.
* Brief agency administrative personnel on incident related business issues needing attention and follow-up prior to leaving the incident.
* Ensure necessary monitoring and oversight in investigating and processing compensation for claims resulting from the incident or incident management activities.
* Authorized personnel time records for all subordinates.
* Develop and implement incident procurement procedures.
* Complete final processing of all procurement and forward documents for payment.
* Establish and maintain personnel and equipment time reports for all incident resources.
* Close-out time documents prior to resources being demobilized from the incident.
* Distribute and process personnel time and equipment payment documents according to agency policy.