

Los Padres National Forest Service Incident Management Sequence Roles & Responsibilities

IMT Ordering - Forest Duty Officer will facilitate the order to SOPS through LPCC. The staff-work for the Forest Supervisor will involve input from the current I.C. and Forest Duty Officer and information from Appendix E in the redbook.

Extended Attack/Transition Support – Forest Duty Officer will work with the I.C. and assist with coordinating and mobilizing militia support for the interim shift(s).

WFDSS initial decision – Ranger will work with local staff to develop WFDSS for initial decision before in-briefing the incoming IMT.

IMT In-briefing – Fire Management Officer will facilitate the in-brief meeting. Key staff positions of Safety, Information, Fire, Aviation, Resources, are expected to provide incident specific guidance.

Delegation of Authority & Leader's Intent – Forest Supervisor will provide this information at or after the in-briefing.

Ongoing Meetings Management (either FMO, Ranger, Forest Supervisor will be present)

- Operational
- Briefing Planning
- Meeting Press
- Conferences
- Transition Meeting
- Closeout Meeting

- Injury Reporting - Safety
- Significant Incident Reporting- Fire Management
- Officer Cooperator Relations – Fire Management
- Officer Stakeholder Relationships - Ranger
- Public Information - PAO
- Special Visitors – Forest Supervisor/ Ranger
- Cost Apportionment/Cost Share – Forest Supervisor

- Transition back to Forest Management
- Transition back to District Management

IMT Evaluation – Forest Supervisor

Suppression Repair - Ranger

BEAR - Ranger

LPF LARGE FIRE – ROLES & RESPONSIBILITIES

Roles		Responsibilities (Lead)		Coordinated with these team members
Forest Supervisor Agency Administrator (AA)		IMT order Approval		IA IC/FFMO/DR
		Regional Office Coordination		
		Leader's Intent @ In-briefing		
		Delegation of Authority		
		Set Expectations for IMT		
		IMT – Evaluation Rating		DR / FFMO
		WFDSS Approval		DR
		Emergency Closure Approval		DR
		Political / VIP visits		PAO / Relevant Cooperators
		Wilderness Exemption Requests		DR / READ / FFMO
		Cost Share Principles & Agreement Approval		Team IC / FFMO
		IBA & Buying Team		
District Ranger – Agency Administrator Representative (AAR)		WFDSS Development		FFMO/ READ(s)
		Local Stakeholder Relations		FS/ PAO
		Tribal/ Community Relations		FS/ PAO
		Emergency Closures Development		I.C. / LE&I / OGC
		Suppression Repair Plan Development		FFMO/ READ
		Turn Back Standards Development		FFMO/ READ
		Supervise the READs and REAFs organization		Lead READ
		Supervise BAER team		Lead BAER
		HR/ER/CR/ LR Issue Coordination		FS/ HR/ER/CR/ LR Specialists
Forest Fire Management Officer (or Forest Fire Facilitator)		IMT – Forest Liaison		FS/ DR
		In-briefing Coordination		FS/ DR
		Forest/ Incident Staffing		District Duty Officers
		Negotiate Cost Share Principles & Agreement		FS/ Team IC
		Cooperative Fire Relations		FS/ DR
		GACC Liaison - incident updates		
		Maintain Incident SA – Condition Updates		FS/ DR/ IMT
		Incident Training Opportunities		FTO/ LPCC

LPF LARGE FIRE – ROLES & RESPONSIBILITIES

Roles		Responsibilities (Lead)		Coordinated with these team members
Forest Aviation Officer		Coordination with ATB		
		Coordination with incident AOB/ HEB1/2		FFMO/ DR
		Information to Regional Aviation		FFMO
		SafeCom		
Forest Public Affairs		Coordinate w/ Cooperator Information Officers		Cooperator & Team Information Leads
		Social Media- Facebook/Twitter		
		Coordination of Media Interests		
		Provide Information & Guidance to CSRs		
		Inci-web updates		IMT PIO
		News Releases		Cooperator & Team Information Leads
Forest Health & Safety		Medical Evac. Plan to IMT		
		Injury Reporting Process to IMT		LPCC/ FFMO/ DR
		Patient Advocacy Process to IMT		LPCC/ FFMO/ DR
		SafeNet		FS/ FFMO/ DR
Forest Engineer or Assistant		Hazardous Materials Process to IMT		DR/ LPCC
Forest Home Unit Coordinator		Participate In-brief and Coordinate with INBA & IMT Finance Section Chief		INBA/FSC
		Remain in contact with the FSC/IBA and home unit AA, Fire Chief, etc.		FFMO/INBA/FSC
		Provide a list of micro purchasers & Drivers to INBA		INBA
		Find out what personnel or equipment are still onsite		FSC
		Review payments that are still pending that need processing		FSC
		Review the computer equipment inventory		ITSS
		Will require access to electronic systems and databases		ITSS/ INBA/FSC
		Follow up on property purchased on the fire and returned to the forest.		LPCC/LSC