# Cody Interagency Dispatch Zone
# Type 3 Incident Management Team Operating Guide

## MISSION STATEMENT

Provide Type 3 Incident Management Teams (IMT3) that are available to respond rapidly to wildfire incidents within the Cody Interagency Dispatch Zone (Cody Zone). Cody Zone teams can be utilized for the following:

1. Manage any or all phases of Type 3 wildfire incidents. This includes incidents that are being managed for protection and/or resource benefit objectives.
2. Respond to all risk incidents with the approval of team members' agency administrators and provided the appropriate financial agreements are in place to allow for the transfer of funds to pay for services and other incident costs.
3. Provide trainee opportunities to develop local expertise and enhance interagency coordination.
4. Respond to incidents outside of the Cody Zone upon approval by the Cody Zone Operations Committee.

## TEAM SELECTIONS

Selection of appropriate team members is essential for successfully meeting incident objectives.

A group of individuals will be selected as primary team members. It is the intent that these core team members are the first to be assigned to the IMT3 when a roster is being developed to make the team available for assignment. Alternate team members may be identified in case primary members are not available for assignment. Otherwise, vacant positions may be filled with other qualified individuals.

The IMT3 will be comprised of the positions identified in Exhibit 1. Required qualifications for the positions on the Type 3 team are noted. All team members will meet sponsor agency's NWCG 310-1 or the USFS Fire and Aviation Qualification Guide standards and qualifications. Sponsoring agencies are responsible for screening candidates for team positions to ensure all qualifications are met. The Interagency Standards for Fire and Aviation Operations (Red Book) can also be referenced for particular prerequisite experience.

Primary team members of the IMT3 may not be members of a Geographic Area Incident Management Teams or National Teams. However, alternate team members may be a member of these teams. The Cody Zone Operations Committee will determine the rotation schedule of the IMT3. The Incident Commanders (ICs) will be the central

contact point for team business and will coordinate with the Cody Zone Operations Committee as needed. The IMT3 will remain as configured for a one year period.

The Cody Zone Operations Committee will be responsible for the solicitation, nomination and selection of Type 3 ICs and team members. The IMT3 will be interagency in composition, and will encourage the use of trainees to develop local expertise. The team may request to fill trainee positions allowed on the roster with fully qualified individuals depending on incident complexity.

The following process will be utilized for soliciting nominations and selecting teams:

1. Call letters for team nominations will be sent out in late January or early February, by the Cody Zone Operations Committee Chair.
2. Agency representatives will review applications for completeness and supervisor approval and forward to the Chair of the Cody Zone Operations Committee by early March, using Exhibit 2.
3. The Cody Zone Operations Committee will convene to select the teams before April 1 of each year.
4. The Cody Zone Operations Committee Chair will issue a notice with the selected team members.
5. Type 3 Team ICs will meet with the Cody Zone Operations Committee annually, prior to fire season.

After the team selection meeting is complete, a list of selected team members will be provided to the incident commanders. The incident commanders will be responsible for organizing a pre-season meeting (may be conference call or VTC), reviewing operating procedures with team members, and coordinating team rosters with Cody Dispatch Center (CDC) when the rotation is activated. A list of alternates and trainees will also be available to ICs and agency representatives.

## AVAILABILITY

Team members are expected to make a commitment to their assignment including statusing themselves in ROSS as available locally when the team is on call. If a team member is unavailable they need to seek an alternate, and contact their IC. The IC will attempt to replace the unavailable team member and relay the changes to CDC for ROSS statusing. ICs are responsible for filling in behind unavailable team members, including placing an order for filling with out of zone resources if need be, and/or assuming the role of the missing member until such time the vacancy can be filled. Technical specialist roles may be used for ordering when no identified minimum qualification exists.

Team members will be on call for two week time periods during Planning Level 3 and above within the Cody Zone. The availability period will coincide with the Rocky Mountain Geographic Area IMT2 rotation.

Only one team at a time will be statused as available. When the on call team is mobilized, a second team can be statused available. However, when the original on call

team is demobilized from the assignment within their on call rotation period they will maintain their first up status until the on call period is over.

If an IC is unavailable, the IC will attempt to find a replacement IC from the alternate roster. If no replacement can be found and the team is unavailable for an assignment, the IC will notify CDC of their unavailability.

The minimal staffing on the team that will dictate availability will be the IC, Primary Operations, Safety, Planning and Logistics. The agency administrator or other jurisdictional agency may request more or less team positions be filled depending on incident complexity or other considerations. Activation of the team at planning levels 1 or 2 requires IC and Cody Zone Coordination Group approval on a case by case basis.

Agencies within Cody Zone are not required to use this team for incidents.

Maximum consecutive length of assignment for the team is in accordance with current national and agency specific policy.

Prior to reassignment and/or release of a Type 3 IMT, notification to CDC is required. The team will be demobilized as a unit unless special circumstances exist.

## MOBILIZATION

The IMT will be ordered utilizing appropriate dispatch procedures. CDC will be responsible for maintaining the roster and status of the teams, via their website. The IC will notify CDC of any roster changes prior to or during the call up period. Individuals are requested to be available within a two hour call-up period.

In order to ensure the timely response of the team, orders should have vehicle, cell phone and laptop computer authorizations prior to placing the orders to CDC. ICs are responsible for establishing team member rendezvous sites for the team, and negotiating in briefing times, locations, pre-orders, methods of travel and the number of trainees in coordination with CDC and the host agency.

The IMT members should be self-sustainable for the 1st 48 hours, drawing only limited resources from the local unit. This does not include logistical necessities for the resources assigned to the incident.

## STANDARD OPERATING PROCEDURES:

1. Provide for the safety of firefighters and the public as the top priority of every incident. ICs will establish an effective command climate with clear chain of command and span of control for resources, and ensure resources are briefed accordingly. ICs should not have non-incident collateral duties.

2. IMT3 and host agency will follow standard operating procedures as outlined in the Red Book, including use of complexity analysis. IC may modify team

structure to meet his/her needs, and articulate any changes as necessary with host agency.

3. Agency administrator(s)/host agency(s) will provide an in-briefing for the IMT3, including objectives, priorities, complexity issues, assigned resources, and unified command needs. Expectations for planning meetings and information sharing will be established, including any emergency procedure notifications or significant changes in complexity. They will also provide the IC a Delegation of Authority that identifies the objectives, geographic bounds, resource concerns, public involvement expectations (methods, key contacts), initial attack needs, and any anticipated turnback timeframes or standards or documentation (costs) need. They will complete any necessary WFDSS/WFSA and cost share agreements, with input by the IC as needed, and provide a resource advisor or other liaison(s) as needed.

4. Logistical orders will be placed through CDC (or local dispatch center if team is out of zone), validated for supply/purchase by the local host unit, and delivered in conjunction with logistical operations ongoing with the team. Refer to the CDC zone business operating procedures document for further details. Logistical orders may be placed by the Logistics Chief, or by the IC, but not both to avoid double orders or other confusion. Check with dispatch and/or the filling source to ensure ordering process is being successful (i.e. expanded, purchasing, etc). From 2012 experience, it was recommended to have a person on the team enter orders directly into ROSS (EDRC or similar qual), and that it would be advantageous to have a minimum SUPL qualified person running logistics when possible (or order LOGS2) as this is often a breaking point for the team. Logistical needs to be assessed for the incident will include emergency medical services, camp locations, food and water, sanitary facilities and services, air operations facilities including dip sites, and routine crew supplies. The IMT may request to order the zone Type 3 cache van, command trailer, or other resources available locally or through Rocky Mountain or other fire caches. Refer to Exhibit 3 and CDC website.

5. Operational resource orders may be placed by the IC or Ops, or delegated to the Logistics Chief. IMT3 is responsible for coordination to ensure logistical support of resources is occurring. Refer to Exhibit 5 for check-in sheets if needed.

6. A written Incident Action Plan will be developed by the IMT for operational activities, and may cover multiple operational periods, and is shared with the host agency(s)/Agency Administrator(s). Operational briefings will occur for each shift on the incident. Any night staffing of the incident will require an assessment of the “off period” IC role and qualifications based on complexity of operations, with corresponding notification to dispatch.

7. IMT3 will provide an ICS-209 to dispatch daily, and confirm spot weather forecast process with dispatch. IC will consider need for fire module, FOBS, FEMO, GIS, FBAN, or LTAN/SOPL based on incident complexity or other needs.

8. Utilize trainees as much as possible, with ICs negotiating amount as needed with the host agency/Agency Administrator(s).

9. ICs will provide performance evaluations for team members and ensure task books are utilized. They may initiate removal action for team members for inadequate performance and conduct issues with appropriate documentation.

10. Agency administrator(s) will provide a performance evaluation to the IMT3, and conduct a close-out meeting and release the Delegation of Authority to ensure successful turnback occurs.

**Exhibit 1**

**Cody Interagency Dispatch Zone Type 3 Team Configuration**

| ICS AREA | Functional Responsibility | Preferred Qualification | Minimum Qualification Accepted |
|---|---|---|---|
| **Command** | Type 3 Incident Commander | ICT3 | ICT3 |
| **Command** | Type 3 Incident Commander Trainee | ICT3(t) | ICT3(t) |
| **Command** | Safety Officer | SOFR | SOFR (t) or DIVS or TFLD |
| **Command** | Public Information | PIOF | Local Public Affairs Specialist |
| **Operations** | Operations Section Chief (Primary) | DIVS | DIVS |
| **Operations** | Operations Section Chief (Secondary) | DIVS | DIVS (t) or TFLD |
| **Operations** | Division Supervisor | DIVS | TFLD |
| **Planning** | Planning Section Chief | RESL or SITL | RESL or SITL |
| **Logistics** | Logistics Section Chief | BCMG or FACL or GSUL or SUPL | BCMG or FACL or GSUL or SUPL |
| **Logistics** | Logistics Support | BCMG(t) or FACL(t) or GSUL(t) or SUPL(t) | BCMG(t) or FACL(t) or GSUL(t) or SUPL(t) or CAMP or THSP and self starter and ability to coordinate with others to solve problems |
| **Finance[1]** | Finance Section | COST or PROC | COST or PROC or PTRC or |

| ICS AREA | Functional Responsibility | Preferred Qualification | Minimum Qualification Accepted |
|---|---|---|---|
| | Chief | or PTRC or EQTR | EQTR |

[1]Planning chief will oversee finance function area if there is a no-fill on the finance section chief position.

**Exhibit 2**

**Cody Interagency Dispatch Zone Type 3 Team Nomination Form**

CIDZ Coordinating Group representative will collect nominations for their agency/unit and submit them to CDC Zone Training Coordinator, Katie Williamson, or other designated person.

Submitted By: _____ Agency/Unit: _____

| ICS Area | Functional Responsibility | Nominee Name(s) | Alternate or Primary or Trainee | Quals[1] | Email |
|---|---|---|---|---|---|
| **Command** | Type 3 Incident Commander | | | | |
| **Command** | Type 3 Incident Commander Trainee | | | | |
| **Command** | Safety Officer | | | | |
| **Command** | Public Information | | | | |
| **Operations** | Operations Section Chief | | | | |
| **Operations** | Operations Section Chief - Secondary | | | | |
| **Operations** | Division Supervisor | | | | |
| **Planning** | Planning Section Chief | | | | |
| **Logistics** | Logistics Section Chief | | | | |
| **Logistics** | Logistics Support | | | | |
| **Finance** | Finance Section Chief | | | | |

[1]Reference Exhibit 1 - Cody Interagency Dispatch Zone Type 3 Team Configuration for required position qualifications

**Exhibit 3**

**Type 3 Incident Start-up Logistics/Plans & More Checklist**

| Description | Ordered/Completed | Type/Source |
|---|---|---|
| **SERVICES OR PERSONNEL** | | |
| EMT/Ambulance needs and confirm medivac process/locations/access/freqs – check w/IC4 | | |
| Resources Assigned/2:1/Needed | | |
| Law Enforcement/Investigation/Evacuation assistance | | |
| Divisions/Drop Points | | |
| Helibase/Air Resource Use and Supervision/TFR | | |
| PIO press info out | | |
| GIS Support & process/IAP process & copying | | |
| Radio Repeater/Radios/Sat Phones/BLM buggy | | |
| Land Use Agreements/Permissions/Dip Sites | | |
| Drivers/Ground Support/ATVs/UTVs | | |
| Road Mtnce/Dust abatement | | |
| Heavy Equipment/Inspections/Rented Vehicles | | |
| Garbage/Recycling | | |
| ResAdv for cultural, TES, permittees re: camp and line locations and notifications | | |
| Smoke Notification | | |
| County/Cooperators & Structures Assess | | |
| Delegation& Objectives/WFDSS/Cost Share/Complexity | | |
| FBAN/LTAN/SOPL needs | | |
| Planning Mtg/Operation Briefing times & locations | | |
| **FACILITIES** | | |
| ICP/Camp locations/Staging Area/Check In | | |
| Command Trailer (BLM includes EMT/evac medical gear, computers, forms, generator, and coffee kit); SHF and other counties' trailers are more limited | | |
| Porta Potties and Wash Stations | | |
| Tent fly, stakes, visqueen, wall tent & poles, yurt, etc | | |
| **SUPPLY** | | |
| Ft Washakie Cache Trailer (Type 3 or 2 avail, see CDC website for Type 3 inventory) | | |
| Quad maps of fire area/access directions to dispatch and flagged/signed | | |
| Water (Cubies, 1 Gal Jugs, Bottled); Sports drinks | | |
| Food (MREs, supplemental fruit/snacks or arrange for caterer/delivery) | | |
| Batteries | | |
| Ice/Coolers | | |
| Fuel – trailer, cans, or vendor; Types & 2 cycle mix | | |

| | | |
|---|---|---|
| Signs kit/materials/Smoke & hwy signs/Road &or area closure | | |
| Trash Cans/Bags for camp(s) | | |
| Handi Wipes, hand sanitizer, soap and wash basins | | |
| Bear spray/food storage needs | | |
| Water Handling Equipment/Pumps/Foam | | |
| Structure wrap or gel, sprinklers | | |
| Saw supplies (bar oil, chain, etc) | | |
| Flagging/Tape | | |
| Helicopter support kit for helibase/helispots; disinfectant for buckets if needed; blivets | | |
| Fusees/Drip Torches | | |
| Info boards and/or public meeting facility and AV | | |
| Insect repellent | | |
| Office supplies/Forms | | |
| Spare PPE/canteens/Headlamps | | |
| Tools/Files | | |
| Generator/Lighting Kit | | |