

Fort Collins Interagency Dispatch Incident Organizer 2019

Incident Name	
Incident Number	
Fire Code	
Other Code	
Unit	
IC Time & Date	
IC Time & Date	
Containment Date & Time	
Control Date & Time	
Out Date & Time	
Final Size	
AAR Completed: Y or N Date:	
IC Signature:	
IC Signature:	
Reviewed By (FMO/Duty Officer):	

Initial Dispatch			
Date:	Time:	Resource:	Reporting party:
Geographic location:		Reported legal:	
Access:		T: ____ R: ____ Sec: ____ 1/4: ____ 1/4: ____	
Smoke description:		Reported Lat/Long:	
Small	Puff	White/Grey	
Medium	Layer	Black/Blue	
Large	Column		
Wind reported out of:		Reported fire behavior/ fuels:	
at:			
N	0-5 mph	5-10 mph	
W	E	10-15 mph	15-20 mph
S	20-25 mph		
Access hazards:		Notes/other information: (Fleeing vehicles, etc.)	
Time en route:	Time on scene:		
Other resources enroute:			

4. TRANSPORT PLAN:					
Evacuation Location (if different): (Descriptive Location (drop point, intersection, etc.) or Lat. / Long.) Patient's ETA to Evacuation Location:					
Helispot / Extraction Site Size and Hazards:					
5. ADDITIONAL RESOURCES/ EQUIPMENT NEEDS:					
EX Paramedics, EMT Crews, Immobilization Devices, Trauma bag, IV fluids, Rope Rescue, Wheeled litter, HAZMAT, Extrication:					
6. COMMUNICATION:					
Identify State Air/Ground/EMS frequencies and Hospital Contacts as applicable					
Functions	Channel/ Name/ Numbers	Receive (RX)	Tone/ NAC	Transmit (TX)	Tone NAC's
Command					
Air to Ground					
Tactical					
7. CONTINGENCY: <i>Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.</i>					
8. ADDITIONAL INFORMATION: <i>Updates/Changes, etc..</i>					
REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.					

Initial Response - Fire Size-Up

Fire Name:	Legal Location	Town:		
		Range:		
IC Name:		Sect.:		
Descriptive Location:				
*Coordinates:		*Degrees Decimal Minutes (DDM)		
Datum:				
<u>WGS-84</u>	*Latitude:		Longitude:	
	UTM:	E:	N:	
Reported by:				
*Cause: Human / Lightning		Ownership:		
Fire Investigator Needed? No Yes on order?				
*Character of Fire:			*Adjacent Fuel Type:	
Smoldering	Creeping	Running	Grass/Sage	Heavy Timber
Torching	Spotting	Crowning	Aspen	Light timber
			Slash	Other
*Spread Potential:			*Slope at Head of Fire:	
Low	High		0-25%	26-40 41-55%
Moderate	Extreme		56-75%	76+%
*Estimated Size:			*Aspect:	
			Elevation:	
*Estimated Wind Speed:			*Position on Slope:	
			Top	Mid 1/3 Upper 1/3
			Lower 1/3	Bottom
*Wind Direction:			*Special Information	
			Are any structures threatened?	
			Access: (Trail, Road, Helispot)	
			Other:	

* Call into dispatch immediately

43: Committed Resources		Total Personnel																				
		Camp Crews																				
44: Cooperating and Assisting Agencies Not Listed Above:	Agency	OVHD																				
		SR																				
	WTDR	SR																				
		SR																				
	DOZR	ST																				
		SR																				
	ENGS	ST																				
		SR																				
	HEL3	SR																				
		SR																				
	HEL2	SR																				
SR																						
HEL1	SR																					
	SR																					
CRW2	ST																					
	SR																					
CRW1	ST																					
	SR																					
Total																						
45: Prepared by:																						
46: Approved by:										47: Sent to:					By: Time:							
Approval Information																						

Incident Status Summary (ICS 209)		
Outlook		
34. Estimated Control	35. Projected final size	36. Estimated Cost
37. Actions planned for next operational period		
38. Projected Incident movement/spread during next operational period in:		
12 hours		
24 hours		
48 hours		
72 hours		
39. For fire incidents, describe resistance to control in terms of:		
Growth Potential-		
Difficulty of Terrain-		
40. Given the current constraints, when will the chosen management strategy succeed?		
41. Projected demobilization start date:		
42. Remarks:		

Initial Response - Fire Size-Up continue		
Weather Conditions Clear Building Cumulus Lightning Showers Scattered Clouds T-Storms Overcast Heavy Showers		Resource Needs On Scene En route Additional?
*Fuel Type: Grass Sage Brush Light Timber Heavy Timber Snag Aspen Log/Duff Other Slash		*Special Equipment Needs Retardant Pumps Bucket work Fallers Is Water Available? Jumpers Engines
Hazards Identified:		Wildland Fire Risk and Complexity Assessment IC's complete parts A and B. Complete Part C if applicable.
Estimated Containment:	Date:	Time:

INCIDENT COMMANDER CHECKLIST
Verify all frequencies assigned and all units responding to the incident.
Name the incident and obtain an alpha numeric incident code. Use the closest geographical reference and keep it short.
Flag the route to the incident. Start from major roads and clearly flag each turn on both sides of road.
Designate a briefing and staging area. All resources will be checked in and briefed.
Post lookouts, ensure communications work & identify escape routes & safety zones.
Coordinate with State/County to account for all fire department resources.
Complete the Initial Size-up Briefing on the Initial Field Fire Report and relay this information to dispatch.
Complete the Incident Complexity Analysis. Ensure the proper management is in place or ordered.
Develop objectives for your incident in coordination with Duty Officer. Use strategies & tactics that are safe & achieve the objectives. All Type 3 Incidents require a written IAP. Incident objectives should be consistent with Land Use Plan resource objectives.
When the fire is suspected to be human caused; complete the Fire Cause Determination Report.
Determine ownership and relay coordinates to Fort Collins Interagency Dispatch
Establish a unified command when appropriate. Ensure dispatch and all resources on the incident know who the Incident Commander is.
Order the necessary and appropriate operational resources through Dispatch.
Plan for operational resources needed to control the incident.
Ensure all contract resources are inspected prior to obtaining a dispatch.
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Complete Spot WX Forecast Request and relay the information to dispatch on all fires that will not be controlled in the current burn period or if a RED FLAG WARNING or FIRE WX WATCH has been issued.
Notify dispatch ASAP to request extended staffing and overnight coverage.
Submit a completed Intelligence Summary (ICS-209) to dispatch by 1600 for all fires in timber over 100 acres and in grass or brush over 300 acres. Submit daily 209 updates until the fire is controlled—then submit final 209.
Logistic orders (i.e. meals, beverages, and other supplies) must be submitted by 1000 to receive meals the same day & by 1600 to receive meals and supplies the next morning.
Facilitate incident AARs after each operational period. Document a final incident AAR after the fire is controlled.
Complete all CTR's shift tickets, general messages, & evaluations for all resources prior to their demob.
Keep dispatch informed on changes in conditions/personnel hourly or as needs arise.
Demob resources according to driving limits and work/rest issues.
Complete the Final Fire Report Data form in the Incident Organizer when the fire is declared out.

AFTER ACTION REVIEW		
Incident Name:		IC Name:
Date:	Incident Complexity:	
Critiqued By: (Names of Attendees)		
What was planned? What actually happened? What was the difference, if any, between questions one and two? What can you do different next time to meet objectives?		
AAR Leader Signature:		Date:
Reviewed By:		Date:
Comments:		

Wildland Fire Risk and Complexity Assessment

The Wildland Fire Risk and Complexity Assessment should be used to evaluate firefighter safety issues, assess risk, and identify the appropriate incident management organization. Determining incident complexity is a subjective process based on examining a combination of indicators or factors. An incident's complexity can change over time; incident managers should periodically re-evaluate incident complexity to ensure that the incident is managed properly with the right resources. *Per Red Book (PG. 234, 2018)*

Instructions:

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

Part A: Firefighter Safety Assessment

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

SUMMARY OF ACTIONS (ICS 214)	
Date/Time	Major Events (Important decisions, significant events, briefings, reports on conditions, etc.)

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	

LOGISTICS HELP PAGE One day Order Amounts

ITEM	AMOUNT	CONSIDERATIONS
MRE's	1 Case per 3 People	7 cases per Crew
Water	2.5 Gal per person	10, 5 Gal Cubies per Crew
Batteries (AA)	1 Box Per 2 Radios	
Saw Fuel and Bar Oil	1 Gal Fuel, 2 Qt. Oil per 4 Hours	Specify Fuel Mix Ratio
Pump Fuel	1 Gal Fuel per 1 Hour Mark 3 Pump 5 Gal per 8 Hours	Specify Fuel Mix Ratio According to Pump Type (pg. 95 IRPG)
Hose and Appliances	Figure 100' of 1" Laterals for every 200' of 1 ½ "Trunk line and 50' of ¾" Laterals for every 100' of 1"	Remember; Gated Wyes, Reducers, Nozzles, Hose clamps, Port-a-tanks, ETC
Toilet Facilities, and Garbage Bags	1 Porta-Potty per 10 People for 40 Hours	Toilet Paper, Wash Stations. Lots of Garbage Bags.

Things to Keep In Mind

Place Supply Orders to Dispatch by 1000 hours to receive orders later that operational period.
Place Supply Orders by 1600 hours to receive order the next operational shift.
When ordering a Pump Kit, consider ordering 2 just in case there is a problem with one.
Hot meals, dinners for that shift must be ordered by 1000 hours, meals for the next shift must be ordered by 1600.
Will you need a fuel truck?
When ordering additional resources, be specific (i.e., Crew Type, Engines with foam capabilities and type, Helicopter with bucket, etc.)
Are there resource concerns? (i.e., Watersheds, Archeology, Whirling Disease, etc.)
When selecting a base camp/staging area, consider using private land as a last option. If that is the only option have a land-use agreement in place before occupancy.
Is Base Camp sufficient for the incoming resources and logistical support?

Part B: Relative Risk Assessment *continued*

<u>B3. Social/Economic Concerns</u> Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.	L	M	H	
Hazards			Notes/Mitigation	
<u>B4. Fuel Conditions</u> Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture	L	M	H	
<u>B5. Fire Behavior</u> Evaluate the current fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.	L	M	H	
<u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.	L	M	H	
Probability			Notes/Mitigation	
<u>B7. Time of Season</u> Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.	L	M	H	
<u>B8. Barriers to Fire Spread</u> If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.	L	M	H	

Part B: Relative Risk Assessment *continued*

Probability	Notes/Mitigation		
<p><u>B9. Seasonal Severity</u></p> <p>Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme.</p> <p>Considerations: energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.</p>	L/M	H	VH/E
Enter the number of items circled for each column.			

Part C: Organization

Relative Risk Rating (From Part B)				
Circle the Relative Risk Rating (from Part B).		L	M	H
Implementation Difficulty	Notes/Mitigation			
<p><u>C1. Potential Fire Duration</u></p> <p>Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.</p>	N/A	L	M	H
<p><u>C2. Incident Strategies (Course of Action)</u></p> <p>Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high. Considerations: Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.</p>	N/A	L	M	H

TYPE 3 / EXTENDED ATTACK HELPLIST *continued*

Other Positions to consider:

- ◇ Finance, Time Keeper
- ◇ Helibase Manager
- ◇ Situation Unit leader
- ◇ EMT/Medical Unit leader
- ◇ Strike Team Leader/Taskforce
- ◇ Division group supervisors
- ◇ Staging area manager
- ◇ Safety officer

5. COSTS

- Estimate daily and total costs. Record information on overall hours worked, number of retardant drops, and overall helicopter time on the incident.
- Insure that CTRs and Shift Tickets are properly filled out and collected for the host agency.

6. RESOURCE CONSIDERATIONS:

- Request a Resource Advisor early to help determine if there are special resource protection requirements in the fire area (archeology, sensitive species, retardant use, roads/trails, water, etc.).
- Insure that any resource impacts are documented and collected for the host agency.

RADIO FREQUENCIES	
Net	Frequency
Command	Rx
	Tx
Support/Dispatch	Rx
	Tx
Air-to-Ground	Rx
	Tx
Tac 1	Rx
	Tx
Tac 2	Rx
	Tx
Tac 3	Rx
	Tx

TYPE 3 / EXTENDED ATTACK HELPLIST

What is your span-of-control? How many people do you have answering to you? If there are too many to manage properly, make some changes.

1	2	3	4	5	6	7	8	9
Optimum					Too Many			

1. RECOGNIZE SITUATION / LIMITATIONS:

- Incident Commander needs to create a sense of organization
- Type 3 IC needs to be a dedicated Incident Commander
- Utilize experience of other fire fighters on the fire.
- Assign the most qualified individuals to manage segments of the fire.

2. DETERMINE OBJECTIVES AND NEEDS:

- Fire fighter and public safety is the highest priority.
- Assist the Agency Administrator in developing the incident planning area.
- Implement the approved management strategy for the fire.
- Resource values: What's at risk? What are their values? What's adjacent to your fire and its value? Special use areas, wildlife management areas, etc.
- Document what the priorities are on the incident from critical to minimum.

3. COORDINATE AND RECOGNIZE ADDITIONAL RESOURCE NEEDS:

- Coordinate through FTC Dispatch or the Zone Duty Officer to request additional resources, including overhead.
- Create a sense of organization and delegate tasks to the most qualified individuals on-scene. Order additional overhead as needed to assist in plans, logs, and ops.

4. ESTABLISH APPROPRIATE ICS STRUCTURE- DELEGATE:

Possible Overhead Positions

- **Operations:** Directly supervise suppression efforts
- **Logistics:** Begin assessing logistical support needs such as food, water, fuel, sleeping arrangements, special needs, etc.
- **Plans:** To address the following incident planning needs
 - ◊ Develop a communications plan: Frequency mgmt. (command, tactical, A/G, air ops)
 - ◊ Establish formal check in and resource status for the incident.
 - ◊ Gather, record and provide on-site information to firefighting personnel and dispatch
 - ◊ Take on-site weather and obtain weather reports and forecasts
 - ◊ The Incident Organizer is the initial Incident Action Plan. Prepare maps to supplement.
 - ◊ Assist in providing information to local unit for developing a WFSS and Delegation of Authority
- **Utilize local and regional people:** Ask about local drivers for logistics. Inquire about meals at or from local establishments. A local camp manager is usually a great help.

Part C: Organization *continued*

Implementation Difficulty					Notes/Mitigation
<p><u>C3. Functional Concerns</u></p> <p>Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate).</p> <p>Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.</p>	N/A	L	M	H	

Socio/Political Concerns					Notes/Mitigation
<p><u>C4. Objective Concerns</u></p> <p>Evaluate the complexity of the incident objectives and rank this element low, moderate, or high.</p> <p>Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.</p>	N/A	L	M	H	

**OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT
AND/OR**

DEVIATION FROM 2:1 WORK REST POLICY

continued

Extended hour (s)	Date:	Work Hours:	Total Hours:
Rational: (Y)			
<ul style="list-style-type: none"> • Emergency mobilization of resources to and from incident or facilities. ___ • Efforts required setting up, supporting, and undertaking incident control actions. ___ • Imperative operational defense actions to prevent loss of life, resources, and property damage. ___ • Extenuating circumstances resulted in personnel being left on-location without food and lodging. ___ • Other/additional: ___ 			
Mitigation Measures			
Actions taken to reduce impact on firefighter safety and reduce fatigue: (Y)			
<ul style="list-style-type: none"> • Rest extended into the following operational period. Hours adjusted _____ On shift by: _____ • Other: 			
Mitigation hour (s)	Date:	Hours:	Total Hours:
Signatures	Incident Commander:	Agency Line officer or Duty Officer/Date	

Part C: Organization *continued*

***Recommended Organization (circle one):**

Type 5	Majority of items rated as "N/A"; a few items may be rated in other categories.
Type 4	Majority of items rated as "Low", with some items rated as "N/A", and a few items rated as "Moderate" or "High".
Type 3	Majority of items rated as "Moderate", with a few items rated in other categories.
Type 2	Majority of items rated as "Moderate", with a few items rated as "High".
Type 1	Majority of items rated as "High"; a few items may be rated in other categories.

***Indicators of Incident Complexity may be found in the IRPG, pgs. 10-11.**

Rationale:

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: _____ Unit(s): _____

Date/Time: _____ Signature of Preparer: _____

Incident Objectives

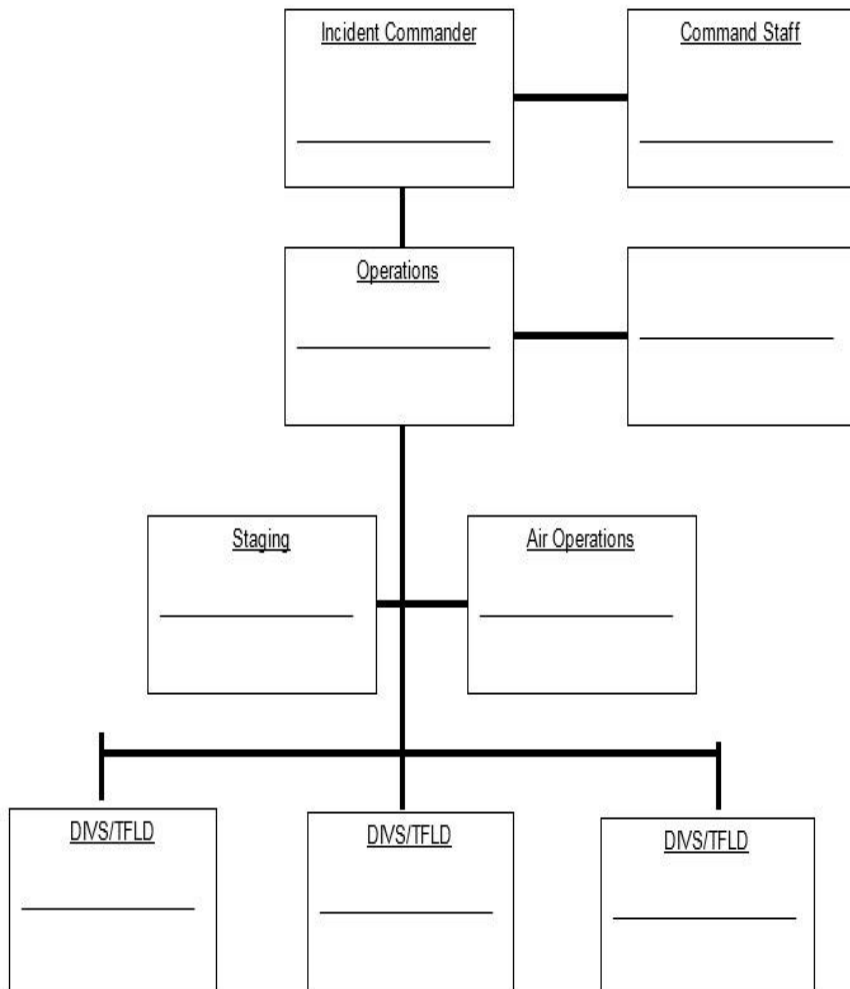
1. Protect the lives of firefighters and the public.

2.

3.

4.

INCIDENT ORGANIZATION



OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT AND/OR

DEVIATION FROM 2:1 WORK REST POLICY

Date:	Time:	Incident Number:	Incident Name:	Unit:
Incident Type:	Operational Period:	Incident Commander:	IC Type (1-5)	

Justification

Name Individual (s) or Crew:

Description of Situation: (Y)

Shifts in excess of 16 hours on _____ was due to:

- Travel Time not administratively controllable. _____
- Mobilization and travel of resources to incident location or relocation to incident facilities. _____
- Establishing and maintaining administrative, planning, and logistical support for incident. _____
- Evacuation, triage, structure protection, or emergency rescue. _____
- Establishing initial control of lines of the fire. _____
- Extended attack efforts to control potentially devastating incident activity. _____
- Incident unable to provide personnel with adequate food and lodging. _____
- Other/additional: _____

WORK REST RATIO DOCUMENTATION WORKSHEET

This worksheet is designed to help the IC document and calculate amount of rest required to meet the Work/Rest guidelines. For every 2 hours of work or travel provide 1 hour of sleep or rest. IC must justify and document work shifts exceeding 16 hours

Date	Resource Identifier	Operational Period Start Time	Operational Period Stop Time	Total Hours Worked	Rest Time (Document hours when resting)
Approval for shift lengths- Exceeding 16 hrs. given by:					
Date/Time Approval Given:					
IC Signature:					
Date:					

MAP SKETCH		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
Prepared by:	Position:	Date/Time

Resource Summary

Resource ID	Resource Type	ETA	Arrival Time	No. of People	Briefed Y/N	Assignment	Release Time	Request number

10. Helicopters use additional sheets as necessary

FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
10. Helicopters (use more sheets as needed):						

11. Prepared by: Name:___ Position/Title:___ Signature: _____

ICS 220, Page 1 Date/Time: _____

SPOT WEATHER FORECAST REQUEST

1. Name of Incident / Project:		2. Requesting Agency:		3. Requesting Official:	
				Date: _____ Time: _____	
4. Location (Lat/Long):		5. Drainage Name:			
7. Size of Incident / Project (acres):		8. Elevation:		9. Fuel Type:	
		Top	Bottom	10. Sheltering: Full Partial Unsheltered	

11. Weather Conditions at Incident / Project or from RAWS:

Place	Elev.	Observation Date/Time	Wind Direction/ Velocity		Temperature		Sky/Weather
			20 ft	Eye-level	Dry Bulb	Wet Bulb	
12. Request Forecast for:		Today		Tonight		Tomorrow	
		Clouds & Wx	Temp	RH	20FT wind	Smoke disp.	Haines Index

13. Remarks:

The Weather Forecaster will provide Block 14 information.

	Date/Time:
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15. Discussion and Outlook: