

## Appendix D: Finance Toolbox

### Wyoming Type 3 Finance Package Guidelines

These guidelines may be used by the incident agency to identify the Type 3 Finance requirements for the IFP (Incident Finance Package) and may be amended to meet agency-specific requirements.

#### TIME UNIT DOCUMENTS

Emergency Firefighter Time Reports, OF-288.

Attach Crew Time Report, (CTR) SF-261 to the OF-288 it belongs with.

Provide written documentation on outstanding items, unresolved issues, and problems.

##### A. Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name. Provide a copy of crew agreement if applicable.

##### B. Regular Government Employees and Cooperators:

###### (1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.

###### (2) Single Resource:

Alphabetize file copies and label appropriately.

#### COMPENSATION FOR INJURY DOCUMENTS

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information.

Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.

2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept.

A. Submit original Injury/Illness Log.

B. Destroy temporary copies of claim documentation

#### CLAIMS INCIDENT DOCUMENTS

1. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.

2. Claim Documents.

A. Submit original Claims Log.

B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File Envelope.

Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.

C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures,

statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

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### PROCUREMENT EQUIPMENT) DOCUMENTS

1. Equipment Files - **Utilize the Emergency Equipment Rental-Use Envelope, OF-305**; file alphabetically into two groups: Ready for payment and follow-up required. ***CLEARLY identify follow-up needed and any payments that need to be made by paying agency.*** Individual Emergency Equipment Rental-Use envelopes shall include:
  - A. Emergency Equipment Rental Agreement, OF-294.
  - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspection), 0-296.
  - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
  - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
  - E. Emergency Equipment Fuel and Oil Issues, OF-304.
  - F. Resource Order Number.
  - G. Emergency Firefighter Time Forms, OF-288, as necessary.
  - H. Any completed Check In Forms.
  - I. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
  - J. Documentation of existing or potential contract claims.
  - K. Follow-up required.

Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the Incident Finance Package (IFP).

2. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
  - A. Original agreement.
  - B. Pre-use and final inspection.
  - C. Release from Liability, if applicable.
  - D. Pictures, statements, etc.
  - E. Identify follow-up needed and provide recommendation for resolution.
3. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

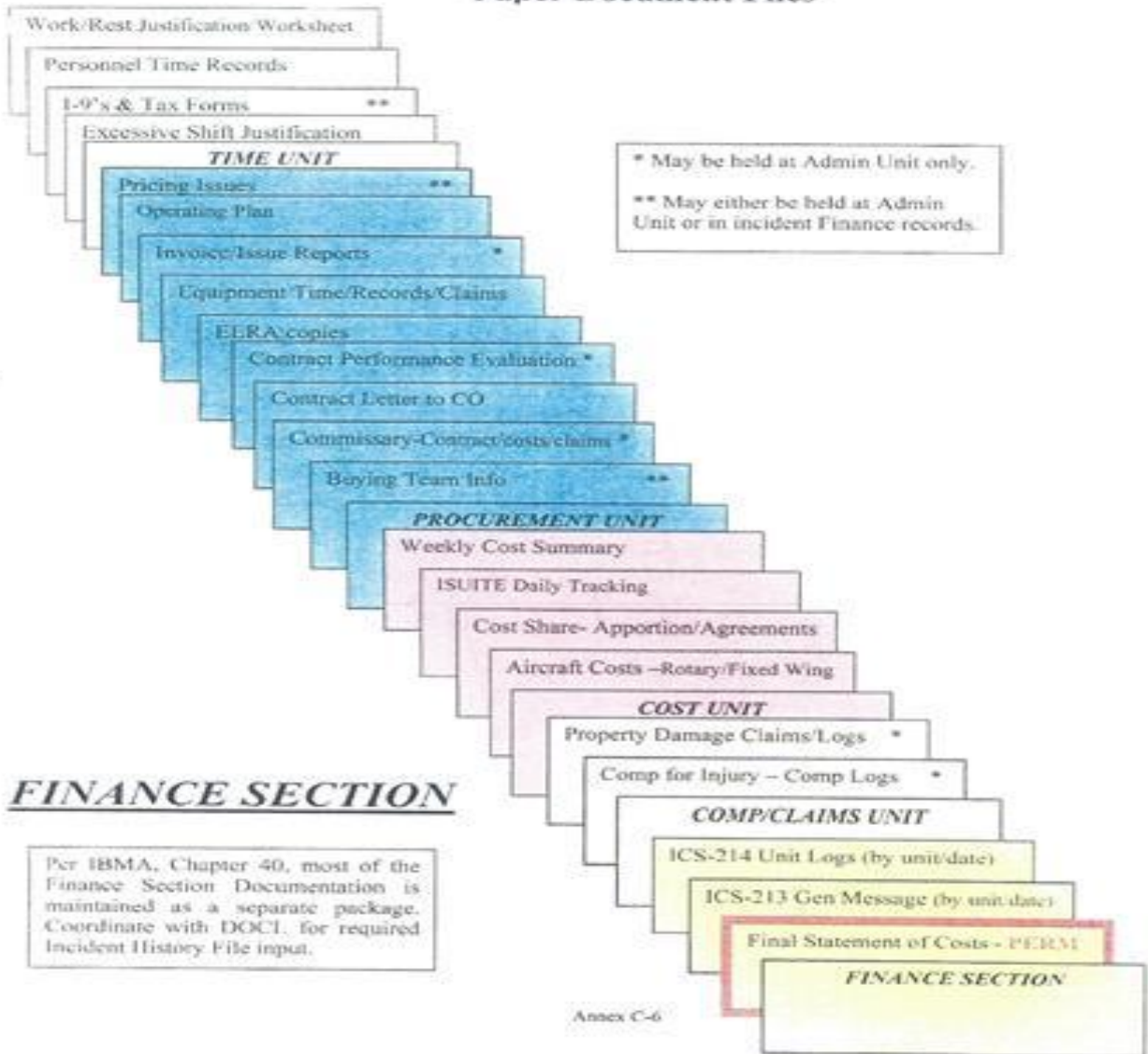
### COST UNIT DOCUMENTATION

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc ..
3. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
4. Provide originals of cost analysis/projections and cost savings measures.
5. Include copies of accrual reports submitted to the incident agency, if applicable.
6. Include any other documentation including computer-generated reports, graphs, and printouts.
7. Provide copies of cost share agreements.

# Appendix D: Finance Toolbox

Version 1-25-06

## Wildland Fire Incident Records Paper Document Files



## Appendix E: Safety Toolbox

Insert Name of IMT

ICP Safety Plan

Insert Name of Fire

We want all personnel on this incident to have a safe and enjoyable assignment. As an Incident Management Team (IMT), we have a few basic safety rules that are standard for everyone's safety and wellness.

**Safety is our #1 Goal for all incident activities!!! Please report unsafe situations to any Team member as soon as possible. Please take the time to correct unsafe situations that you find! If unsafe situations are not corrected, please contact the Safety Officer or IC.**

### **EMPLOYEE SAFETY!WELFARE & SECURITY**

This plan addresses basic employee safety, security, and welfare, Stay in Place, and Evacuation protocols applicable to a typical ICP/Base Camp environment, that are applicable to most fire or all risk incidents. The Command and General Staff (C&GS) will determine when and if the Stay in Place or Evacuation procedures (outlined below) should be implemented. Agency specific protocol is located in the Red Book page 07-14, and will serve as a reference for evacuation and stay in place procedures planning.

The Medical Unit Leader (MEDL) will be designated as the "Lead" for handling medical emergencies at ICP.

**Personal Protective Equipment (PPE)**, commensurate with the task, will be worn when performing duties around camp. This includes tasks associated with vehicles, mechanized equipment, tool use, for sharpening, loading and un-loading trucks, and handling of fuel and fuel containers. PPE includes: 8" boots, hard hats, long sleeve shirt, approved safety glasses or goggles, and gloves, as required by the task to be completed.

For safety reasons, **no swimming** is allowed in rivers, lakes, or hot springs.

Smoking within the ICP is allowed only in designated smoking areas. No smoking is allowed in the sleeping areas, food unit, and shower area.

**INSERT NAME OF IMT** does not have a "Closed Camp" policy. **However**, we request that you represent the firefighters of this incident with honor, dignity, and professionalism while assigned to the incident, both when **ON DUTY and AFTER HOURS**. This includes the main ICP, all spike camps, and surrounding communities. Inappropriate behavior will not be tolerated.

ICP Situational Awareness: 10 mph speed limit in, and around ICP. Traffic may be designated "One Way" in various areas of the ICP-watch for road signs. Please park in designated areas, and not on the roads in the sleeping area. A mix of personnel, tents, and vehicles in sleeping areas is a deadly combination.

To promote personal hygiene, and the well being of personnel assigned to the incident, all persons must wash their hands before entering the meal lines, and after using the restroom facilities.

Refrain from keeping food, candy, and other sweets in tents/sleeping areas. Bears and small disease bearing mammals can be attracted to these items.

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### **WORK ENVIRONMENT/HUMAN RELATIONS**

No illegal drugs or alcohol are permitted on this incident. Violators will be sent home immediately, and a letter will be sent to the home unit supervisor. This "ZERO TOLERANCE POLICY" is mandated by this Incident Management Team (IMT) and our host agency.

Horseplay is rough and rowdy play that does not contribute effectively to a productive and safe work or R&R environment. Horseplay can often lead to inappropriate behavior such as fighting or harassment. Employees engaged in horseplay that results in inappropriate behavior risk demob at the earliest opportunity with documentation of the behavior sent to the home unit.

### **ENVIRONMENTAL HAZARDS**

The Safety Officer (SOF) in conjunction with the (C&GS) will develop a system sufficient to address the safety issues associated with the **INSERT NAME OF FIRE**. The following hazards and risks, associated with wildland fire, were identified during the Agency Administrator briefing and Team transition as significant local hazard potentials: **LIST HAZARDS BELOW-THE ONES NOW LISTED ARE EXAMPLES ONLY.**

- Extreme Fire Behavior, due to dry fuels, high temperatures, and low RH's
- Dehydration, and other heat related illness
- Mine Sites and HAZMA T
- Steep rocky terrain
- Driving on all highways and narrow dusty secondary roads within and surrounding the fire
- Public, commerce, and recreational users on Hwy 22, 89, etc.
- Long travel times to fireline, remote camps, and small communities
- Hazard trees
- Snakes and biting insects
- Livestock, including cattle on rangelands, horses, etc.
- Bears in and surrounding the fire area

### **ICP HAZARDS (REVISE LIST AS NEEDED)**

- Extreme Temperatures
- Windy, Blowing Dust Conditions
- Disease transmission
- Trip/falls
- Wildlife
- Congestion-people and vehicles
- Unsanitary conditions

### **FIRE CAMP LOCATION**

ICP/ Base Camp is located at **INSERT LOCATION OF CAMP.**

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### ICP "RALLY POINTS"

ICP is generally set up in areas that will allow sufficient space for all resources to "**STAY IN PLACE**" in the event that the ICP is ever threatened by fire, flood, thunderstorms, other severe weather events, or man caused hazards. **However, in the event that a threat poses a hazard to the ICP,** personnel will be advised by the **Communications Unit** (Command and Logistics net, public address speaker system, word of mouth, etc.) to proceed to a pre-determined "**RALLY POINT**".

- Unit leaders, or designates, will be responsible for personnel assigned to their respective function. This includes a head count at the designated "rally" point by each Section Chief following accountability of personnel.
- Once all personnel are accounted for, instructions will be provided directing personnel to stage at the rally point, return to or stay at the ICP, or evacuate to a different location.
- All ICP personnel will remain at the rally point until released by the IMT. To the extent possible, ICP personnel should group at the rally point by functional area to facilitate accountability.

**The Logistics Section Chief (LSC) will designate an "on-site" rally point for all ICP resources. The "ON-SITE"**RALLY POINT** for this incident will be the same location used for the morning operations briefing unless changed by the IMT. The LSC will also designate an "off-site" rally point for all ICP resources. The "OFF -SITE" **RALLY POINT** for this incident will be **INSERT PHYSICAL LOCATION & DIRECTIONS**, unless changed by the IMT. This site should preferably be upwind of the ICP.**

### GLOSSARY

- **Threat:** Any internal or external hazard that endangers the health, safety, or ability of ICP personnel to perform their duties, e.g. burn-overs, micro-bursts, flooding, infectious diseases, HAZMAT spills, propane explosions, explosive treats, toxins, violent offenders, etc.
- **Rally point:** Pre-selected areas both on and off site where personnel can assemble to be briefed, share information, receive directions about necessary precautions to mitigate a threat, and/or be directed back to their work sites or an alternate safer location.
- **Evacuation Plan:** A pre-determined plan for temporarily or permanently evacuating some or all personnel from the ICP, due to the existence of an eminent or likely threat. Time constraints and a sense of urgency are characteristics of an evacuation. An evacuation will be treated as an "Incident within an Incident", and the Operations Section Chief (OSC) will designate an on-scene Incident Commander, i.e. the "Evacuation IC". The "**Evacuation IC**" reports directly to the OSC for the duration of the event.
- **Stay in Place Plan:** Depending on the nature and severity of the threat, and the ability of the IMT to mitigate risks to personnel from the threat, the IMT may deem that staying in place presents less risk to personnel than a whole scale evacuation. A Stay in Place action will be treated as an "Incident within an Incident", and an on-scene Incident Commander will be designated by the OSC, i.e. a "**Stay in Place IC**". The "**Stay in Place IC**" will report directly to the OSC for the duration of the event.
- **Relocation Plan:** A controlled, planned move of the ICP because of a potential future threat to the ICP, or to facilitate more effective incident management. A relocation of the ICP is typically orchestrated by the LSC, and lacks the sense of urgency typical of an evacuation. A relocation of the ICP will not be managed as an "Incident within an Incident", unless requested by the LSC.

**INSERT SIGNATURE**

Incident Commander

**INSERT DATE**

Date

## **Appendix E: Safety Toolbox**

Appendix A - ICP Evacuation Procedures

Appendix B - ICP "Stay in Place" Procedures

## ICP EVACUATION PROCEDURES

### GENERAL

The procedures outlined below will be in effect after a review of fire activity or other threat adjacent to or within the ICP which poses an immediate threat to the ICP. Immediately upon determining that said threat poses a risk to personnel, the IC will activate this plan. The LSC will contact local agency law enforcement and/or local law enforcement as needed, to ensure their support and assistance with the evacuation.

### EVACUATION/RELOCATION AREA

The relocation area for all personnel evacuated from the ICP/ Base Camp area will be pre-determined in the early stages of the incident by the LSC as part of the risk management process, and coordinated with the C&G Staff, local law enforcement, and host unit. **THE RELOCATION AREA FOR THIS INCIDENT IS INSERT DIRECTIONS AND LOCATION.** Travel will be by convoy and supervised by Ground Support.

### COMMAND STAFF

The Incident Commander (IC) will:

- Notify the Agency Administrator.
- Coordinate information flow with the designated Agency Representative.
- Oversee overall management of the incident.

The Safety Officer (SOF) will:

- Utilize the Risk Management Process (RMP) in conjunction with the Operations Section Chief (OSC) and the "Evacuation IC" to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned.
- Assist Command & General Staff (C&G) with the evacuation.
- Facilitate an "After Action Review".

The Public Information Officer (PIO) will:

- After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

### ALL SECTION CHIEFS & UNIT LEADERS

- Identify personnel needing to travel prior to planned evacuation and relay to Ground Support and coordinate with the SOF.
- Package and pack essential materials needed for uninterrupted service to the incident.
- Account for all personnel by functional group before and after arrival at the relocation area.

### OPERATIONS

- All Operations personnel will be self-sufficient during the evacuation effort. Personnel will remain mobile to meet the operational objectives, and to assist with the evacuation as needed. All personnel should be available to work without logistical support for two operational periods.



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- An Evacuation IC" by the OSC, and will supervise the evacuation and all suppression actions in and around the ICP. {S)he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The "Evacuation IC", SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the evacuation.
- If the threat is a potential burn-over, the OSC, SOF, and "Evacuation Ic" will determine if resources are adequate to protect part or the entire ICP infrastructure.
- The "Evacuation IC" will keep the OSC fully apprised of the status of the evacuation, and notify him/her when the evacuation is complete.

### **LOGISTICS SECTION**

Unit leaders have outlined procedures to continue service for firefighting efforts. The following is a synopsis by unit.

- **Medical**
  - Maintain the ability to provide medical services to all personnel at the ICP and fireline.
- **Supply**
  - Camp crews will use busses/vans identified for transportation to the relocation site. Crew leaders must be briefed in advance on protocols to ensure safe and efficient egress.
- **Food**
  - MRE's and water will be distributed or cached for operations and support personnel to ensure firefighting efforts continue for up to 48 hours without any logistical support.
- **Ground Support**
  - Ground support personnel will aid personnel in need of transportation to the relocation facility. All ground support vehicles and drivers must be accounted for during and after evacuation and firefighting efforts.
- **Communications**
  - Communications will remain intact during relocation. Communications personnel will maintain service during the incident from a fixed or mobile unit. A tactical channel will be designated by the LSC as the "Evacuation Tactical Frequency". "Command" will be used as a back-up frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.

### **FINANCE**

- Items identified to remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

### **PLANS**

- Coordinate with Finance on removal of database.
- Coordinate with Ground Support on loading and removing documentation to designated area.

ICP “STAY IN PLACE” PROCEDURES

GENERAL:

- The OSC will advise the IC that fire activity does not pose an immediate or unmanageable threat to the ICP.
- The IC will activate the Stay in Place plan.
- A "Stay in Place IC" will be designated by the OSC, and will supervise all suppression and support actions in and around the ICP. {S}he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The "Stay in Place IC" will ensure that appropriate and adequate internal and external ICP protection measures are in place. Mitigation measures may include thinning, caching of pumps and hoses, building fireline around the ICP, and/or partial evacuation of selected personnel and infrastructure from the ICP.
- All staff areas will provide assistance as needed to Logistics for protecting vital infrastructure in the ICP area.
- All fireline qualified personnel working in camp may be needed in a fire suppression role.
- Nomex, hardhats, and gloves (at a minimum) will be authorized by Logistics for distribution
- **A Tactical channel will be designated by the LSC, as the "stay in place tactical frequency".** "Command" will be used as a backup frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.
- All external announcements will be approved by the IC
- Each Section Chief shall complete a personnel accountability report.
- All personnel will be in full PPE during the Stay in Place event.
- All Command and General Staff personnel will identify their tent location in sleeping areas to Logistics for emergency recall.

COMMAND STAFF

The Incident Commander (IC) will:

- Notify the Agency Administrator.
- Coordinate information flow with the designated Agency Representative.
- Oversee overall management of the incident.

The Safety Officer (SOF) will:

- Utilize the Risk Management Process (RMP) in conjunction with the Operations Section Chief (OSC) and the “Stat in Place IC” to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned.
- Assist Command & General Staff (C&G) with the Stay in Place event.
- Facilitate an "After Action Review".

The Public Information Officer (PIO) will:

- After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

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### **ALL SECTION CHIEFS & UNIT LEADERS**

- Maintain accountability of all personnel until the threat is declared over by the IC

### **OPERATIONS**

- All Operations personnel will be self-sufficient during the Stay in Place effort. Personnel will remain mobile to meet the operational objectives, and to assist as needed. All personnel should be available to work without logistical support for two operational periods.
- The "Stay in Place IC", SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the Stay in Place event.
- The OSC and "Stay in Place IC" will determine what resources are needed to implement the Stay in Place plan.
- The "Stay in Place IC" will keep the OSC fully updated on the status of the event, and recommend to the OSC when it can be terminated.

### **LOGISTICS**

- Move tents and other portable equipment to a central location that will not impede ingress/egress of engines and other fire suppression equipment.
- Alert individuals during morning/evening briefings that it may be necessary to relocate tents before leaving ICP.
- Consolidate outlying facilities i.e. ground support, fueling, etc. in a designated area.
- Ensure basic functions such as ground support, medical, and the caterer are functional during episode.
- Designate personnel to protect or cover dumpsters, shower bladders, caterer infrastructure, etc. so that operations can continue during and following the Stay in Place event.
- Turn off air conditioning to buildings and remove propane heaters from yurts.
- Pre-position fire extinguishers near yurts, office tents and trailers.
- Move vehicles to a pre-determined area prior to the onset of the event. This includes leaving keys in vehicles during the Stay in Place scenario.
- Supply unit will consolidate flammables, LPG tanks, fusees, and other potential HAZMAT. Cover above mentioned materials with fire shelters or wrap, and clearly sign as such. Supply unit will contact Operations when mission is completed.
- Supply and Communications Units need to be capable of staying operational during a "Stay in Place" event.
- Ground Support will identify a vehicle and driver to assist Planning Section to carry sensitive documents, database, etc. to a designated area.
- Camp crews will fill a sufficient number of portable back pack pumps, and with direction from the "Stay in Place IC", position pumps in strategic locations. Consider flagging these locations with readily identifiable color of flagging.
- Consider using sprinklers to cover some sensitive areas of camp, such as water storage bladders, caterer's tents and general area, and the LPG storage area.

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### **FINANCE**

- Identify items to potentially remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

### **PLANS**

- Coordinate with Finance on potential removal of database.
- Coordinate with Ground Support on potential loading and removal of documentation to designated area.