Southern Area Interagency Incident Management Teams

Southern Area Incident Management Team Operations Handbook

Revised March 15, 2019

INTRODUCTION

The intent of this document is to provide information about the Southern Area Incident Management Teams. It is intended to be a reference document for team members and a good introduction as to how the teams function for new or substitute members.

The Southern Area teams have a proud history of successful all-risk incident management. The operative directive for all participants is, "be flexible." For example, our teams have managed wildfires for many jurisdictions in almost all geographic areas of the U.S. We have supported hurricane and flood response, in the southeast and Caribbean; the teams may be the first IMT on the incident, or rotate in after another demobs, and we may work directly for a local jurisdiction or for an area command structure. It is incumbent on team members to act aggressively and independently upon being called out. Team members should remain aware of the national situation, and be proactive collecting information regarding incidents and make adequate preparations prior to leaving the home units.

Successful teamwork requires knowledge of our assigned jobs, skill in accomplishing the job, building and maintaining relationships with other team members, the willingness to look for tasks that must be completed and working with other members to ensure that everything "gets done."

This document is also intended to emphasize the importance of the teams' attitude, capture some of the subtle interactions within the team, and to document key things in each function that facilitate optimal team performance.

The mission of Southern Area Interagency Incident Management Teams is to safely, effectively, and efficiently manage all incidents that we are assigned by maintaining a cadre of skilled and productive team members. During each team call out we will strive to successfully complete each mission to achieve our objectives while creating a positive work environment for all personnel whether or not they are team members or single resources assigned to us. We will act as wise stewards of the nation's resources, and serve as diplomats for the Southern Area. We will take every opportunity to make sure our trainees have a quality assignment.

As Incident Commanders, our vision is to maintain the Southern Area Incident Management Teams as diverse groups that will integrate and maintain the values of Duty, Respect and Integrity into our incident work environment. As Incident Commanders we are dedicated to encouraging team members and assigned personnel to communicate, coordinate, and cooperate with each other, supporting agencies, and all local partners on every assignment.

In order to achieve our vision, we encourage formal and experience-based training assignments for trainee and apprentice members designed to enhance and improve the leadership and technical development of our teams. The implementation of this vision by all assigned incident personnel will ensure the safe and successful completion of team assignments while improving the performance not only of current and future team members but all assigned incident personnel.

It is the wish of all four Incident Commanders that as a team we make every one feel they are valuable and welcome members of the best Incident Management Teams in the nation.

Sincerely,

Mike Dueitt	**Mike Wilkins**	**Debbie Beard**	**Mitch Ketron**
Incident Commander Type 1	**Incident Commander 1**	**Incident Commander Type 2**	**Incident Commander Type 3**

SECTION I - TEAM MEMBERSHIP

I-1 APPLYING FOR TEAM MEMBERSHIP

All qualified individuals are welcome to apply for positions for which they are qualified for one the Southern Area Incident Management Teams. The application process opens annually in September and remains open for approximately 30 days. The system currently being used to apply for Incident Management Positions is the Incident Command Application Process (ICAP) system.

Team members are required to reapply every year. Applicants are selected and team rosters for the next calendar year are filled annually in October. These rosters are approved by the Southern Area Coordinating Group in November and become effective on January 1 of each year. Membership is not limited to citizens of the Southern Area, nor federal employees.

I-2 PRIMARY AND ALTERNATE ROLES

The desire is that each position on the Southern Area Incident Management Teams will have one or more persons designated as the primary for that position. Each position also has designated alternates who are fully qualified and able to serve in the position if the primary is unavailable for any reason. It is the responsibility of the primary member to communicate with his or her alternate to ensure that the team has coverage for every availability period. The process for finding replacements is discussed in Section I-6, Team Availability.

I-3 APPRENTICE AND TRAINEE ROLES

An apprentice is defined as a person who is being developed for a position, but is not yet qualified nor able to receive a task book for the goal position. When an apprentice is dispatched to an incident they will be expected to work to the extent practical to complete lower level task books leading to trainee status. At a minimum they will shadow fully qualified team members in their targeted field to assure that this is where they want to go professionally. Apprentices may not get more than one assignment and will then be expected to begin working on task books which will bring them to trainee status. Apprentices are typically not rostered for national or FEMA assignments.

A trainee is defined as a person with a task book that is qualified to serve in the position under the guidance of a person who is fully qualified in the position and able to serve as a mentor for the trainee. The trainee is expected to perform specific tasks within their supervised role needed to become fully qualified in their targeted position. When a team comes up on rotation, the Incident Commander (IC) will determine which Trainees and Apprentices will be put on the team roster. When a team receives an assignment, the IC will work with the designated Agency Administrator on the incident to determine how many Trainees and Apprentices can be accommodated. These negotiations may occur prior to or after the team has been delegated the authority to manage an incident. For assignments within the Southern Area, the ICs will attempt to take at least 16 trainees and apprentices, 6 of which will be S420/S520 trainees, if available.

I-4 QUALIFICATIONS

Each team member is responsible for knowing their status regarding the annual refresher and work capacity test. Not keeping current with either of these requirements will cause a team member to become unqualified and unavailable for assignment.

Team members should inform the IC through their appropriate chain of command of any change in their qualifications that would affect their ability to fill an assigned position, as well as other qualifications that might be of service to the team.

I-5 TRAINING

Team policy is to take maximum advantage of training opportunities for regular members of the team as well as other overhead on the incident. Someone desiring a training assignment or seeking a good training opportunity for another person should discuss this with the Section Chief. If at all possible, try to accommodate requests for training and take advantage of all opportunities that arise. The Training Specialist will coordinate incident training and at the end of each incident present the IC with a list of team trainees and the progress made on their task books. The Section Chief will assign trainees to trainers in each section and will monitor the progress of the training assignment to ensure that the trainee gets the most meaningful assignment possible.

Outside the Southern Region, we can generally take 14 trainees, 6 of which should be S420/ S520 trainees, if available. The Training Specialist will coordinate incident training.

The Training Specialist will brief each team member acting as a trainer to inform him of the responsibilities to the trainee and to make sure that the trainer understands how to properly document training received on the assignment.

I-5A TRAINING SPECIALIST-TRAINER-TRAINEE RELATIONSHIPS

Serving as a trainer for an IMT is a critical and important role. The trainer will work with the trainee daily to improve the skills and knowledge of the trainee. Any deficiencies that the trainee exhibits will be documented in the task book or attached to the task book as a memo. Each trainer will completely and honestly document a trainee's performance and alert the trainee if his or her performance is lacking prior to the end of the incident. None of the teams' Incident Commanders will tolerate a trainer who is negligent or uncaring in their role as trainer.

It is the responsibility of the trainee to meet all prerequisites required of the trainee position and to begin each training assignment with a great interest in that position and to apply him or herself fully to learning how to function in the position. It is the responsibility of the trainee to maintain communication with the trainer. If the trainee believes that the trainer is not providing a learning environment, then it is the trainee's responsibly to notify the section chief who will arrange a meeting and bring the issue to resolution.

I-6 TEAM MEMBER AVAILABILITY

If you are <u>not</u> available during your teams rotation, update ROSS and notify your

- Team Supervisor
- Alternate
- Unit Dispatch Office

For assignments within the Southern Area, the Type 1 and Type 2 Teams are on a two week rotation from Monday at 0001 until Sunday at 2400. The Type 3 Team will be rostered based on activity areas requested by SACC. Team members should make every effort to be available for the time period that their team is "up." All team members should utilize ROSS self-statusing to report availability. ROSS can be accessed through the SACC website at: http://gacc.nifc.gov/sacc/predictive/intelligence/intelligence.htm or your Incident Management Team Center website. Assistance with self statusing should be requested through your local center manager. In addition, each team C&G member receives a daily email of the ROSS status for his or her particular team. The Incident Commander and lead Section Chiefs are responsible for monitoring this list and informing each section member of any discrepancies from their stated availability.

Members of the Southern Area Type 1 Teams will be on alert consistent with the National Rotation. This rotation runs for seven days from Wednesday to Tuesday 1000 MDT. Each member of a Type 1 Team is expected to monitor this rotation and be ready for deployment. This rotation can be found on the SACC website at http://www.nifc.gov/nicc/logistics/teams/imt_rotate.pdf.

If a team member will not be available during a rotation period, they are responsible for finding a qualified replacement.

Each rotation in the Southern Areas lasts for 14 days. Should the team on rotation get an assignment on the last day of the rotation, the team could potentially be assigned for 14 days. This effectively extends the availability period to 28 days, excluding travel.

I-7 LENGTH OF ASSIGNMENTS

A commitment to mobilize for fourteen days (not counting travel to and from the incident) is the minimum length of assignment each team member is expected to fulfill. In some cases, you may be asked to extend to 21 days or to take R&R with the team along with another 14-day fire assignment. You have the option of declining to serve any tour extended beyond the 14-day period.

I-8 ALCOHOL AND DRUG USE

It is our policy that no alcohol or federally illegal drugs will be consumed while team members are in delegated authority of an incident. Team members are expected to adhere to your agency's ethics and conduct requirements while in travel status, R&R, other off-duty activities to ensure that a professional image of team members and the team is maintained. Any alcohol abuse problems will be dealt with swiftly. Possession or use of non-prescription unlawful drugs is not allowed.

I-9 EEO/SEXUAL HARASSMENT

The Southern Area Incident Management Teams fully support EEO and will not tolerate sexual harassment or any form of discrimination! All inappropriate behavior will be promptly dealt with. Disciplinary action and reporting to the home unit will be implemented as necessary depending on the situation. A statement of zero tolerance policy will be included in action plans, posted on information boards and announced at briefings.

The Incident Commander will order a Human Resource Specialist for each incident as needed to oversee this policy and its implementation.

I-10 TEAM MEMBER DESELECTION PROCESS

A team member may be de-selected from the team for issues related to performance, conduct, availability, and/or team membership and overall team performance. Team members may also be de-selected for issues related to attitude, initiative, consideration for personnel welfare, physical ability for the job, and/or safety. The team member would be advised of the shortcomings in writing on the Performance Rating and also orally by the appropriate C&G member and/or IC. The final decision will be made by the Incident Commander after consultation with the appropriate C&G team member. The de-selection process is as follows:

1. The team member will receive written documentation prior to de-selection.
2. A copy of the documentation will be sent to the SACG Chair and the individuals' home unit training officer.
3. If deployed, the individual will be demobilized as soon as practical.
4. The Incident Commander will request name removal from the official roster from SACC.
5. The individual will not be rostered as a Southern Area Team member for the remainder of the year.
6. If the individual wishes to reapply as a SAIMT member, future rostering will be determined at the following annual SAIMT selection meeting.

SECTION II – MOBILIZATION

II-1 TEAM MOBILIZATION

When a team is mobilized, each individual member should receive the following from their Dispatcher/Center Manager: resource order number, ordering agency and sub-unit, travel arrangements, destination and departure time. A copy of the "Resource Order" form would contain all the needed information.

Team members should travel with all the essentials for extended assignments.

Once an incident base is established everyone will be expected to reside at the base. Any exceptions will be approved by the IC on a case-by-case basis.

II-2 TEAM APPAREL AND APPEARANCE

During the assignment (including travel), it is important that the team present a professional appearance. Team members who are interacting with the public and/or other federal, state or local agency personnel should be in their agency uniform or team attire. Team members doing routine work at the ICP may also wear appropriate attire based on recommendation of Team Safety Officer and approved by the IC such as tennis shoes, jeans and a t-shirt. Please remember that while assigned to the incident it is important to be identifiable as a Southern Area Incident Management Team Member and to dress appropriately based on your situation. While it may be appropriate to wear jeans, tennis shoes and a t-shirt while doing routine work at the ICP, it is not appropriate attire during in-briefing, exit-briefing, transition and closeout meetings, public meetings and all times when one is formally representing the team. At these functions team shirts with collars or agency uniforms are required. If we have a camp within the effected fire area, minimal PPE should be worn in camp (nomex pants and shirt).

Optional dress may be worn during all-risk incidents when recommended by the Safety Officer and approved by the Incident Commander.

II-3 TRAVEL

Team members within 10 hours of the incident should give priority to ground transportation. If possible, drive a vehicle that will be useful on the incident. Rental cars will be authorized to positions identified on the team preorder and to individuals on an as-needed basis. Apprentices and Trainees will generally not be authorized rentals but should drive AOV if available.

II-4 PRE-ORDER

The IC will contact the ordering Agency Line Officer, or representative, as soon as possible after the team is ordered. They will discuss arrival times, pre-orders, line officer briefing and transition period. Once the IC has an agreement with the incident unit, notification will be made with the LSC of the arrangements for pre-ordering. The team standard pre-order is as follows:

Notes on vehicle and electronic equipment orders:

- IC contacts primary LSC immediately upon notification of imminent activation and knowledge of destination.
- Employees who are authorized a rental vehicle are required to rent vehicles under the U.S. Government Rental Car Agreement. This agreement includes some provisions that aren't covered in a standard rental car agreement and it also addresses insurance and damage liability.
- Those not ordered with rental cars should contact their Section Chief.
- Those authorized for cell phones, laptops, GPS, cameras and/or printers are listed on resource order, however they are not required to bring these items. It should be noted that although authorized in the Pre-Order non-governmental cell phones will not be covered for damage or additional carrier charges for over use. If you are concerned about the use of your personal cell phone on an incident, please work with your supervisor to acquire an agency phone for the duration of the assignment.

- LSC works with SACC to place pre-order and ensure items are being filled as listed.
- Once at the incident, all vehicles will be checked in with Ground Support.

Note 1: Not all positions will be filled on every incident. Out-of-region incidents are limited to 58 positions on the original team order which should include six S-420/S-520 trainees, if available.

Pre-Order Team Member Authorizations by Position

Team PositPIOn	4wd Rental	Cargo Mini Van	SUV Rental Car	Cell Phone	Laptop,Ipad, Printer	Camera	GPS Unit	Purchase Card authorized on Incident	REMARKS
IC			X	X	X				
DPIC			X	X	X				
LOFR			X	X	X	X	X		
PIO (1)			X	X	X	X			
SOF (1)	X			X	X	X	X		Off road NERV
OSC (1)	X			X	X		X		Off road NERV
OPBD (1)	X			X	X		X		
DIVS (1)	X			X			X	X	Off road NERV
STPS (1)	X			X	X		X	X	Off road NERV
TFLD (1)	X			X	X		X	X	Off road NERV
AOBD	X			X	X	X	X		Off road NERV
ATGS				X	X	X	X		Off road NERV
ASGS	X			X					Off road NERV
HEB 1/2	X			X	X	X	X		Off road NERV
LSC (1)	X			X	X	X		X	Off road NERV
SUBD	X			X	X	X	X		Support Branch Director; Off road NERV
SVBD				X	X	X	X		Service Branch Director; Off road NERV
COML	X			X	X				Off road NERV
SPUL (1)	X			X	X	X			4wd truck
RCDM				X					Ride with others or contact dispatch upon arrival
ORDM (1)			X	X	X				
MEDL	X			X	X				Off road NERV
FACL	X			X	X	X		X	
GSUL (1)	X		X	X	X	X	X		Off road NERV
SECM	X			X	X	X			Off road NERV
FSC			X	X	X			X	
PROC			X	X	X	X		X	
COMP			X	X	X	X		X	Need SUV to transport employees to doctor
TIME				X	X			X	Ride with others or contact dispatch upon arrival
COST				X	X			X	Ride with others or contact dispatch upon arrival
PSC			X	X	X	X	X		
RESL (1)			X	X	X				
SITL (1)	X			X	X	X	X		Off road NERV
FBAN	X			X	X	X	X		Off road NERV
DMOB			X	X	X				
ITSS (1)		X		X	X				
GISS		X		X	X	X	X		
TNSP				X	X				Ride with others or contact dispatch upon arrival
HRSP				X	X				

Southern Area Incident Management Teams PRE-ORDER (Rev. 3/19)

LOGISTICS SECTION

Refer to the Southern Area Pre-Order.

II-5 INCIDENT CHECK-IN AND INITIAL BRIEFING

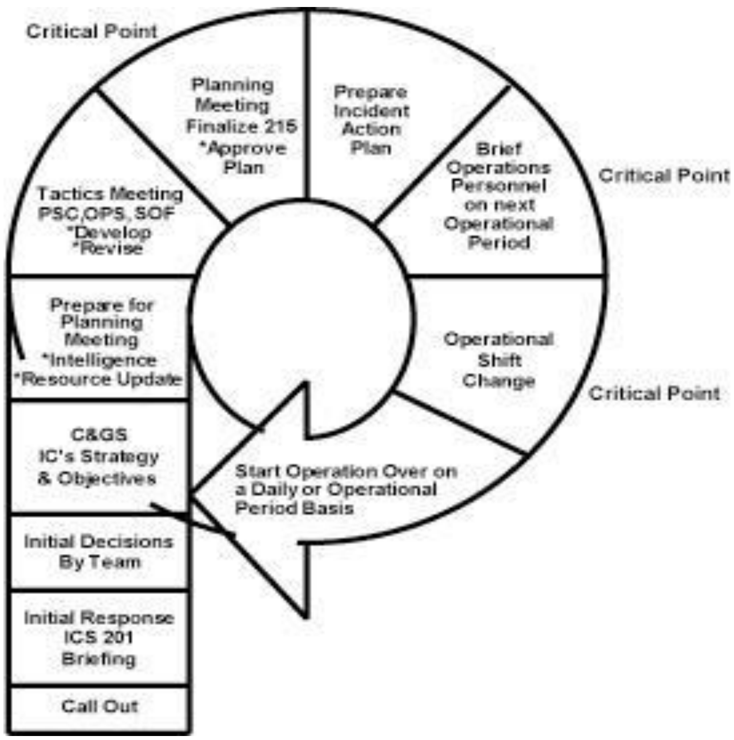
Upon arrival at the incident command post or base camp all team members should check in with:

1. The Planning Section
2. The Finance Section

Check-in officially documents the person's arrival to the incident. After check-in, each team member should locate his or her incident supervisor and obtain an initial briefing.

SECTION III - PLANNING CYCLE

For most incidents the team will follow the Planning Cycle described below:



III –1 INITIAL RESPONSE BRIEFING

All team members on resource order, particularly C&G, should plan to travel in as timely a manner as possible in order to be present at the team in-briefing. Each C&G member will designate a Unit Leader to represent them if he cannot arrive in time for in-briefing. Each team member present at in-briefing will use forms such as Appendices D and H in the Interagency Standards for Fire and Aviation Operations (Red Book).

Team members should hold questions until after the briefing when the IC can call on each Section Chief for questions. Keep question and answer period to reasonable length. When room or other considerations make entire team attendance impractical, the C&G Staff positions should attend the briefing. When this occurs, the rest of the team should be briefed afterwards by the Plans Chief, their Unit Leader, Section Chief or IC.

III-2 STRATEGY MEETING

Strategy meetings will be held after the administrative briefing to review the WFDSS Decision Document and Delegation of Authority, and to set the strategy and incident objectives. Attendance at the strategy meetings will be the C&G Staff, needed members of each section and Resource Advisor. The team will review the strategy, incident objectives and WFDSS at each planning meeting to ensure that these are still current and applicable. Additional strategy meetings will be held as needed to adjust the strategy according to situational changes.

III-3 COMMAND AND GENERAL STAFF MEETINGS

Command and General Staff meetings will be held daily as needed to share information, address safety concerns, and review tactics. All Command and General Staff or their designees shall attend. This meeting generally includes the Air Operations Branch Director and will be facilitated by the Planning Section Chief. A time limit of one-half hour will be followed for these meetings. Information flow is critical to the effective function of the team. The Chiefs should in turn share the results of the Command and General Staff meetings with their section staff.

III-4 TACTICS MEETING

A tactics meeting will be held for each Operational Period to complete the 215 and 215a in preparation for the Planning Meeting. The tactics meeting will be facilitated by the Planning Section Chief and will be attended by Planning Operations, Safety Officer, Logistics Section Chief and others as needed. The entire Command and General Staff is not needed for the tactics meeting.

III-5 PLANNING MEETING

A planning meeting will be held for each operational period. The purpose of this meeting is to approve the plan for the next operational period. The planning meeting will be facilitated by the Planning Section. It will be kept to 30 minutes maximum in length. All Command and General Staff or designated representatives will attend. In addition, the Resource Advisor, Resource Unit Leader, Meteorologist, Fire Behavior Analyst, Air Operations Branch Director, and any Agency Representatives may attend as needed. Issues not directly affecting the plan for the next operational period should be addressed in other conversations or in the Command and General Staff meeting.

III-6 INCIDENT TRANSITION

Once the Operations Chiefs are projecting accomplishment of the assigned mission, a transition schedule will be prepared several days in advance to reach the appropriate resource level for incident transition. The schedule will provide for demobilization of all resources not needed by the succeeding incident management organization. The IC will discuss this schedule, well in advance, with the Resource Advisor and the Agency Line Officer to be sure they are comfortable with the proposed schedule and approach. The schedule will be kept flexible and will not be allowed to dictate team actions.

III-7 AGENCY CLOSEOUT

As part of the transition schedule, the IC will make arrangements for a closeout with the hosting agency. If possible, the entire team will attend; however, that decision is up to the hosting agency. If only the Command and General Staff attend, the planning section will be responsible for taking notes so that the information can be shared (either verbally or in writing) with the entire team later.

At the closeout, each member of the Command and General Staff including the Air Operations Branch Director should be prepared to give a short summary of the activities of the section, concentrating on things that "went well" and things that "need to improve". It is important that these presentations be kept positive and constructive in tone. The PSC shall have an “Incident Summary and Transition Plan” compiled from Section Chief Reports for the closeout. This plan will contain pertinent information needed by the incoming IMT or organization for continued management of the incident.

The final fire package should be delivered to the hosting agency at the closeout.

All performance evaluations should be mailed to the unit's regional or area office by the Incident Management Team Training Specialist with a copy left in the final fire package.

III-8 TEAM AAR

The IC’s will have the PSC schedule and facilitate a team critique after transitioning from the incident(s).

SECTION IV - TEAM DEMOBILIZATION

Each team member should assure that correct information is provided to the Planning Section for demobilization and travel. No resources may demob without prior approval of their supervisor. Supervisors should identify resource tentative demob dates at least 24 hours in advance. Resources requiring air travel should be identified 48 hours in advance. The IC will approve any separate demob of team members.
During demob, team members are responsible for:

* Completing evaluations and task books as appropriate for all subordinates, trainees and apprentices;

* Completing and submitting all records for the final package including unit logs;
* Briefing replacement personnel and assisting in the transfer of command;
* Following local checkout procedures;
* Coordinating travel information with the Demob Unit;
* Cleaning sleeping and work area;
* Returning or transferring all equipment and supplies signed for on the incident; and
* Assisting other team members with demobilization.

The team will normally demob as a unit and will stay together through the final team critique.

INCIDENT WITHIN AN INCIDENT PLAN
SOUTHERN AREA INCIDENT MANAGEMENT TEAM

Introduction

Southern Area Incident Management Teams may be assigned to a variety of incidents – wildfires, hurricanes, floods, etc. On any incident, an emergency such as a helicopter accident, firefighter entrapment, camp evacuation, vehicle accident, personal injury or other serious situation could occur. Any of these events could result in serious injuries or fatalities. When one of these events occurs on an incident, it is described as an "Incident Within an Incident (IWI)."

Incident assignments may be in remote or severely impacted locations with long response times for local emergency responders; therefore, the team will be responsible for handling the situation professionally, effectively, and timely. The intent of this plan is to establish a protocol with assigned responsibilities to effectively manage an IWI while continuing to manage the primary incident.

IWI Protocol

In the event of an IWI, an on-scene incident commander (IWI IC) will be identified to manage the situation, including medical response and transportation. The most qualified person first on scene will **begin** managing the emergency and inform the Division or Group Supervisor. The Division Supervisor will determine if another IWI IC should be designated and make that decision known to all. If the Division Supervisor cannot be contacted, the highest qualified operations person or line Safety Officer will determine if another person should be designated.

IWI IC Responsibilities:

- Take charge of the scene – inform the Division Supervisor and Communications that you are the IWI IC and establish radio communications (frequencies, channels). Identify the emergency name – *Division A medical, Fish Meadows medical, Highway 21 accident.*
- Assign or begin patient assessment (Medical Incident Report, old 9 Line) and first aid. Request additional medical resources on division/branch or across incident. Transmit Medical Incident Report patient information to Communications.
- Determine patient transportation through consultation with line medical personnel and Medical Unit Leader. Consider transportation time, risk to personnel, destination facility and available operational resources. If air transport is chosen, implement the plan for alternative transportation in the event aircraft can not complete the mission. Order transportation resources through Communications as early as possible.
- Notify Communications as resources arrive and any patient status changes. Names of injured or deceased individuals will not be transmitted on the radio.
- Initiate documentation for future investigation; if a line safety officer is available, assign them to lead documentation. Do not move deceased individuals, gear or personal effects except to accomplish rescue work or protect the safety of others. Obtain written documentation of witnesses. The Unit Log, ICS 214, may be used for the initial documentation, but a subsequent narrative will be required.
- As appropriate, conduct an After Action Review to determine successes, areas to improve and lessons learned.

Command & General Staff Responsibilities:

- Communications will notify the Incident Commander, Medical Unit Leader, Safety Officer, Operations Section Chief and Air Operations Branch Director immediately to convene inside the Communications Unit. Communications will notify remaining Command and General Staff – one representative of each should meet outside the Communications Unit. The contact method will be determined by Communications and Safety, with a preference given to radio contact.
- The IWI will be given priority attention by C&G. In the absence of line medical personnel, the Medical Unit Leader will advise on scene personnel of medical responses.

- Operations and Logistics will ensure adequate resources are assigned for transportation, including air, ground and non-incident. Air Operations will deconflict air space and provide coordination, if needed, for air resources and communication needs.
- If appropriate, Communications will restrict radio traffic to designated command frequency or channel. Traffic will be restricted until Communications notifies incident personnel that the IWI no longer needs priority radio use. If radio communications between the emergency incident and ICP are not adequate, consider using an aviation resource, such as Air Attack or Helicopter Coordinator, to relay.

- **Incident Commander (IC)**

➢ Ensure implementation and accountability of the IWI Plan.
➢ Notify the Agency Administrator(s) and Geographic Coordination Center as needed.
➢ Request patient liaison for hospital patient from Agency Administrator.
➢ Approve release of all information regarding the IWI.
➢ Determine the need for a Critical Incident Stress Debriefing Team (CISD Team). The request will be routed through the Agency Administrator.
➢ Determine which outside authorities need to be contacted and initiate that contact.

- **Liaison Officer (LOFR)**

➢ Inform the county sheriff and other officials if a public evacuation is needed.
➢ Contact agency officials as directed by IC.

Safety Officer (SOF)

➢ Develop IWI plan and protocol. Responsible for team preparedness to respond to IWI within first operational period for each incident. Design a scenario early in assignment.
➢ Develop camp evacuation plans (if appropriate) with Logistics.
➢ Ensure line personnel are provided IWI protocol and responsibilities.
➢ Manage the Communications Unit during IWI to limit noise and distraction.
➢ Coordinate with Operations and Medical Unit Leader to advise the Division Supervisor and IWI IC at the scene.
➢ Assign and compile initial IWI documentation, including witness statements, photographs and sketches.
➢ Ensure and document AAR/lessons learned for IWI.
➢ Complete the Wildland Fire Entrapment/Fatality Initial Report (NFES 0859) if needed.

- **Operation Section Chief (OSC)**

➢ Implement the IWI Plan. Coordinate with Team Safety Officer and Medical Unit Leader to advise the Division Supervisor and IWI IC at the scene.
➢ Identify the nature and location of the IWI, number of people involved and their medical condition, transportation needs, and additional requirements (i.e., Law Enforcement, Hazmat, etc).
➢ Air Operations Branch Director will prepare air operations group for any potential mission.
➢ Ensure appropriate IWI organization is put in place to manage the emergency.

- **Logistics Section Chief (LSC)**

➢ Ensure the Communications Unit is prepared for an IWI within the first operational period. This includes:
  ❖ Adequate radio communications – channels/frequencies
  ❖ Staffing & 24 hour communications if needed
  ❖ **Current** operational map with locations of drop points, helispots, dip sites, repeaters, landing zones, 911 addresses; table with lats & longs for these features
  ❖ Flip chart and dry erase board with markers
  ❖ Poster size Medical Incident Report (old 9 Line)
  ❖ C&G contact list (radio & cell), poster size cell numbers
  ❖ Scribe for C&G notes
  ❖ Radio log to record all IWI radio traffic
➢ Ensure Medical Unit has adequate medical plan, medical resources and is prepared for IWI within first operational period. Medical Unit Leader will coordinate with local emergency responders.
➢ Coordinate security, if necessary, to protect the accident scene and conduct investigation.

- ➢ Arrange for damaged vehicle or equipment removal as needed.
- ➢ Provide meals, water, and supplies to personnel at the IWI scene.
- ➢ If a fatality has occurred, contact the County Coroner and Sheriff's Office.
- ➢ Develop camp evacuation plans as appropriate with the Safety Officer; supervise camp evacuations when needed.

- **Planning Section Chief (PSC)**
- ➢ Provide resources for IWI preparation – maps and tables of drop points, dip sites, landing zones, helispots, repeaters, 911 addresses, lats & longs, Medical Incident Report (old 9 line) poster; cell numbers of C&G (list & poster for Communications), agency contacts & local responders.
- ➢ Account for all C&G present at Communications for IWI.
- ➢ Develop and store files for IWI documentation.
- ➢ Ensure that the ICS 206 Medical Plan is approved for each operational period.
- ➢ The Human Resource Specialist (HRSP) or PSC if the HRSP is not staffed will:
    - ❖ Coordinate with and arrange needs for CISM Team.
    - ❖ Identify and meet personal needs of affected personnel.
    - ❖ Document all post incident activity.
    - ❖ Locate and secure personal effects of injured personnel.

- **Information Officer (PIO)**
- ➢ Prepare and coordinate the release of information, following agency policy, with approval of the IC and Agency Administrator.
- ➢ Arrange briefings for incident personnel.

- **Finance Section Chief (FSC)**
- ➢ Coordinate with agency administrative staff on financial issues.
- ➢ Coordinate Compensation/Claims between parties.