

6. Use of Incident Management Teams

Procedures for ordering, receiving, and using a Type 1 or Type 2 incident management team.

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When the decision has been made to order a Type 1 or Type 2 incident management team to take over management of a wildland fire, the following process must be accomplished by the responsible agency administrator; that official with jurisdictional and/or protection authority for the area on which the incident occurs.

A. Obtaining The Services Of An Incident Management Team

1. To Request a National or Geographic Area Incident Management Team

The responsible agency administrator will:

- Place the request for an incident management team with the Zone Interagency Dispatch Center as soon as that need has been identified and verified by a complexity analysis for the incident. Identify the type of team needed, location for the team to report to for the agency administrator's briefing, and time to report at that location.
- Be sure your ordered time lines are reasonable, consider the time necessary to assemble and transport the team, avoidance of night mobilization when possible, and most likely time to effect transition from the current incident management organization to the national or geographic area team. Generally, plan on a 12 hour minimum lead time to get a team.

Do not plan a transfer of command of Incident Management Teams during an operational period.

2. Prior to Meeting the Team

The responsible agency administrator, with assistance from appropriate staff should:

- Prepare the WFSA and agency administrator's briefing package.
- Prepare the delegation of authority.
- Appoint a resource advisor to work with the incident management team and brief that person on their responsibilities and authority.
- Consider the need for an incident business advisor (IBA) to assist you in managing the fiscal aspects of the incident. The IBA works *for* the agency administrator and *with* the team to ensure the agency's direction on costs and accountability is understood and met. General advice for when an IBA should be used is: anytime your incident cost estimates exceed \$250,000; anytime the incident is suspected to be a person-caused trespass fire; whenever claims are involved or likely to be; or whenever a Type 1 incident management team is to be assigned.
- Notify and assemble key staff and other personnel, including cooperators, essential to preparing for and transitioning to the incoming incident management team.

The fire management officer or staff should:

- Determine the location of the incident base and command post.
- Consider ordering basic support equipment and supplies through the dispatch center for the incident, for delivery to the incident base, generally including but not limited to a NIFC communications system, telephone communications system, with FAX, computer support, a national contract caterer, national contract shower unit, potable water supply, and gray water unit(s).
- Order and assemble adequate quantities of maps, aerial photos, GIS data sets, fire weather forecasts, and other intelligence material to support the incident.
- Determine transportation requirements for the team, including transporting team members from airport(s) to the location of the agency administrator's briefing, and from the agency administrator's briefing to the incident base, and appropriate vehicles to assign to the incident management team for internal use. Sources of supply include agency owned and available and local rental.

The fire staff should consider:

- Implementing a resource information management team for large fire data needs support.
- Implementing the large fire incident support organization, as necessary, to augment the capabilities of the local dispatch organization to support the increased workload brought on by the incident.
- Ordering a regional buying team, as necessary, to support the procurement requirements of the fire.
- Requesting an incident business advisor be appointed for the incident.

The dispatch center should:

- Order a temporary flight restriction (TFR) over the incident area, as appropriate.

3. Meeting the Team

- The responsible agency administrator and fire staff will meet the incident commander and command and general staff, welcoming them to the unit. The agency administrator and IC will agree when to begin the agency administrator's briefing.
- The responsible agency administrator will conduct the agency administrator's briefing following the format provided in this guide.

4. Transition from local management to team management of the incident

- Avoid transfer of command during the active burning period or an operational period to which resources are assigned and being managed by the local organization.
- If no resources are assigned to the incident, takeover of the incident by the team may occur as practical. However, current fire behavior and area

involved by the incident should be compatible with objectives stated for the team in the WFSA.

- Ensure availability of the current incident commander and any key personnel to personally meet with and brief the incoming team.

5. Managing the Team

- The responsible agency administrator will provide oversight to the incident management team, primarily through monitoring the appropriateness of the WFSA selected alternative strategy and effectiveness of the team's tactical implementation of that decision document, direction in the delegation of authority, and overall relationship with the host unit, cooperators, and incident support organization.
- **Remember, the team is working for you.** You have the same obligation to them as you would to any other member of your regular organization to support their needs to get the job done. When the team arrives to manage the incident, find out if they are at full strength, with all key positions staffed or en route. If not, help the team get the qualified personnel they need by exercising your influence through proper channels. Find out what other specific needs the team may have or anticipate, and help make those resources available to them. Use this opportunity to address your units training needs as well.
- The responsible agency administrator, or a delegated representative (agency administrator's representative or fire staff) should be available to the incident commander for quick consultation and decision making on an arranged basis through established communications contact points and times and scheduled meetings.

Distinctions Between Type 2 and Type 1 Incident Management Teams

As with all resource kinds in the incident command system, incident management teams are "typed" to better identify and communicate the capabilities they bring to incident management. Generally, a Type 1 IMT is considered to have the most experienced and qualified personnel available for managing the largest and most complex incidents. Most Type 1 team members have experience on Type 2 teams and many have multifunctional experience.

A Type I IMT will come to an incident with approximately 35 to 40 core members and be able to manage the largest incidents, including those involving branching for effective span-of-control and large scale aviation operations. This and their experience with multiple jurisdictions and agencies, complex fiscal situations, high profile public and media events, and sheer size of organizations typically associated with the largest incidents are frequently the reason Type 1 teams are assigned.

There are currently 16 (2001) National Type 1 incident management teams formed; two of those are assigned in the Southwest Geographic Area. Teams are available on scheduled rotations managed both at the local geographic area level and nationally by the National Interagency Fire Center in Boise. A large or complex incident in the Southwest will normally have one of the two Type 1 teams for this area assigned to it. A national rotation provides for T1 teams to be available at most times for assignment to any

location where activity warrants, including outside the normal geographic area of use for those teams.

A Type 2 IMT will come to an incident with approximately 25 to 30 members and is considered to be most effective at smaller and less complex incidents. Type 2 teams are formed within zones or subgeographic areas of the larger geographic area. There are four Type 2 teams within the Southwest Geographic Area. One located in New Mexico, one in Northern Arizona, in central Arizona, and one in Southern Arizona. Type 2 teams are fully qualified for those incidents where organizations, political and fiscal complexity, duration of the incident, and other factors included in the incident complexity analysis indicate.

Both Type 1 and Type 2 teams are interagency in nature and all members may be expected to represent the interests and carry out the direction of the host agency and unit fully during their assignment to the incident.