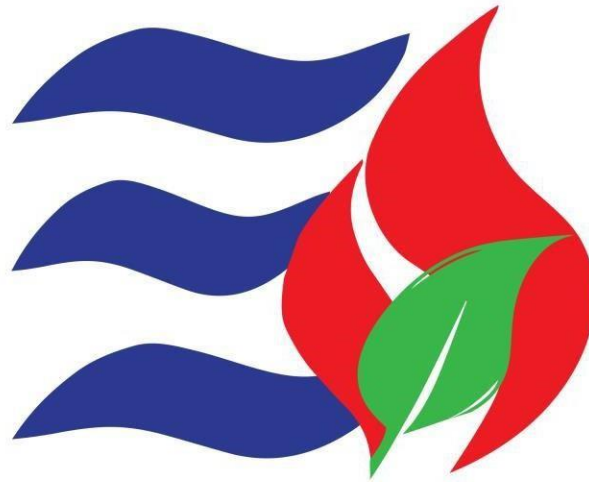


Eastern Area Complex Incident Management Team

2024 Team Operating Guide



EASTERN AREA

incident management team

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This plan was prepared to document coordination guidelines for, and between Team members. In the IMT world, there is often little time to get acquainted before one is expected to go to work. This plan explains standardized Team procedures and expectations. It provides a quick reference for the Command and General Staff to quickly introduce new Team members to standard daily operating procedures; a “this is who we are, this is what we do, and this is how we do it”, introduction to our Incident Management Team. Additional information can be found in the Eastern Area (EA) Mobilization Guide located on the EA web page.

Team Philosophy:

The Eastern Area Complex Incident Management Team strives to provide quality oversight of complex incidents to agencies with jurisdictional responsibility and to the public within the incident vicinity. We take pride in our contribution, and we will do our very best to provide a professional service.

Our team is grounded in seven foundation principles, which we will constantly reassess. They are:

- 1.) **The safety of all incident personnel and the affected public is paramount.** The EA CIMT will make a collective effort to evaluate all incident operations daily including Aviation and Incident Command Post (ICP) operations. This will be done using a risk management process. Focus will be placed on developing appropriate strategies and actions that will address incident objectives which reduce risk and provide for the greatest probability of success.
- 2.) **Respect all individuals, develop a positive team image, and build cohesive working relationships.** Communication is integral to our success and each member is responsible for transferring accurate information and feedback to other team members. Feedback among team members is respectful and focuses on the issues - not the individual. The team functions as a unit and team members look for ways to help each other accomplish our team goals and we will embrace every opportunity to cause a smile.
- 3.) **Zero tolerance for harassment.** The Incident Management Team will provide a work environment free from any form of harassment or hostile work conditions. There will be zero tolerance for any acts of discrimination or intimidation. All team members will demonstrate the highest standards of ethics and conduct.
- 4.) **Zero tolerance for drugs/alcohol.** To maintain the safety of responders and to meet Incident objectives, the Eastern Area CIMT adheres to an alcohol and drug free policy while on assignment. This is to be followed by all team members.
- 5.) **Management strategy will be based on the Agency Administrator’s guidance and evaluation of current conditions and anticipated events.** Public safety, environmental impacts, social consequence, and political concerns will be addressed when determining the appropriate EA CIMT response.
- 6.) **Manage the incident in a cost-effective manner.** We react quickly to changing conditions and anticipate and resolve problems before they become major issues or concerns. Team members are empowered to act when the situation dictates. We help each other identify cost effective actions and follow up to “close the loop.”
- 7.) **Work hard and enjoy the experience.** Team members have fun and enjoy being on the team. They are hard workers and take pride in the work and service they provide.

<i>/s/ Brian Jenkins Incident Commander</i>	<i>/s/ Maris Gabliks /s/ Christopher Woods Deputy Incident Commanders</i>
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Team Objectives:

- Provide for the safety of both incident personnel and the public.
- Provide IMT support to the Agency Administrator to achieve incident objectives.
- Treat all individuals with respect and in a fair manner. Zero tolerance for harassment or intimidation
- Minimize impacts to resources and property values.
- Maintain clear and effective lines of communication with the host agency, cooperating agencies, and the public for the duration of the incident.
- Emphasize cost effective management. Scrutinize expenditures, strategies, and tactics to limit unnecessary cost and risk to responders.
- Provide meaningful, quality training opportunities for as many trainees as is reasonably possible.
- Provide complete and accurate Incident Action Plans, being sure to provide such to the leadership of all cooperating agencies every day.
- Leave a complete and accurate final package for the jurisdictional Agency Administrator. The potential for future litigation on all incidents requires thorough and thoughtful documentation.
- Leave the Hosting Agency/Agencies and community with a positive impression of incident management teams.

Pre- Incident Coordination

1. Rostering

The EA CIMT IC and CIMT Coordinator will formulate a roster and confirm availability of all team members when the following conditions exist:

- 1) When requested to be rostered by the EACG or EACC Center Manager because of the likelihood of a team order within the Eastern Area.
- 2) The EA is at PL 4 or higher.
- 3) The team is on a scheduled week of availability on the national CIMT rotation schedule (shoulder or regular season).
- 4) The team has rotated into the 1st, 2nd, 3rd, or 4th position on the national rotation list (NR list) during the months of May through September at any National Preparedness Level.
- 5) The team has rotated into the 5th position on the NR list when at national PL 3.
- 6) The team has rotated into the 8th position on the NR list when at national PL 4.
- 7) The team has rotated into the 10th position on the NR list when at national PL 5.

National Rotation guidelines may dictate adjustments to the Preparedness Level's used. EA-OWT and IC may adjust breakpoints based on national CIMT needs.

National Rotation

The national rotation is updated each Monday, when the new rotation week begins, and as needed based on CIMT assignments. Two teams will be available each week between January and April and October and December. A minimum of four teams will be available each week between May and September. Availability is identified by geographic area only, not by specific CIMT.

Teams will be requested in order of the national rotation, provided they can meet the date and time needed. A CIMT's first assignment, either internally or from the national rotation, will move them to

Round 2 of the national rotation. A rotation round ends when all available CIMTs have been exercised or are unavailable.

Regardless of Preparedness Level, NMAC retains the authority to manage all team assignments as necessary to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons. This also includes the authority to amend the national rotation or proceed to the next round as necessary.

As of 5/1/2024, the current 2024 national rotation identifies 3 remaining periods when the EA CIMT will be rostered:

1. May 20 – May 26
2. July 29 – August 4
3. October 14-20

These dates may be adjusted during the year as national fire activity dictates. The most updated version of the National Rotation is posted on the NICC website. <https://www.nifc.gov/nicc/logistics/overhead>

Team Rostering Process

- **Primary IMT members** are the primary person (or group of people in a job share scenario) who will fill a specific position on the team's roster. They are expected to be available for each roster or ensure an alternate is covering their position for the rostering period and communicate the change to their Section Chief. The IC's, C&G, and EACC will assist with finding alternates when none are available from the roster.
- **Alternate IMT members** will be utilized to fill roster gaps on the IMT that is currently up in the rotation. They may also be utilized to increase the depth of the roster when pre-assignment conversations with the responsible Agency Administrator identifies needs for additional personnel in sections during a team deployment.
- IMT members will provide their availability to their respective Unit Leaders and Section Chief **one week** prior to the beginning of the roster period.
- Potential virtual positions will be identified on the roster and IMT members should specify if they are willing and able to serve in a virtual position. Final determination of virtual assignments will be made at the time of mobilization.
- The IMT will do their best to roster everyone who is available. This may mean you are rostered in a position that is subject to negotiation between the IC and Agency Administrator that you are qualified for but not normally assigned as on the IMT.
- It is the expectation IMT members will be available for the entire roster period. However, it is understood that life circumstances may sometimes affect your ability to meet this expectation. If you are rostered and not available for the entire period it is up to you to find a replacement and coordinate this information with your Unit Leader and Section Chief. Preference in rostering will be given to IMT members available for the entire roster period.
- IMT members who do not respond to requests for availability or who frequently are not available will be recommended for removal from the IMT. This may affect AD sponsorship.
- The active roster will be emailed prior to the start of the next roster period. C&G should make affirmative contact with IMT members who are rostered to ensure they are aware of the commitment.
- All qualified IMT members who are rostered will have their status be shown as "**IMT Only**" in IROC. All team members need to verify their status in IROC with their dispatch center prior to rostering.

2. Trainees

Team Trainees

All available IMT trainees shall be statused in IROC as “**Available**/National” regardless of whether they are rostered with the IMT. IMT trainees are expected to take the first available assignment to expedite their training for the IMT position. Trainees are not expected to wait for an IMT assignment. Should an IMT trainee be dispatched as a single resource, the respective Section Chief will find a replacement and inform EACC and IC of the replacement on the roster. IMT trainees will be rostered only for their trainee position and may not freelance in any position. (For example, an IMT PSCC(t) may not freelance in any other position other than PSCC(t) while rostered)

GACC Priority Trainees

The IC in conjunction with the GATR will determine which positions will be rostered for the 6 IMT trainee slots. IMT PT members who are available will be placed in the 6 IMT trainee positions. EACC will fill the remaining IMT trainee positions through the Priority Trainee List first and then coordinate with the IC should adjustments be necessary. Available GACC Priority Trainees shall be statused in IROC as “**Available**/Geographic Area”. GACC Priority Trainees are expected to take the first training opportunity available to further position task book completion. Up to an additional 14 trainee slots may become available to add to the roster after discussion and negotiation between the Incident Commander and the Agency Administrator occur during mobilization.

3. Virtual positions

The IC’s will consider the type of assignment and coordinate with the Agency Administrator regarding using virtual positions once the IMT has been ordered.

4. Freelancing

Freelancing is a way for team members to maintain and build their skills and qualifications. While primary team members are expected to be available for the team during the rostering periods of the IMT, there may be opportunities for them to freelance.

- At National Planning Levels 1,2, or 3, they may be allowed to freelance during non-rostering periods with the concurrence of their Section Chief, or Incident Commander in the case of a Section Chief wanting to freelance.
- At National Planning Levels 4 & 5 they need to obtain concurrence from the Incident Commander.
- Team members from the Eastern Area who are alternates on out of Geographic Area IMT’s are expected to prioritize rostering with the Eastern Area Team over other Geographic Area IMT’s.
- Team members who are not on the roster during the rostering period may be allowed to freelance when following the steps listed above.
- Team members who freelance without approval or when actively rostered will be removed from the IMT with a recommendation to the Operations Working Team & Eastern Area Coordinating Group to not concur with out of Geographic Area IMT applications in the future.

5. Team Attire

Team members can dress as they prefer to travel to the incident. Once at the incident, it is important for the IMT to set the example for the incident when it comes to professionalism, safety, and leadership. Whether we like to admit it or not, how the Team is dressed for briefings, meetings, and our normal workday makes a difference of non-team perceptions. At the incident Team members are required to wear Nomex pants, team shirt, and name tag, and appropriate footwear. Non-Fireline personnel may deviate from Nomex clothing based on Section Chief approval after the IMT has assumed command of the incident. Team members will maintain a professional appearance throughout the duration of the incident. Virtual IMT members will maintain a professional

appearance and use team apparel whenever possible during shift and be prepared for video conferences at any time. Inappropriate attire during duty hours includes shorts, tank tops, sandals (unless medically excused), and revealing or offensive clothing.

6. Travel

Generally, travel should commence after receiving the official order through your standard dispatch channels. On rare occasions with extenuating circumstances, travel may commence for some individuals before the official order is received at EACC with the approval of the Incident Commander. EACC will be notified by the IC or designee of all tentative travel arrangements.

Travel methods for each team member will be determined by the team member, their immediate supervisor, and the respective Section Chief, based on the specifics of the incident.

Rental vehicles for assignments are acceptable only if the requesting unit authorizes this as part of the resource order instructions. All resources authorized to rent a vehicle must be current in Defensive Driving and have a current State Driver's License. Each agency should use their own agency's rental vehicle procedures. The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon the mode of travel.

Team members will be given information on the location of the incident and the reporting location and time for the initial Team briefing. Team members who cannot meet the established briefing time should alert their Section Chief of their expected time of arrival.

When unforeseen circumstances prevent a member from responding to an assignment, the Team member will immediately notify their Section Chief and an alternate Team member (if available) will be chosen from the master roster for the assignment.

IMT Members are expected to be aware of and mitigate excess shift hours due to travel as soon as practical.

7. Information Technology (IT)

Command and General Staff (C&GS) and all unit leader positions are authorized to bring cell phones, GPS, radios, laptops, and resource orders for those positions will include those items when dispatched. Team members should review the resource order to verify these items are on the order.

Team computer equipment and iPad will be shipped to the incident or predetermined location on team mobilization. A pre-order of rental computer equipment will be processed upon mobilization and with discussion with ordering agency, to meet incident needs. Eastern Area IMT members will depend on agency computers that are brought with individual team members until rental computer equipment arrives.

8. Pre-Orders

The initial IMT order will usually consist of the regular Team members and designated Team trainees listed on the roster. The team will be rostered in IROC and dispatched by EACC. EACC will also maintain the IMT's pre-orders in IROC. Additional team positions may be ordered from the IMT overhead pre-order and from agencies local to the incident. There are often local resources needing specific trainee assignments to attain targeted positions. Every effort will be made to add local trainees to the roster upon arriving at the incident, as requested by the hosting unit.

Following notification of an incident assignment, the Logistics Chief will coordinate with the IC to initiate the incident pre-order (See Appendices). This will include contacting the host unit to determine what resources have already been ordered. The following items are critical to ensure successful transition.

- Command Repeater kit(s)
- Caterer/showers
- Temporary Flight Restriction
- ICP Location & land use agreement
- Air Attack platform
- Any suppression resources and overhead
- Computers, plotters, tablets, iPad, etc.
- Computers and equipment needed for virtual operations.
- Photocopier(s)
- UAS

Additional equipment and personnel may be added to the standard pre-order should a particular circumstance warrant such additions. The Team Trailer should be considered and added to the Resource Order if it is being deployed. Section Chiefs may also request that the Logistics Chief reduce or cancel any part of the pre-order. Section Chiefs should be aware of the contents of the pre-order to ensure adequate resources are available at the start of the incident. Should additions appear to be needed, the Section Chief should alert the Logistics Chief prior to departure. An example would be a request for a portable cell phone tower should the incident be in a remote area known for poor cell phone reception.

9. Mobilization

The Incident Commanders will stay in regular contact with EACC for updates on fire activity. With rare exception, the IC will be in 24-hour contact via cell phone. Upon receipt of a call alerting an IC of an order, EACC will notify all affected dispatch centers of the mobilization. Third tier dispatch centers will notify rostered IMT members of the mobilization. IC's will initiate a concurrent calling tree through the rostered C&G and each C&G member will do the same within their respective group. IC and C&G will schedule initial Teams meeting to coordinate the mobilization.

The IC will work with EACC & the GATR to determine which Priority Trainee positions are best suited for the given assignment so that the GATR and EACC can fill those positions.

The Incident Commander will contact and discuss with the Agency Administrator the date and time when it is desired and realistic for the IMT to assume command of the incident and receive an initial briefing of the incident. In situations where the host unit is in immediate need (fire fighter or public safety concerns) of additional overhead to support their incident, prior to the expected transition with the IMT, the following options will be discussed:

1. Operations, Safety, and other support function staff assume agreed upon roles within their qualifications as soon as they arrive (i.e. IMT DIVS takes operational supervision of a Division prior to transition)
2. Option 1 plus qualified ICT3 transitioning and assuming command of the incident. The ICT3 will be an IMT member who can respond in the timeliest manner who holds one of the following positions on the Team, DPIC, IC (T), OSC, OPBD, and DIVS. Every attempt will be made to fill an ICT3(T) position in this situation.

The PSC/ITSS will take the lead in scheduling the Teams meeting. Information on the incident, travel plans, in-briefing, equipment needs will be provided to the IMT to ensure efficient mobilization.

Out of GACC Mobilization:

The Team will use a combination of flying and driving for most out of GACC assignments. For most Team members, flying will be the preferred method of travel with rental vehicles. NERV should be

used only when standard rental vehicles will not meet the incident needs including need for off-road capability or employees who are not self-sufficient to acquire a regular rental vehicle. Operations and other personnel needing AOV's should consider driving. Driver safety should be considered when choosing to carpool. Additional rental vehicles should be ordered.

- Team members should be prepared to be pre-positioned for out of GACC assignments.
- Team members should expect the potential of the IMT being extended to 21 days during out of GACC assignments. This is not a required commitment but often makes sense due to the mobilization distance and long duration of some fires. Sharing IMT positions is often needed to meet a 21-day commitment.

10. Personal Social Media Use

Agency policies may allow employees to post information, photos, or videos about work-related activities on personal social media accounts outside of work hours or otherwise not on government time. However, social media can sometimes blur the line between professional and personal lives and interactions. Statements intended as personal opinion can be mistaken for official expressions of agency policy or position. Care by all incident personnel, especially supervisors, must be taken to ensure personal use of social media does not create the appearance of official use of social media. This includes ensuring incident personnel are not using their government title or position in a manner that would create an appearance that the Government sanctions or endorses one's activities.

- Do not engage in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
- Do not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government at any time.
- Do not discuss information that is considered non-public. The discussion of internal, sensitive information is strictly prohibited. Failure to comply may result in fines and/or disciplinary action.
- Do not "scoop" the PIO or the agency by releasing information ahead of them.

In an effort to eliminate missteps in the use of personal social media the IMT discourages personnel assigned to the incident from posting incident related information or photos to their personal social media accounts, unless they are sharing social media post that are developed by the IMT and/or the Agency responsible for the incident.

Team Incident Operating Procedures

In recent years, there has been an increase in the number and complexity of "All-Hazard Incidents". Our contributions have been recognized as critical in responding to all types of emergencies and disasters, and employees have proven their perseverance and capabilities through trying circumstances. It is important for all personnel involved to understand that All-Hazard Response presents some of the most difficult, complex, and flexible management challenges that we face. Potential incidents include hurricanes, floods, disease outbreaks, terrorist attacks, tornadoes, and search and rescue operations. Personnel that respond to these types of incidents need to come with a mind-set of experiencing work that is not like fire response and that may have emotional and physical differences than your normal fire experiences.

1. Agency Administrator In-Briefing

Soon after the request for the EA CIMT, the IC will contact the requesting Agency Administrator to make sure he/she has a good understanding as to what to expect from the IMT. This will include but not limited to, hosting an IMT, Delegation of Authority, resource ordering, WFDSS, briefings, team evaluations, in-brief package and other information related to the incident. The IC and Agency Administrator should discuss and agree on the number/position of virtual IMT members supporting the incident.

The in-briefing location and time will be given to Team members when they receive their formal resource order information, during the initial Teams meeting, or while enroute.

The Agency Administrator or Representative will lead the meeting and offer pertinent information that will assist the Team.

During the initial briefing C&G should fill the front of the briefing area with Unit Leaders and other IMT members behind them.

The Planning Section Chief will officially document the in-briefing/meeting and will secure the WFDSS, if one is available, the Delegation of Authority, and the Incident Business Management Plan from the Agency (if one is available). The IC and Agency Administrator will review the documents together and will jointly determine the date and time the Team will assume responsibility. This is the time to clarify any Agency Administrator expectations, specific agency policy, special circumstances and particular resource concerns. Command and General Staff should ask questions of the Agency Administrator pertinent to their respective Section at this time. We want to minimize any assumptions being made during the incident.

Questions should be kept brief to keep the meeting to a reasonable amount of time, usually no more than 30-45 minutes.

2. Initial Team Meeting

At the conclusion of the Agency Administrator's In-briefing, the Team will conduct a short strategy meeting to assess the information. Operations Section Chiefs, who often arrive prior to the briefing, will try to contact Operations personnel, and may be able to receive a reconnaissance flight prior to the initial briefing. The Incident Command Post (ICP) location will be determined, and any unique circumstances or concerns will be shared. Specific requests noted in the Delegation of Authority or from the Resource Advisor will be emphasized, and the safety concern of transition on an incident. A second meeting may be scheduled at this time so Section Chiefs can compare notes. The following is a list of several tasks that need to be addressed between the post briefing meeting, and the first IMT strategy meeting:

- Basic incident size up: what has happened and why, and what is likely to happen based on fuel and weather parameters, or other conditions relevant to an all-hazard incident?
- Determine imminent threats to lives and property.
- Review Incident-within-an-Incident procedures.
- Incident objectives established based on Agency Administrator concerns.
- Account for present and ordered resources and determine additional needs.
- Assess safety hazards - on the line, at the ICP, and in the aviation program.
- Infectious disease mitigation measures, and protocols.
- Section Chiefs will establish priorities within their functional area and share with the Command and General Staff.

3. Section Specific Initial Responsibilities/Reminders

Command

Quickly establish communications with the Agency Administrator, agency personnel, community leaders, and local emergency services leaders, the County Sheriff, County Commissioners, and Township officials.

Determine present and possible jurisdictions near the incident. Anticipate need for Unified Command.

Assess training opportunities in all Sections as the Incident progresses.

Develop incident objectives, with safety as the primary emphasis, and assist with the development of all strategy and tactics used on the incident. Review and revalidate Incident objectives daily. Incident objectives should be derived from the Delegation of Authority as supported by a current WFDSS, if available.

Incident Information

Develop an Information strategy within 24-36 hours of the IMT assuming command of the incident. Set up or assume use of social media tools such as InciWeb and Twitter, as directed by the host agency.

Coordinate with the unit PAO and Agency Administrator of the jurisdictional agency(s) to determine information release protocol, media contacts, talking points, key individual or group contacts, and preferred location of information kiosks. Coordinate information needs with needs of the Liaison Officer.

Posting incident information and pictures on personal social media sites will be discouraged to prevent inaccurate information being disseminated to the public. Incident resources will be encouraged to share incident pictures with the Information function for official incident use – InciWeb, social media, etc.

Meet and involve local community members, area leaders, and media early in the incident. Develop a daily virtual “trap line” for updating incident information. Develop daily virtual “trap lines” for updating incident information for the public. Set up public meetings, media field trips, and media briefings as needed. Provide evacuees with timely information. Use virtual tools as much as possible while still meeting host unit’s guidance.

Assist local public safety and emergency managers in spreading safety information related to the incident.

Post information boards at the ICP and within communities with current information.

Assist the IC and C&G with post-incident recognitions of assistance and thank-you notes where appropriate.

Liaison

The Liaison Officer ensures effective coordination with assisting and cooperating agencies as well as other stakeholders in support of the incident. The Liaison will serve as primary point of contact between Agency Representatives, stakeholders, members of the incident management team (IMT) and ensure their concerns, input, objectives, and issues are effectively addressed by the response effort.

The Liaison will establish a list of assisting and cooperating agencies and Agency Representatives including name and contact information. The Liaison will maintain close coordination with the IC and

Deputy in developing an operational relationship with the Agency Administrator, Community Leaders and cooperating and assisting agencies.

Assist Operations in determining if there are local emergency operation and/or evacuation plans. Ensure integration of stakeholder input and involvement in development of management action points and execution appropriate plans.

Determine present and possible jurisdictions impacted by the incident as well as the potential for coordinating with additional cooperating and assisting agencies.

Work with the SOFR and MEDL in determining local EMS capabilities that could support incident operational activities.

Develop a process for keeping assisting and cooperating agencies and other stakeholders supporting the incident aware of incident status. This may include developing a schedule for Cooperator Meetings and engaging the PIO to assist.

Monitor incident operations to identify current or potential inter-organizational problems.

Coordinate response resource needs for incident activities with the OSC. Work with Operations to determine local fire department and law enforcement capabilities in preparing for structure protection and evacuation concerns.

Effectively channel assisting agency resources and cooperating agency support into the operational planning process to have positive effects on the response effort.

Effectively use Assistant Liaison Officers (ALOFR) to manage work activities in the Incident Command Post (ICP) and when necessary, assign ALOFRs to other locations where direct linkage to the ICP is necessary, such as Emergency Operations Centers (EOCs), Command Centers and or the Joint Field Office (JFO).

Safety

The primary purpose of the IMT's Safety Officer Complex (SOFC) will be to manage safety in a broad context over the incident. The IMT Safety Officer reports directly to the Incident Commander. Starting this year, the Medical Unit will fall under the supervision of Safety. The Medical Unit Leader will report directly to the Primary Safety Officer.

Team safety takes priority. IMT SOFC works through and/or with the Team's Command and General Staff and unit leaders to provide oversight, support and assistance in monitoring and mitigation of safety issues brought forward by team members and other personnel on the incident. The Safety Group strongly invites and encourages incident personnel to bring forward safety related issues, concerns and/or suggestions. The lead SOFC will ensure that a response is delivered within a reasonable amount of time.

The IMT SOFC reviews and monitors the daily team functions of logistics, plans, finance, and operations for adequate support for the incident and may provide input or council to Command and General Staff and incident management team functions when needed or requested.

The IMT SOFC will work closely with C & G and Medical Unit Leader to develop infectious disease/viruses' mitigation measures and response. The SOFC will work with the MEDL to ensure an accurate and valid medical plan (ICS-206).

The primary/lead IMT SOFC will coordinate the need for additional Safety Officers and assign duties/responsibilities to each Safety Officer as dictated by the incident. Daily work assignments and responsibilities may be a shared/split arrangement among the Safety Officers and may include monitoring aviation, fireline, Incident Command Post, forward operating bases, remote camps, spike

camp, etc. Particular attention must be given to incident travel and aviation activity.

The IMT SOFC provides support and coordination to functional area(s) of the team concerning incidents that may occur within the initial incident. The specific functional area with responsibility shall be the lead in managing an incident within the incident (IWI). The Safety Officer supports or facilitates actions and provides coordination with other team functions and requests outside assistance as needed. The IWI process and procedures will be the guide and expectations that all functions will adhere to when responding to an Incident Within Incident.

Incident Safety Officers may use the Lessons Learned Archives to assist with presenting appropriate and applicable messages at briefings. As appropriate, the Safety Officer will share all accidents, injuries, and near misses at briefings. Identify hazards, risks, mitigations, and document 215's, and/or incident risk assessments as well as medical plans and daily Incident Action Plan. It is expected that the Incident Strategic Alignment Process (ISAP) will be relied upon as applicable.

The IMT SOFC will monitor work/rest to assure compliance from all resources. Work with the Incident Commanders and section chiefs to ensure mitigation measures occur and are properly documented.

The IMT SOFC is expected to work closely with the host agency/agencies unit Safety Officer/Manager, or Safety Representatives. This may include OSHA and/or Fire Department or Law Enforcement Safety Managers.

Upon arrival at an incident all Safety Officers are to utilize the internal Team 1 Safety Officer Checklist as guidelines for initial response and setup.

The Safety Officer group will rely upon and use the most current Incident Within Incident protocols and inspection forms provided by the Lead SOFC. Refer to the IWI Plan in Annex #I.

Prior to incident engagement a copy of this Safety-Standard Operation Procedures (SOP) will be distributed and discussed with all Safety Officers and Trainees (SOFC, SOFR) on the incident. In addition, it is expected that a daily debriefing will be conducted with the Incident Safety Officers at the end of each operational shift.

Operations

After the briefing and initial team strategy session, the Operations Section Chief (OSC) will proceed to the incident to begin the transition from the existing organization to a Complex Incident organization and strategy. Every effort will be made to keep other Section Chiefs apprised of the developing situation so they can provide for current and developing needs. The Planning Operations Chief will return to the ICP in time to prepare the action plan for the next shift and to assist with any other briefings.

Strategies and Tactics will be commensurate with the hosting agency's management plan.

Hazard identification and risk mitigation as it relates to tactics and strategies will be closely coordinated with the IMT Safety Officer with an emphasis on cooperation and communication. OSC will also ensure the ICS 206 (medical plan) is accurate.

Incident Action Plans need to identify which Operations Chief is the shift contact. The OSC that is in the field will be referred to as "Field Ops"; the OSC who is coordinating with the Planning Section will be known as "Planning Ops". If multiple field operations staff are needed, Branches (OPBD) will be designated. There must be no confusion about who is ultimately in charge of decisions on the Fireline for that shift. If the responsibility is split between geographic portions of the incident, it must be made absolutely clear by divisional breakout (ICS-204's).

Make an early assessment of the amount of urban interface that that has potential to be involved with the incident. Coordinate with Cooperators early. Be good listeners to rural units and County Assist Teams. If any evacuation activity looks imminent, consider an "embedded deputy" to assist with those actions.

Whenever possible, Operations Section Chiefs, Divisions, AOB/ASGS/ATGS will arrive early and recon the incident prior to Team arrival and the Agency Administrator briefing. Make it known to the local Agency dispatch office and the current Incident IC that you want to gather information to assist Team transition. Remember that they are in charge; however, they need to be aware of your presence and your intentions. Divisions shadowing to facilitate transition is appropriate. Team personnel cannot assume operational roles on the incident prior to transfer of command, unless agreed upon by the Agency Administrator, CIMT IC, and current IC.

When the opportunity presents itself, Division Supervisors and Trainees may shadow Planning Operations for a shift to build awareness of overall IMT operations and coordination with other functions.

Establish a schedule and a protocol for daily briefing/debriefing of all Operations personnel at Division level and above. This has proven to be extremely productive for a collective understanding of the progress of the overall incident strategy, and for an added measure of clear communications. Routine/repetitive work shifts of 16 hours are not acceptable on most incidents. Division Supervisors and Operations have primary responsibility to ensure proper shift length.

Operation Section Chiefs Responsibilities:

Be aware of the "big picture" and be sure to strategically plan for worse case. Manage your resources to meet the overall goals of the incident.

- Responsible for developing strategic actions to protect priority values at risk while balancing risk to responder vs probability of success of the strategic alternatives.
- Responsible for/Participate in the Strategy Meeting, where current strategic actions are continuously re-assessed and new strategic actions are developed based upon expected fire growth, added values at risk, and forecasted fire resource support.
- Responsible for/Participate in the Tactics Meeting, communicate/discuss the tactical plan and its associated resource needs to protect the priority values at risk over the next three shifts; work with other C&G functional areas to identify and mitigate associated impacts/workloads.
- Participate in Strategic Risk Analysis and Deliberate Risk Analysis with the Safety Section.
- Anticipate and plan for changes.
- Keep the IC informed of progress, resource needs and challenges.
- Communicate major changes from the mission promptly to the IC (i.e.: burning, retardant use, change in strategy).
- Give early notification of any deviation from planned shift length to IC, logistics and planning sections.
- Notify IC if 16-hour shift length is exceeded and document mitigation measures taken to comply with work/rest guidelines.
- Support non-operations command and general staff to fill gaps in staffing.
- Provide surge capacity for expected workload challenges.

Branch Directors, and Division/Group Supervisors Responsibilities:

- Emphasizing team safety protocols and performance expectations.
- Provide clear leader's intent to all resources / ensure resources in your division/group are briefed.
- Support strategic alignment by briefing forces on priority values at risk, strategies designed to

protect, associated risk to responder, and the probability of success; Provide the “Why” for the mission.

- Keeping the OSC informed of progress, resource needs and challenges.
- Communicating major changes from the mission promptly to the OSC (i.e.: burning, retardant use, change in strategy).
- Reviewing the IAP for assigned resources and reporting any discrepancies to planning.
- Tracking the location of all assigned resources while on the line and in camp.

Aviation Operations

- Prior to arrival Aviation team will need to do an assessment and verify implementation of any infectious disease protocols needed for Aviation Operations.
- Ensure that Temporary Flight Restrictions (TFR’s) are in place to address aviation safety over the incident.
- Identify and receive a flight hazard briefing and map from the aviation specialist on the unit.
- Coordinate with the host unit to determine procedures for sharing aircraft with other incidents and the host unit.
- No incident assigned aircraft will be reassigned from the incident until the OSC approves.
- Before an aircraft is dispatched from the incident, the following information will be provided: mission to be performed, lat/long for the destination, frequency to flight follow on, air to air frequency, air to ground frequency, telephone contact to ground at the new incident, information on dispatch procedures and any known flight hazards.
- Identify potential incident helibases and helispots in coordination with the hosting agency.
- All UAS operations on the incident will coordinate missions through the AOBD. Any unauthorized UAS sightings need to be relayed immediately to AOBD.
- Ordering of any UAS will follow team ordering procedures once approved by AOBD and OSC.

Logistics

Logistics will develop a plan that meets the needs of the incident by including all known best practices to reduce the spread of infectious disease. Camp layout, transportation plans, additional resources and supplies that may be needed will be considered prior to taking over an incident. The logistics section will work on the implementation of the IWI plan immediately upon arriving at the incident.

LSC and COML will coordinate with the Safety Officer and MEDL to ensure effective setup and preparation of facilities and SOP’s related to IWI response. Consider Med Unit set up and layout, Communications Unit set up and layout, and IWI gathering location for C&G.

Do not assume that sites have negotiated and approved land use agreements. Ensure the Finance Section Chief (FSC) is involved in the development and approval of all land use agreements. Ask before ICP set up begins.

Ensure early development of a travel plan that is well signed at intersections and drop points, with accurate drop point (DP) locations on the map.

Establish good communications early on. A NIRSC NFES 4390 Radio Starter Kit will be automatically ordered with the IMT. A phone call before arrival at the incident could determine the need for other resources, such as portable cell phone towers, or satellite phones.

Ordering resources needs should be completed on an electronic general message form and submitted to the ordering manager who may be in virtual status. Overhead orders are approved at the Command and General Staff level. Line orders for supplies need to be approved by a DIVS or above. Line Orders can be sent by general message or called in through the Communications Unit.

Finance

Provide strong oversight for cost effectiveness to all incident expenditures. Provide daily assessments of costs-to-date. Additional guidance can be found in the [EA Wildland Fire Response Plan \(WFRP\)](#). When the IMT demobilizes, the e-ISuite database will be uploaded to the web site by the ITSS. Ensure that the Finance Section has adequate personnel for the task at hand. The Finance Chief must have adequate assistance to be allowed time for oversight of the total financial program.

Establish early on who the local Agency Incident Business Advisor will be. Pursue copies of any available cost-share agreements and land-use agreements that will be used on multi-jurisdictional incidents. If none are in place, consider this a red flag and immediately negotiate such agreements. Ask whether the unit has a written Incident Business Operations Plan.

Provide documentation for IC approval for extended shifts and mitigation to ensure a 2:1 work rest ratio. Routine/repetitive work shifts of 16 hours are not acceptable on most incidents. The Finance Chief will monitor this for C&G.

Monitor incident activity and contracts for possible claims. Determine the need for a Procurement Unit Leader or Buying Team early on.

Pay particular attention to high-cost expenditures. Any resource not used on a regular and productive basis should be released from the incident.

Planning

The Planning Section will be responsible for developing meetings, briefings, and document sharing platforms (in-person and virtually when needed or required). Additional Information can be found in the [EA Wildland Fire Response Plan \(WFRP\)](#).

One of the most important things a Planning Section Chief can do is to run a good, definitive, and brief Planning meeting. It is important to keep absolute track of all resources and to develop an accurate Incident Action Plan with adequate copies. This will take dedicated support from the other Section Chiefs in terms of accurate and timely section specific contributions to the IAP.

It is expected that Firenet will be used whenever practical for IMT business, document sharing, and email communication.

Briefings should be kept to 20 minutes or less. Coach all presenters on the art of getting pertinent information to Incident personnel in 2-3 minutes or less. Specific questions and Individual or Division specific assignments that do not pertain to everyone can be addressed in smaller discussion groups following the briefing.

Address demobilization early in the incident and order a Demob Unit Leader early on if one is needed.

Welcome new arrivals on the incident and express appreciation for their assistance. Promote a customer service attitude.

Provide team handouts (virtually if possible) at check-in, including team conduct, expectations, and performance.

Post the daily briefing and meeting schedule.

Review the incident objectives with the IC by 1500 daily. Complete the ICS 209 for the IC to review prior to the time due so that any necessary edits deemed in order can be completed.

Determine the need for a Human Resource Specialist and Union Representative and place that order when appropriate.

4. Team Meetings and Briefings

Meetings and Briefings will be held virtually and/or with social distancing guidelines whenever possible. Only the required essential staff should attend in-person briefings.

The typical daily meeting schedule for a 0700-1900 shift will be:

- 0600 Operations Pre-Brief
- 0700 Operations Briefing (for tactical supervisors and other essential personnel)
- 0900 Cooperator Meeting (Optional)
- 1200 Command/General Staff Meeting
- 1500 Tactics Meeting
- 1700 Planning Meeting
- 1800 Night Operations Briefing (if required)
- 1830 IAP Inputs Due
- 2030 Operations De-Brief
- 2130 IAP is signed by the IC.

Pre-Operational Briefing

This is an Operations level meeting, attended by members of the operations section. Participation by other team members is by invitation of the OSC.

Operations Briefings

Time: 0700; length 20 minutes. Be prepared. Start on time.

If you also have Night Operations a separate Operations Brief will be held before the start of the Night's Operational Period. The Planning Section Chief will facilitate these briefings. C&G and appropriate unit leaders shall attend and participate in all operational shift briefings. Presentations should be kept brief, concise and pertinent to the incident with emphasis on **PROMPT and BRIEF**. Know what you are going to say. Make sure it applies to all attending the briefing. If the information pertains to individuals or small groups, save it for a separate discussion.

Operations Briefing Agenda

1. PSC Opening Remarks
2. PSC Review Objectives
3. OSC (Field Ops): update on operations to date
4. FBAN/IMET: fuels circumstance and weather (all hazard)
5. OSC (Planning Ops): discussion of next operational shift
6. AOBD: aviation review
7. SOFR: Issues of the day and Lessons Learned
8. LSC/Unit Leaders: Address any Logistics section issues or needs.
9. PSC/Unit Leaders: Address any planning related issues or needs.
10. FSC/Unit Leaders: personnel & equipment time, contract documentation & inspections, comp/claims
11. PIO: Incident Information

12. LOFR: Liaison Info
13. Host Agency/Cooperators
14. IC Closing Comments
15. PSC Closing followed by Division Breakouts

Division/Group Break-out

Division/Group Supervisors will brief assigned resources on incident objectives, leader's intent, and tactics for the operational period. DIVS will take roll call of assigned resources and ensure that any changes to the Incident Action Plan are communicated to the RESL/PSC.

Strategy Meeting

This is a C&G level meeting which allows an incident strategy to be developed and concurred on by all functions. The first strategy meeting is held immediately following the In-briefing, subsequent meetings will be held on an as-needed basis usually in the late morning. The meeting develops the overall response strategy based on the Incident Objectives.

Command/General Staff Meetings

Time: 1200 daily + other times as necessary

Participants: IC(s), PSC, OSC, LSC, FSC, LOFR, SOFR, PIO, AOBD, along with respective trainees. All are expected to attend.

Meeting Objectives:

- Identify safety and medical issues.
- Action Items development and updates
- Information Sharing
- Reality Check – How are we doing?
- Communication and problem solving.
- Discussion of issues, before they get too big.
- Get away from tunnel vision, look at the big picture.

Meeting Format:

- Brief, informal round robin by all present.
- Facilitated by PSC.

Tactics Meeting

Time: 1500; length 30-60 minutes. Be prepared. Start on time.

Participants: (OSC, PSC, LSC, SOFR, AOBD, RESL, FBAN, MEDL, COML)

This is a C&G level meeting which allows Lead/Planning OPS to brief 3-day operational plan for the incident, ensure 204's and 215 are current and accurate. Designed to develop the plan for the next Operational Period. Held prior to the planning meeting.

Meeting procedures:

- Development of strategy, operational objectives, and timeframes by the Team.
- Prepare & Review 215 & 215R for the next operational period.

- Meeting will consist of:
 - Brief reports covering the major items for each functional area as they relate to the next operational period.
 - Review plan and adjust for next operational period.

Planning Meeting

Time: 1700; length 30 minutes. Be prepared. Start on time.

Participants: IC, Core Team (PSC, LOFR, SOFR, FSC, FBAN, OSC, LSC, AOBD, PIO, and respective trainees). May also include Agency Liaison, Business Advisor, Unified Command ICs, Resource Advisor, etc. The meeting is where the OSC explains the plan for the next Operational Period and obtains buy in from members of the Command and General Staff.

- Turn off radios & cell phones during meetings, work with Incident Dispatch to handle messages. Leave Acting or Deputy in charge.
- PSC is the facilitator, with a designated note taker.

Planning Meeting Agenda Items

1. Update of current operational period.
2. PSC reviews Incident Objectives.
3. FBAN presents weather forecast and fire behavior projections.
4. OSC overview of next operational period strategy/tactics and contingency plans. Overview of 215 and tie to LCES. Safety Officer to complete large ICS-215R at same time.
5. Decision Point: Can all Command and Staff positions support the plan and are there any other issues?
6. Agency Liaison, Cooperators: comments.
7. IC wrap-up comments and critique.
8. Discuss 12/24/36/48/72-hour, in relation to Incident Strategy/Objectives.

Operations De-briefing

End of shift de-briefings are valuable contributions to any measure of success. Individual debriefings between DIVS/OSC/AOBD/SOFR are preferred. Meetings will be held after the operational period and can be virtual or in-person. The OSC leads the meeting and includes DIVS and Aviation Leadership.

Information exchanged during this meeting includes what was accomplished during the operational period and what is expected during the next period, problems, safety concerns, and the outlook for the next 48-96 hours or as the incident dictates. DIVS will individually update the FBAN and SITL to ensure accurate information for the next shift's maps, fire behavior, and other products.

End of Incident Meeting and Procedures

- Command and General Staff or identified Section Chiefs will normally attend (recognizing that circumstances may dictate otherwise) the closeout meeting. Attendance by additional IMT members is at the discretion of the IC, Agency Administrator(s), and/or Area Commander. The target time for completing closeout meetings will be no more than one hour for most incidents at the discretion of the

Agency Administrator(s). This meeting will be facilitated by the Planning Section Chief and will focus on the highlights/summary of the incident.

- To the extent possible, all incident personnel will receive a performance evaluation prior to incident demobilization.
- A narrative summarizing the incident will be developed per the host agencies' desires and for use by EACG for documentation.
- The expectation will be that an IMT After Action Review (AAR) will be conducted by the Planning Section Chief or Deputy IC. Notes will be taken and shared with IMT members that may not attend the AAR. Every effort will be taken to have the AAR before releasing the IMT from the incident assignment to their home unit.

Other Optional Meetings

ISAP Meeting - The Incident Strategic Alignment Process (ISAP) is a framework designed to enhance informed risk-based decision-making during incidents. Whether it's a wildland fire or an all-hazard situation, the ISAP fosters alignment, facilitates meaningful risk dialogue, and helps prioritize efforts. This meeting is optional and can be scheduled anytime depending on participant availability.

Long Term Strategy Meeting – This meeting looks at strategy 48-72-96 hours out. Usually involves selected Command and General Staff positions. This meeting is optional and can be scheduled as needed.

Cooperators Meeting – A meeting with IMT leadership and people or agencies supplying resources, assistance, or support to the incident control effort. Usually established and led by the LOFR. This meeting is optional and can be scheduled anytime depending on participant availability.

Section Meetings – Section Meetings are called as needed by the section chiefs or position leads to aid in team communication. They are usually just for the members of the section. They are informal and designed to identify safety issues, development updates, Information sharing, problem solving and to keep all section personnel informed .

APPENDIX I

Incident Within Incident Plan (IWI)



The primary goal of this document is to provide incident personnel with the guidance necessary to locate, triage, and address all emergencies within the incident with the utmost efficiency and effectiveness possible. While medical response may constitute most situations encountered, this plan supports situations beyond incident-related medical response such as unaccounted-for incident resources, threats to employees, and accidents involving the public that incident personnel respond to. The secondary purpose of this plan is to provide common terminology and consistent processes that will improve understanding and action between Agency Administrator (AA), Incident Management Team (IMT), and field responders.

This document will act as the Incident Within Incident (IWI) plan for all CIMT-managed incidents. This document should complement the ICS206/MIR/ICS206WF outlining your response plan. When an IWI is initiated, identified C&G will implement this Incident Within Incident Plan (IWI). This plan is to be reviewed and updated annually by the CIMT Safety Officers and forwarded to the Incident Commander for approval.

The foundational document is endorsed by the Incident Commander Advisory Council (ICAC), NWCG Risk Management Committee (RMC) and follows the 2010 NWCG memorandum 25-2010: Dutch Creek Protocols: (1) Standardized Medical Emergency Procedures for Incident Management Teams (IMT) to include in their Incident Emergency Plans; (2) Following Communications Center protocols; (3) Utilization of the expanded ICS 206 which includes the 8-line Medical Incident Report (MIR).

Upon assuming command of an incident, EA CIMT will ensure the following procedures are followed:

- The Safety Officer will confirm an incident within incident Plan Roster (an example: Appendix A) has been completed. This roster will be completed at the start of the Team's incident assignment and will include the Command and General Staff that will respond in the event of an Incident Within Incident (IWI).
- Safety should ensure that copies of this plan with the current contact information are placed in the ICP Communications, designated IWI meeting area, distributed and reviewed with C&G. Ensure viable notification process/platform is established and known by key personnel.
- Plans should ensure that daily updated or corrected IAPs will be created after the morning operational briefing to capture newly assigned and re-assigned resources.
- Plans should ensure the corrected IAPs have a noticeably different appearance and are delivered to Command & General Staff. A corrected IAP and corrected map will go to Communications and the designated IWI meeting area.
- Logistics has established the IWI meeting area (equipped with a remote radio and speaker, a wall poster of ICS 206WF MIR 8line, and a blank page for notes if possible).
- Each functional area has Identified a primary and alternate point of contact for IWI response.
- Safety and the IC will ensure this IWI response plan is validated before taking command of the incident.

Signed by IC: _____ Date/Time: _____

Incident Within Incident Response Plan

Communications will activate the IWI Plan when the initial notification to the RADO occurs. Notification should include Color/Severity, Chief Complaint/Mechanism of Injury, and Geographic Location, if possible, as well as the Date and Time of the notification. IMT members will respond based on the severity. *During the night shift*, Communications will notify SOF and/or MEDL, who will make the determination if additional notifications or response are necessary.

Severity	Day Shift Response	Night Shift Response
GREEN Routine	SOF (and/or MEDL, if assigned) will report to Communications. Relevant notifications will be made.	Communications contacts the SOF (and/or MEDL, if assigned). Relevant notifications will be made.
YELLOW Priority	SOF (and MEDL, if assigned), IC/DIC, PSC, LSC, OSC, FSC, PIO (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation.	Communications contacts the SOF (and MEDL, if assigned). C&G members are notified and will report at the discretion of SOF/IC/DIC.
RED Urgent	SOF (and MEDL, if assigned), IC/DIC, PSC, LSC, OSC, FSC, PIO (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation.	Communications contacts the SOF (and MEDL, if assigned). C&G members are notified and will report at the discretion of SOF/IC/DIC.
Unknown Severity	**In the absence of a declared severity, respond to the incident as a RED response**	
PURPLE Other, potentially Critical, Incidents	SOF, IC/DIC, LSC, SECM, and PSC will proceed to Communication. Appropriate C&G members are to be notified.	
<p>NOTE: PURPLE examples include, but are not limited to unaccounted-for incident resources, threats to employees, and accidents involving the public that incident personnel respond to not initially requiring the use of ICS 206 but requiring IMT response.</p>		

Incident Within Incident (IWI) Plan Appendix 2024

Appendix A IWI ROSTER

Appendix B ICS 206

Appendix C ICS 206 WF

Appendix D MEDICAL INCIDENT REPORT (MIR)

Appendix E HELIBASE EMERGENCY RESCUE PLAN

Appendix F ACTIVE SHOOTER WORKSHEET

Appendix G INCIDENT EMERGENCY PLAN DEFINITIONS

Appendix H INCIDENT MANAGEMENT TEAM POSITION CHECKLIST

INCIDENT WITHIN INCIDENT PLAN ROSTER 2024

Incident Name:

Incident Date:

The Safety Officer will have this roster filled out upon arrival to the incident and will maintain the list in Communications. Designated Incident Management Team members will notify other IMT members per the IWI Response Plan.

<i>Title</i>	<i>Name</i>	<i>Contact</i>
Agency Administrator (AA)		
Agency Administrator (AA)		
Incident Commander (ICCI)		
Deputy Incident Commander (DICCI)		
Safety Officer (SOFC)		
Safety Officer (SOFC)		
Medical Unit Leader (MEDL)		
Medical Unit Leader (MEDL)		
Operations Section Chief (OSCC)		
Operations Section Chief (OSCC)		
Air Operations (AOBD)		
Air Operations (AOBD)		
Logistics Section Chief (LSCC)		
Logistics Section Chief (LSCC)		
Public Information Officer (PIOC)		
Public Information Officer (PIOC)		
Planning Section Chief (PSCC)		
Planning Section Chief (PSCC)		
Finance Section Chief (FSCC)		
Finance Section Chief (FSCC)		
Liaison (LOFR)		
Liaison (LOFR)		
Security Manager (SECM)		
Security Manager (SECM)		
Prepared By:		Date:

ICS 206	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD							
5. INCIDENT MEDICAL AID STATIONS											
MEDICAL AID STATIONS	LOCATION						PARAMEDICS				
							YES	NO			
6. TRANSPORTATION											
A. AIR AMBULANCES											
NAME	LOCATION			PHONE			PARAMEDICS				
							YES	NO			
B. GROUND AMBULANCES & REM TEAMS											
NAME	LOCATION						PARAMEDICS				
							YES	NO			
7. HOSPITALS											
NAME	ADDRESS			TRAVEL TIME		PHONE		HELIPAD		BURN CTR	
				AIR	GRND			YES	NO	YES	NO
8. MEDICAL EMERGENCY PROCEDURES											
<p><u>LINE "MEDICAL-EMERGENCY" PLAN:</u></p> <p>- Reporting Party to contact Communications with:</p> <ul style="list-style-type: none"> • Patient Complaint, Condition and Location via Tactical or Command frequency. • Red, Yellow & Green Patients triggers Incident within Incident (IWI) • The highest qualified responder will run "Medical-Emergency" on the assigned frequency assuming the role of IWI IC. • IWI IC will use "Medical Incident Report" worksheet on back of this page or in IRPG. • Communications contacts Medical Unit Leader on the assigned frequency or cell phone (list number). <p><u>IN-CAMP – 24 HOUR MEDICAL</u></p> <ul style="list-style-type: none"> • Contact incident Communications with: Patient Complaint, Condition and Location via LOGS net or assigned frequency. 											
ICS 206	9. PREPARED BY: (Medical Unit Leader) MEDL					10. REVIEWED BY: (Safety Officer)					
6/2017											

ICS 206 WF							
1. Incident/Project Name		2. Operational Period					
		Date/Time					
3. Ambulance Services							
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS) Yes No				
			<input type="checkbox"/> <input type="checkbox"/>				
			<input type="checkbox"/> <input type="checkbox"/>				
			<input type="checkbox"/> <input type="checkbox"/>				
4. Air Ambulance Services							
Name	Phone	Type of Aircraft & Capability					
5. Hospitals							
Name Complete Address	GPS Datum – WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long		Travel Time Air Gnd	Phone	Helipad Yes No		Level of Care Facility
	Lat:	Long:			<input type="checkbox"/>	<input type="checkbox"/>	
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

6. Division Branch Group		Area Location Capability	
	EMS Responders & Capability:		
	Equipment Available on Scene:		
	Medical Emergency Channel:		
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot:		
	Lat: Long:		
	EMS Responders & Capability:		
	Equipment Available on Scene:		
	Medical Emergency Channel:		
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot:		
	Lat: Long:		
7. Name & Location		Remote Camp Location(s)	
	Point of Contact:		
	EMS Responders & Capability:		
	Equipment Available on Scene:		
	Medical Emergency Channel:		
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot: Lat: Long:		
	Point of Contact:		
	EMS Responders & Capability:		
	Equipment Available on Scene:		
	Medical Emergency Channel:		
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot: Lat: Long:		
8. Prepared By (Medical Unit Leader)		9. Date/Time	10. Reviewed By (Safety Officer)

ICS 206 WF MIR (Appendix D)

Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON-SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to Communications/Dispatch.

- CONTACT COMMUNICATIONS / DISPATCH (Verify correct frequency prior to starting report)** Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."
- INCIDENT STATUS:** Provide incident summary (including number of patients) and command structure.
Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat./Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."

Severity of Emergency / Transport Priority	<input type="checkbox"/> RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE. <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2° - 3° burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. <i>Ex: Significant trauma, unable to walk, 2° - 3° burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport <i>Ex: Sprains, strains, minor heat-related illness.</i>	
Nature of Injury or Illness & Mechanism of Injury		Brief Summary of Injury or Illness <i>(Ex: Unconscious, Struck by Falling Tree)</i>
Evacuation Request		Air Ambulance / Short Haul/Hoist Ground Ambulance / Other
Patient Location		Descriptive Location & Lat. / Long. (WGS84)
Incident Name		Geographic Name + Medical (Ex: Trout Meadow Medical)
On-Scene Incident Commander		Name of on-scene IC of Incident within an Incident <i>(Ex: TFLD Jones)</i>
Patient Care		Name of Care Provider (Ex: EMT Smith)

3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient as applicable (start with the most severe patient)

Patient Assessment: See IRPG PAGE 106

Treatment:

4. EVACUATION 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:

Example: Paramedic/EMT, crews, immobilization devices, AED, oxygen, trauma bag, IV/fluid(s), splints, rope rescue, wheeled litter, HAZMAT, extrication

6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable

Function	Channel Name/Number	Receive (RX)	Tone/NAC *	Transmit (TX)	Tone/NAC *
COMMAND					
AIR-TO-GRND					
TACTICAL					

7. CONTINGENCY: Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.

8. ADDITIONAL INFORMATION: Updates/Changes, etc.

REMEMBER: Confirm ETAs of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.

Active Shooter Preparedness Worksheet 2024

PRE-EVENT READINESS/PREPAREDNESS	
<input type="checkbox"/> Consider location of ICP and remote incident facilities for optimal security <input type="checkbox"/> Check with location host regarding current active shooter plan (in place/valid/appropriate) <input type="checkbox"/> Evaluate and mitigate access control points <input type="checkbox"/> Consider ICP and remote incident facilities layout to reduce single path of egress <input type="checkbox"/> Identify areas within ICP and remote incident facilities for appropriate gathering points <input type="checkbox"/> Identify Law Enforcement response time/plan/capacity and communicate to C&G/IMT	
DURING EVENT	
HEAR GUN SHOTS/ARMED PERSON(S) EXHIBITING HOSTILE BEHAVIOR	ACTIVE SHOOTER
Move to Safe Area <i>AWAY FROM EVENT</i>	Move to Safe Area <i>AWAY FROM SHOOTER</i>
Notify Incident Communications	Call 911 - <i>then</i> Incident Communications
<ul style="list-style-type: none"> ▪ Give Location ▪ Provide situation report ▪ Description of subject(s)/vehicle(s) ▪ Number of shots fired 	<ul style="list-style-type: none"> ▪ Give Location ▪ Medical needs: Number of wounded ▪ Description of subject(s)/vehicle(s) ▪ Number of shots fired
<p>Situational Awareness</p> <p>Know location of escape routes, safety zones and gathering point as they relate to an active shooter situation. Ask questions about what right looks like for your work location. If something doesn't look right, say something, it probably isn't.</p> <p>Fireworks vs. gunshots; think gunshots.</p>	<p>RUN Increasing distance between you and a shooter increases your options and decreases the shooters options. Run toward cover (cover stops a bullet)</p> <p>HIDE Concealment vs. Cover - close and lock doors, turn off lights, be quiet, silence cell phones, avoid windows, wall thickness? FIGHT</p> <p>Respond aggressively, hit/throw/bite/punch/kick/etc. Use improvised weapons.</p>
SEC 1 Patrol Area	SEC 1/Law Enforcement Response
Incident Communications notify all resources	
RESPONDING LAW ENFORCEMENT	
Law Enforcement's job is to move to the shooter, not to provide care to you, follow LE's directions, <u>KEEP YOUR HANDS EMPTY AND VISIBLE</u>	
ACCOUNTABILITY	
IC is responsible for knowing the status and location of C&G, Section Chiefs are responsible for knowing the status and location of all their resources.	
POST EVENT	
NOTIFICATIONS – Ensure notification protocols have been met.	
CRITICAL INCIDENT STRESS MANAGEMENT – AA/IC to coordinate a CISM Team request.	
DOCUMENTATION – Assist Law Enforcement by providing statements/documentation of the event.	
CONSIDERATIONS - Consider the needs of all responders involved.	

Incident Within Incident Plan Definitions 2024

Severity	Emergency Definitions
Routine	<p><u>Non-Emergency Incident</u>- Patient has minor injury or illness.</p> <p>Non-Emergency transportation is through Ground Support, EMT or an assigned Supervisor. Communications <u>does not</u> restrict radio traffic. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per Medical Incident Report (MIR) or IRPG these patients are GREEN Priority 3</p>
Priority	<p><u>Incident/Medical Emergency</u> - Patient has serious injury or illness. Evacuation may be delayed if necessary if other IWIs take priority. Communications <u>does</u> restrict radio traffic. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per Medical Incident Report (MIR) patient is YELLOW Priority 2</p>
Urgent	<p><u>Incident/Medical Emergency</u> - Life-threatening injury or illness. Evacuation needs are immediate. Communication does require a clear channel. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per Medical Incident Report (MIR) patient is RED Priority 1</p>
Unknown Emergency	<p>In the absence of a declared severity, we will respond to the incident as a RED response.</p>
Other Potential Emergency	<p>Examples include, but are not limited to unaccounted-for incident resources, threats to employees, accidents involving the public that incident personnel respond to- not initially requiring the use of ICS 206 but requiring IMT response.</p>
<p><input type="checkbox"/> All departure and arrival times and other pertinent information are recorded in the Communications log.</p> <p><input type="checkbox"/> When the emergency is over, clear all radio traffic for normal use.</p> <p><input type="checkbox"/> Notification to Compensation/Claims has been made.</p> <p><u>Injured or deceased individual(s)</u></p> <p><input type="checkbox"/> Names shall not be used over the radio.</p> <p><input type="checkbox"/> Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. If there is potential for a serious accident investigation, consider leaving the site as undisturbed as possible.</p> <p><u>Clear Text</u> - Utilization of clear text should be a priority on all incidents so that common terminology is expressed and understood. If an emergency needs to be declared and radio traffic silenced, all personnel shall follow "Emergency Traffic" guidelines to clear radio traffic.</p> <p><i>The Operations Section Chief, Division Supervisors, or Communication Units shall acknowledge the severity of the emergency. Clear text shall be used to identify the situation of the emergency: "MEDICAL EMERGENCY", "FIREFIGHTER TRAPPED", "FIREFIGHTER BURNED", "FIREFIGHTER MISSING", to notify all on-scene personnel. Also, the "Location" needs to be communicated and could be as simple as "Division Alpha Firing Group."</i></p> <p><i>The acronym "Mayday" is used by some fire agencies as a distress signal (hailing call) indicating a firefighter is in trouble or signifies emergencies to aircraft.</i></p>	

INCIDENT COMMANDER (ICCI)

Pre-IWI

- Ensure that the Incident Within Incident (IWI) Plan is prepared, signed, and distributed upon transfer of command.
- ICCI is responsible for any Command and General staff function if unassigned.
- Coordinate with the Agency Administrator(s) regarding information dissemination pertaining to affected cooperators and key stakeholders.
 - Local dispatch center/ local 911 (avoid dual response)
 - Unit Fire Management Officer
 - Unit Public Affairs Officer
- Ensure Agency Administrator(s), cooperators and key stakeholders are briefed on IWI protocol.

During IWI

- ICCI (or Deputy IC) to report:
 - Inside** Communications or **At** the established IWI meeting area.
- If the incident is an interagency incident, coordinate communication with other agencies as appropriate
- Notify Agency Administrator and Geographic Area Coordination Center.
- Provide briefing to Command and General Staff and other personnel as appropriate.
- Establish a management action point for ordering a separate organization to handle IWI if needed.
- Assign appropriate organization based on the complexity or severity of the incident.
- Coordinate with the Agency Administrator to order the Critical Incident Stress Management (CISM) Team for debriefing of affected personnel after an incident if applicable.
- Coordinate social media/press release(s) with Agency Administrator and Public Information Officer in a timely matter.
- Coordination with the Agency Administrator to communicate incident information to affected cooperators and key stakeholders.
- Ensure a Hospital Liaison/Patient Advocate is assigned for injured personnel if not provided by the Home/Host Unit as needed and coordinated with the FSC.
- Coordinate with the Agency Administrator to ensure patient accountability and support is maintained.
- Ensure notifications have been made to the family/home unit.
- Designate a note taker in the IWI meeting area as needed.

SAFETY OFFICER (SOFC)

Pre-IWI

- Complete an IWI Roster at the start of the Team's incident assignment to include the Command & General Staff who will respond in the event of an IWI.
- Safety will ensure that copies of IWI are placed in the ICP Communications and distributed within C&G.
- Helibase Emergency Plan is posted at Helibase.
- Ensure a process is in place and tested for notification to all assigned IMT functions
- Coordinate with MEDL and AOBD for ordering air resources for medical emergencies
- Safety and the IC will ensure this IWI response plan will be reviewed and validated by the C&G before taking command of the incident.
- Establish an expectations and notification protocol with the hosting agency
- Consider conducting an IWI drill with CIMT

During IWI

- Safety Officer to report **inside** Communications.
- Line Safety Officer and/or Field Safety Officer to respond to the incident site.
- Determine required reviews and investigations in accordance with the Red Book Chapter 18.
- Initiate the investigation of the IWI and the appropriate investigation resources/teams with Agency Administrator/Incident Commander approval.
- Coordinate the protection and security origin of the IWI.
- Maintain witness names, initial statements, and all evidence relating to the accident.
- Coordinate investigation with the Security Manager, Comps/Claims Unit, and Unit LEO.
- Obtain sketches and photos of IWI scenes.
- Coordinate with and support the Division/Group Supervisor in charge at the scene.
- Verify that agency reporting requirements have been followed.
- Coordinate with Regional/Unit Safety Officer to confirm notification of Fed OSHA/State OSHA when appropriate.
- Notify the Unit Safety Officer and other forest officers as required.
- Maintain coordination with Hospital Liaison/Patient Advocate
- If a wildland fire entrapment or fatality occurs, coordinate with the State or Regional Risk Management Officer for immediate required notification to the National Incident Coordination Center (NICC). A Wildland Fire Fatality and Entrapment Initial Report (PMS 405- 1) should be submitted to NICC within 24 hours by the State or Regional Risk Management Officer.
- Conduct IMT AARs for continued validations of the IWI.

FINANCE SECTION CHIEF (FSCC)

Pre-IWI

- Coordinate with SOF/MEDL/COMP to identify roles and establish communication with local medical providers.
- Identify host agency Hospital Liaison/Family Liaison resources with LOFR/AA.
- Coordinate with Agency Administrative Officer and/or Incident Business Advisor on identifying a communication process between Patient Advocate, Hospital Liaison and/or Family Liaison.

During IWI

- Finance Section Chief to report **outside** Communications or at the established IWI meeting area.
- Coordinate with Agency Administrative Officer and/or Incident Business Advisor on process implementation.
- Coordinate the Compensation/Claims Unit's response to the hospital.
- Gather and collect agreement/contract information and share information as needed with identified IMT members.
- Compensation/claims unit leader (COMP) to respond appropriately according to the Emergency Response Matrix.
- Coordinate with COMP to document potential IWI claims or other liabilities.
- FSC (or if PROC/TIME is assigned) coordinates documentation relative to payment to federal resources, cooperators or contracted resources if involved.

PLANNING SECTION CHIEF (PSCC)

Pre-IWI

- If required, Plans will ensure that a corrected IAP will be created after the morning operational briefing.
- Plans shall ensure a corrected IAP will have a noticeably different appearance.
- Plans will ensure a corrected IAP is delivered to each Command & General Staff member.
- Plans will ensure a corrected IAP and the current map is provided to Communications.

During IWI

- Planning Section Chief to report to a predetermined location **outside** Communications at the established IWI meeting area.
- Complete the Wildland Entrapment/Fatality Initial Report (NFES 0869PMS 405-1) as needed.
- Identify and track resources assigned to the IWI.

PUBLIC INFORMATION OFFICER (PIOC)

Pre-IWI

- Develop IWI communication plan with Incident Commander and Agency Public Affairs Officer.
- Establish pre-approved statements that can be used as situations unfold (when things are being posted to social media, when calls come into the PIO line, etc.)

During IWI

- Public Information Officer to assemble **outside** Communications or at the established IWI meeting area.
- Designate an IWI PIO.
- Collect pertinent emergency information for public release.
- Coordinate information with Incident Commander, Unified Command, Liaison Officer, and Agency Public Affairs Officer to prepare talking points, social media, news releases and/or set up press conferences.
- If interagency incident, coordinate communication with other agencies as appropriate.
- Coordinate with Operations to assign Information Officers to field media inquiries at accident scene, medivac site and liaise with hospital spokesperson when appropriate.
- Coordinate with Liaison (if assigned), LEO, and Logistics regarding roadblocks, evacuations, and emergency medical locations.
- Withholds release of personal information until approved by Incident Commander and/or Agency Administrator.
- Restrict/Advise media that they should avoid entering the IWI scene until all Operations and Investigation activities are complete.
- After approval from IC, coordinate with Plans to arrange a briefing for incident personnel.
- Provide periodic updates to the PIO section
- Ensures continuity of operation within the PIO section. Orders additional staff as needed.
- Do not transmit patient name, crew, unit tail number, etc., at any time during the incident.

OPERATIONS SECTION CHIEF (OSCC)

Pre-IWI

- Ensure Operations staff have reviewed and verified the IWI procedures and the ICS 206 is valid for the current operation.
- Ensure Operations Leadership (OSC/AOBD/Branch/DIVS) understands the IWI plan.
- Verify with MEDL and AOBD that Air-Medical transportation needs can be met for the incident.

During IWI

- The ICP Communications will be the single communications point.
- One Operations Section Chief to report **inside** Communications or at the established IWI meeting area.
- Implement the IWI plan, providing coordination between the on-scene DIVS or Operations Section Chief and other Team sections/units.
- Ensure appropriate incident organization.
- Identify special needs, i.e. Law Enforcement, Heavy Rescue, Haz Mat response, and air resources.
- Coordinate with MEDL and AOB for Air-Medical transportation needs for the incident.
- Coordinate and support the Safety Officer's investigation and Law enforcement agencies involved.

AIR OPERATIONS (AOBD)

Pre-IWI

- Identify availability and ordering process for specialized aviation capability with the GACC.
- Verify with MEDL and OSC that Air-Medical transportation needs can be met for the incident.
- Ensure emergency plan is posted at the Helibase.

During IWI

- Air Ops to report **inside** Communications or IWI meeting area if at ICP. **If not at ICP**, coordinate over the radio/cell phone with OSC and MEDL for air medical transportation needs.
- Determine the need for specialized aviation support and coordinate response.
- Implement the Helibase Emergency Rescue (Appendix D) plan as needed.
- If the IWI involves aircraft: immediately check for fuel sharing and fuel tests and ground other aircraft if needed.
- Coordinate with Air Tactical Group Supervisor (ATGS) to manage airspace.
- Coordinate with ATGS any tactical priority changes to support rescue operations. (Dust abatement, water or tanker drops, etc.)
- Coordinate with Helibase rendezvous points for Air Ambulances.
- Ensure Helibase is creating a second Unit Log for IWI if aircraft are supporting.
- Inform Command and General Staff of any NTSB and/or Aircraft Accident Investigation Team response.

DIVISION SUPERVISOR (DIVS)

Pre-IWI

- Identify new potential helispots and drop points including routes and travel times daily and communicate those to the Situations Unit Leader and MEDL.
- Ensure resources on the Division have reviewed and verified the IWI procedures and that the ICS 206 is valid for the current operation (language barriers).

During IWI

- Ensure IWI command has been established.
- Use Medical Incident Report (MIR) for Initial communication to ICP.
- Coordinate with on-scene Safety Officer to ensure that the IWI is managed appropriately and maintain continuity of operations.
- Ensure Coordination of appropriate EMS and rescue resources response to the accident site (utilize closest EMTs from crews and engine companies until EMTF & EMTP arrive on scene).
- Ensure the incident scene is secure and remove unnecessary personnel.
- Coordinate additional resources if necessary/available (i.e. an adjoining available Division Supervisor) to the accident site to assume the role of IWI IC or transfer command of the impacted Division.
- Ensure divisional objectives are maintained and/or the impact of IWI is communicated to the Operations Section Chief and adjoining Divisions.
- Consider accountability of all Division resources by doing a Personnel Accountability Report.
- Capture Patient transport information.

LOGISTICS SECTION CHIEF (LSCC)

Pre-IWI

- Identify and implement the designated IWI emergency meeting area.
- Follow up with all Logistical Unit Leaders on preparation for an IWI.
- Ensure IMT notification protocol is tested and operational.
- Ensure that the IWI meeting area is equipped with a remote radio and speaker if possible.
- Ensure meeting area needs are met (i.e. whiteboard)

During IWI

- LSC to assemble **outside** Communications or at the established IWI meeting area.
- Order needed resources for the emergency, if requested.
- Monitor support functions and assess additional needs.
- Provide ground transportation as needed.
- Coordinate removal of damaged vehicles, after investigation.
- Coordinate Security with Liaison Officer and Operations Section Chief as necessary.
- Locate and secure personal effects of injured personnel.
- Notify Unit Law Enforcement for scene security.

SECURITY MANAGER (SECM)

Pre-IWI

- Identify contact information for law enforcement cooperators for involvement with an IWI.
- Identify LEO/LE&I resources with the host Agency.

During IWI

- Ensure the coordination of scene safety and security at the IWI site.
- Ensure the coordination with the Safety Officer of evidence collection, site preservation, and site photos are documented.

- Coordinate with local law enforcement jurisdiction and assist local law enforcement as needed.
- The SECM ensures that all reports are accurate and forwarded to DOCL in a timely manner.
- Lead investigator for vehicle accidents and PURPLE incidents, working with the Safety Officer.

LIAISON (LOFR)

Pre-IWI

- Identify contact information for cooperators for involvement with an IWI.
- Coordinate with local agency 911 dispatch to establish POCs for IMT.

During-IWI

- Liaison Officer to report:
 - o **Outside Communications At** the established IWI meeting area.
- Coordinate investigations with the appropriate entities.
- Coordinate with IC/PIOs for information dissemination.
- Communicate with cooperators and key stakeholders.
- Assist with coordination of supporting agencies (Home Unit, Red Cross, Wildland Firefighter Foundation, Chaplain and other Non-Profit Organizations).
- Assist with information dissemination pertaining to affected cooperators and key stakeholders (Local dispatch center, Unit Fire Management Officer and Agency Administrators)

HUMAN RESOURCES (HRSP)

Pre-IWI

- Identify CISM contacts for the current incident location.
- Identify Hospital Liaison/Patient Advocate/Family Liaison resources with the host Agency.

During IWI

- HRSP to report to the IWI meeting area.
- Consider the cultural needs of individuals involved in the IWI.
- May function as Hospital Liaison if not provided by Home Unit as needed.
- Monitor team member exposure to IWI trauma.

MEDICAL UNIT LEADER (MEDL)

Pre-IWI

- Complete the ICS 206 (See Appendix A) form for inclusion in Incident Action Plan (IAP). ICS 206 to include day and night hoist helicopter available to the incident and list of Medical Emergency Procedures for Line and Camp Emergencies.
- Complete the Medical Incident Report (MIR) (See Appendix B) which will be included in IAP.
- Coordinate with non-incident medical support services for availability and capacity.

During IWI

- Medical Unit Leader to report **inside** Communications or at the established IWI meeting area.
- Coordinate proper medical response with Operations and Air Operations.
- Coordinate with the Communications Unit to ensure proper Medical Unit procedures are followed in the Emergency Definitions (Appendix G) and Emergency Response Matrix (Page 2).
- Coordinate with the Logistics Section for on-scene support.
- Coordinate ground ambulance transport, medical supplies, and other medical needs.
- Confirm patient requires transportation. Respond team's appropriate resources if needed/ available.
- Provide on-scene EMT's or Paramedics (EMTF& EMTP) when possible.
- Coordinate backfill resources for adequate coverage during IWI.
- Backfill supplies utilized during IWI.

COMMUNICATIONS UNIT LEADER (COML)

Pre-IWI

- Ensure Emergency Definitions (Appendix G) and Emergency Response Matrix (Page 2) are provided to every RADO and posted in Communications
- Ensure all RADOs know the Emergency Definitions and Emergency Response Matrix at the beginning of each operational shift.
- Consider utilizing voice recording device for legal record
- Designate note taker for IWI log

During IWI

- COML to report **inside** Communications.
- COML controls access into Communications and posts sign that states, i.e.: **"Emergency in Progress - OSC, AOBD, SOF and MEDL inside only"**.
- Ensure Command and General Staff notifications have been made.
- Ensure documentation for the IWI is complete including IWI specific radio logs and forward to SOF and DOCL.
- Designate a frequency for emergency radio transmissions based on complexity or severity of incident.
- Do not transmit patient name, affected crew, affected aviation resource tail number, etc., at any time during the incident.

Appendix II –TEAM STAFFING AND EQUIPMENT PRE ORDERS

Eastern Area Team Staffing

Eastern Area CIMC team staffing will be determined by the size and complexity of the incident. The exact number and type of positions will be negotiated with the requesting agency. Below is an example of a basic deployment of 44 qualified personnel and 6 trainees for a total basic roster of 50.

1	ICCI	18	DIVS	35	GISS
2	DPIC (ICCI)	19	DIVS	36	ITSS
3	SOFC	20	DIVS or STPS	37	SITL
4	SOFC	21	LSCC	38	FBAN
5	MEDL	22	LSCC	39	FSCC
6	MEDL	23	FACL	40	FSCC
7	PIOC	24	SPUL	41	TIME
8	PIOC	25	COML	42	EQTR
9	LOFR	26	COMT or INCM	43	COST
10	LOFR	27	GSUL	44	COMP or PROC
11	OSCC	28	ORDM	TRAINEES	
12	OSCC	29	FDUL	45	
13	AOBD	30	PSCC	46	
14	ASGS	31	PSCC	47	
15	DIVS or OPBD	32	RESL	48	
16	DIVS or OPBD	33	RESL or SCKN	49	
17	DIVS	34	DMOB	50	

If the incident is more complex and/or is working 24-hour operations, the Incident Commander can negotiate up to another 40 positions (26 Qualified and 14 Trainees) making it a maximum of 90 personnel depending on the incident requirements and needs.

Eastern Area Team Equipment Pre-Order

RESOURCE ORDER SUPPLIES			INCIDENT/PROJECT NAME	INCIDENT PROJECT ORDER #	
DESCRIPTIVE LOCATION			CONTACT NAME	CONTACT PHONE #	
REQUEST #	ORDERED DATE/TIME	QTY	RESOURCE REQUESTED	NEEDED DATE/TIME	DELIVER TO
		10 EA	Porta Potties with daily service		ICP/LOGS
		2 EA	40 yd Dumpster bearproof with removal service		ICP/LOGS
		3 EA	Handwash station (trailer preferred)		ICP/LOGS
		2 EA	Copy Machine, High Speed (50 ppm), able to collate, print 8-1/2"x11" and 11"x17" sheets. Copier should include finishing capabilities of sorting, stapling, double-sided and booklet outputs. Include 2 extra toner cartridges, 2 cases of 8-1/2" x 11" paper and 1 case of 11" x 17" paper, 20# non-recycled.		ICP/PLANS
		8 EA	Cell Phones & MIFI-Jet Packs		ICP/LOGS
		1 EA	ICP Internet Connectivity Service (Star Link/COW/COLT?)		ICP/LOGS
			Computer and printer Rentals: Smartsource order/Team Computers & printers		
		1 EA*	e-ISuite Server		ICP/PLANS
		1 EA	Flip chart and Markers		ICP/FINANCE
		2 EA	Switches		ICP/PLANS
		1 EA	Pallet of water		
		1/2 EA	Pallet of Gatorade		
		1 EA	Pallet of Ice (8-10 lb. bags)		
		1 EA	Incident Recycling		ICP/LOGS
		1 KT	Radio Starter Kit, NFES 4390		ICP/COM
		1 KT	R9 Mobile Cache Support Van, NFES 8621		ICP/SUPPLY
			Hose, 1.5" NH, NFES		ICP/SUPPLY
			Hose, 1" NPSH, NFES		ICP/SUPPLY
			Hose, 3/4" NH, NFES		ICP/SUPPLY
		40 EA	1"- 3/4" Reducer, NFES 0733		ICP/SUPPLY
		40 EA	3/4" Nozzle, garden, NFES 0136		ICP/SUPPLY
		20 EA	3/4" Valve, Gated Wyes, NFES 0272		ICP/SUPPLY

		2 EA	1200 GL Tank, NFES 0090		ICP/SUPPLY
		2 EA	1500 GL Tank, NFES 0589		ICP/SUPPLY
		4 KT	Mop up, 3 –Wand, NFES 0772		ICP/SUPPLY
		20 LG	¾" Hose, Garden, NFES 1016		ICP/SUPPLY
		20 EA	1" Valve, Gated, Wyes NFES 0259		ICP/SUPPLY
		120 PG	Battery, size AA, 1.5 volt, NFES 0030		ICP/COM
		1 KT	Helicopter Support Kit, NFES 0520		ICP/SUPPLY
		1 KT	Trauma Kit NFES 9077		ICP/MEDICAL
		1 KT	Office Supplies Kit, NFES 0760		ICP/Plans/Finance
		1 KT	Finance Section Kit, NFES 0309		ICP/Finance
		1 EA	Trauma Bag, NFES 1727		ICP/MEDICAL
		1 KT	Oxygen Kit, NFES 1728		ICP/MEDICAL
		1 KT	100-man first aid kit, NFES 1760		ICP/MEDICAL
		1 KT	SKED Evacuation kit, NFES 0650		ICP/MEDICAL
			48-Quart Cooler		
		1 ea	Camp Crew 10 Person (Job Corp) w/transport (self-sufficient preferred)		ICP/LOGS
		1 ea	Pickup, ¾ ton, with driver		ICP/LOGS
		1 ea	Pickup, ¾ ton, with driver		ICP/LOGS
		1 ea	Pickup, 1 ton stake side, with driver		ICP/LOGS
		1 ea	U-Haul Truck – 16 footer		ICP/LOGS
		1 ea	Telehandler, AWD, 5000-8000 lbs. capacity, yard capable		ICP/LOGS
Only need E #		1 ea	Team Trailer with support vehicle and operator		ICP/LOGS
		2 ea	Pallet Jack		ICP/LOGS
			Rental Vehicles		ICP/LOGS
		1 ea	Reefer Truck or trailer (with stairs)		ICP/LOGS
		1 ea	Fuel Truck, split tank, gas and diesel		ICP/LOGS
		1 ea	Spill Containment kit		ICP/LOGS
			Gray Water truck		ICP/LOGS
			Potable Water Truck		ICP/LOGS



SMARTSOURCE

TECHNOLOGY ORDER FORM v04.19.2023

Place online order:		https://usda.swoogo.com/Fire	
Email:	FireSupport@TheSmartSource.com	24/7 Tech Support: 480.588.2411	
Incident Name:		Date Order Needed:	
Resource Order*	* Resource Order Required w/this Order Form in order to be considered a valid order	Time Order Needed:	
Ordering Person's Name:		Ship To Venue:	
Ordering Person's Phone:		Ship to Street Address:	
Ordering Person's Email:		Ship To City/State/Zip:	
Payment Person's Name:		Ship To Contact:	
Payment Person's Phone:		Ship To Contact Cell Phone:	
Payment Person's Email:		Ship To Email Address:	
ITSS Name:		Special Instructions:	
ITSS Cell Phone:			
ITSS Email:			

Qty	Description	Rate/mo	Subtotal
	LAPTOPS		
	STANDARD Fire Laptops w/LICENSED PDF Editor: i7, 16G, SSD, 15", Win10/Office 2019, IROC, 25 ft ethernet cable	\$287.00	\$0.00
	ADVANCED Fire Laptops w/LICENSED PDF Editor: GIS/FBAN/e-ISuite Server Capable i7, 32G, 1TB SSD, 4G video, Win10/Office 2019. USFS ArcGIS licensed software installed. 25 ft ethernet cable	\$514.00	\$0.00
	IPADS		
	iPad 9.7" or better, w/Rugged Case, Custom Fire Apps, Verizon Data Plan	\$308.00	\$0.00
	iPad Mini - w/Rugged Case, Custom Fire Apps, Verizon Data Plan	\$256.00	\$0.00
	DUAL USB IPAD CAR CHARGER Plug into 12V/24V car outlet. Charge up to 2 devices simultaneously with 5V of 2.4A dedicated power output/USB port. Non-refundable sale item.	\$15.00	\$0.00

PRESENTATION EQUIPMENT			
	Mobile Remote Presentation Kit: iPad Pro 9.7" w/Verizon Data Plan, Desktop Tripod, Ext. Mini Speaker, Ext. Mic, Power Strip, A/C Ext. Cord, Pelican Case.	\$668.00	\$0.00
	Professional Plus Remote Presentation Kit: Laptop w/Office 2019, 1080p USB Webcam, On-Camera LED Light, Floor Tripod, Yeti Nano USB mic, Bluetooth Speaker, Power Strip, Pelican Case.	\$874.00	\$0.00
	4800 lumen LCD Projectors (1920x1080 resolution)	\$771.00	\$0.00
EXTERNAL MONITORS			
	24" Monitors: 1920x1080 (incl. tabletop stand, & 6' HDMI cable)	\$102.00	\$0.00
	32" Indoor Monitors: 1920x1080 (incl. tabletop stand, & 25' HDMI cable)	\$325.00	\$0.00
	46"- 50" Indoor Monitors: 1920x1080 (incl. tabletop stand, & 25' HDMI cable)	\$613.00	\$0.00
SCANNERS, PRINTERS & ALL-IN-ONE MFC'S			
	Color Desktop Scanner (Fujitsu iX1500 or similar): 30ppm, 50-sheet ADF, Duplex, USB, WiFi	\$180.00	\$0.00
	B/W Laser Desktop MFC (Print/Scan/Fax). Incl. 2 reams of paper, partial toner & 1 NIB toner	\$360.00	\$0.00
	Replacement toner for B/W Desktop MFC (non-refundable sale item)	\$130.00	\$0.00
	Color Laser Desktop MFC (Print/Scan/Fax). Incl. 2 reams of paper, partial toner & 1 NIB toner set	\$899.00	\$0.00
	Replacement set of color toners for Color Desktop MFC (non-refundable sale item)	\$499.00	\$0.00
	HP M40xDW (or similar) B/W Network Laser Printer Incl. 2 reams of paper, partial toner & 1 NIB toner	\$349.00	\$0.00
	Replacement toner for HP M40xDW (or similar) B/W Laser Printer (non-refundable sale item)	\$130.00	\$0.00
	Large Format 11x17 Color Inkjet Printers Incl. 2 reams of paper, partial toner & 1 NIB toner	\$499.00	\$0.00
	Replacement set of color cartridges for Large Format Color Inkjet Printer (non-refundable sale item)	\$195.00	\$0.00
	Additional Reams of 8.5x11 paper	\$15.00	\$0.00
	Additional Reams of 11x17 paper	\$30.00	\$0.00
NETWORK EQUIPMENT			
	NEW!!! LIMITED AVAILABILITY - Ubiquiti Core Kit: Ubiquiti Dream Machine, 24-port POE switch, (1) UniFi Outdoor AP, Fan Panel & Rack Surge Protector, 3U Fly Rack, Pelican Case	\$795.00	\$0.00
	NEW!!! LIMITED AVAILABILITY - UniFi Outdoor AP Kit (4-pack): (4) UniFi Outdoor AP's, (4) PoE Injectors, Pelican Case	\$495.00	\$0.00
	NEW!!! LIMITED AVAILABILITY - UniFi AP Bridge Kit: (2) Bridge Antennas in a Pelican case - 500 meter range	\$245.00	\$0.00
	NEW!!! LIMITED AVAILABILITY - Ubiquiti 8-Port (or better), 57-Watt PoE Managed Switch	\$75.00	\$0.00

	NEW!!! LIMITED AVAILABILITY - Cradlepoint E3000 Router or equivalent: (1) Verizon SIM Card, 5G Unlimited Data Plan	\$795.00	\$0.00
	4-port Wireless Router: Tri-band, 802.11.n/ac (Access Point Capable)	\$50.00	\$0.00
	16-port Gigabit Switch	\$67.00	\$0.00
	24-port Gigabit Switch	\$98.00	\$0.00
	100 ft. Cat5e/6 cables	\$20.00	\$0.00
	50 ft. Cat5e/6 cables	\$15.00	\$0.00
	25 ft. Cat5e/6 cables	\$10.00	\$0.00
	6 ft. Cat5e/6 cables	\$5.00	\$0.00
	ACCESSORIES		
	USB Keyboards	\$10.00	\$0.00
	USB Numeric Keypads	\$10.00	\$0.00
Subtotal			\$0.00

Packaging/Handling & Logistics fees TBD at time of order

Expedited logistics service is available 7 days a week. **ETA for eqmt to arrive on-site will be dependent on logistics services available to destination.**

We do provide complimentary tech support for SmartSource hardware failure. However, we do charge for any tech support, assistance or guidance for network setup, configuration, and/or any tech support outside hardware failure.

Appendix III - CREW and OPERATIONAL RESOURCES – TIME EXPECTATIONS

Crew Time Reports will be turned in at the end of each shift (daily).

Crew Time

Operational resources hours worked will be based on the ICS-204 Division Assignment Form start and stop times. This will normally start at briefing time in the morning with time for overhead prior to briefing to coordinate activities of their crew. DIVS may approve no more than 1 hour time in camp for crews to prepare for the next operational shift. Recurring 16-hour shifts will be avoided, if possible, to reduce cumulative fatigue of incident personnel.

Crew On-line Lunch Break

The Division or Group Supervisor (DIVS) may authorize the crews to be paid during their lunch break when BOTH the following conditions are met:

1. The fire is uncontrolled, and the crew is assigned to the fire line.
2. The Operations Chief has specified that personnel are required to remain deployed singly among the line at a high level of alertness in order to watch for falling snags, smokes, or rolling material or to otherwise hold established Fireline's and continue to work as they eat. This must be documented in the Crew Time Report with a detailed justification stating the reason for not taking a meal break – Blanket statement of "Fire not controlled" is not detailed nor does it suffice.

Duty Day Limitations

ALL hours approved by the DIVS must fall within the 16-hour duty day limitation. Resources working recurring 16-hour shifts will be the exception. It is the expectation that once an incident is stabilized work shifts will fall within the 12–15-hour range. Exceeding a 16-hour shift MUST be coordinated through the appropriate Section Chief, approved by the Incident Commander, and documented with a written justification statement of how the excess hours are being mitigated.

Demob Time

Appropriate allowances for time in the demobilization process will vary by the mode of transportation the crews will be utilizing and their scheduled release time. Time Unit Leaders will resolve any questionable postings with the Finance Section Chief on a case-by-case basis.

Assignment Definition

An assignment is defined as the time (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. (Interagency Incident Business Management Handbook, Chapter 10)

Length of Assignment

A standard assignment length is 14 days, exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams. (Interagency Incident Business Management Handbook, Chapter 10)

Appendix IV - COVID-19 Response Protocol for a Symptomatic Person

Upon notification of a suspected Covid-19 symptomatic person, the Medical Unit will immediately implement the following steps:

- Locate the symptomatic person/persons. Assess symptoms, provide any necessary treatment, and interview the affected personnel to initiate contact tracing for potentially exposed personnel and locations. Initiate a request for COVID19 testing.
- Notify the Incident Commander (IC), Safety Officer (SOFR), Logistics Section Chief (LSC), and Operations Section Chief (OSC), and provide them with a situation report.
- IMT personnel will prioritize assisting the Medical Unit with contact tracing, notification of exposed personnel, and preparing for isolation/quarantine requirements.
- Isolate/Quarantine all personnel that are symptomatic and/or may have been exposed, while implementing CDC Covid-19 social distancing and exposure guidelines and NWCG Infectious Disease Guidelines for Wildland Incidents: <https://www.nwcg.gov/committees/emergency-medical-committee/infectious-disease-guidance>.
- Fill out attached questionnaire to help verify potential Covid-19 exposure.
- Notify the Incident Commander (IC), Safety Officer (SOFR), Logistics Section Chief (LSC), and Operations Section Chief (OPS), and provide them with a situation report *after contact tracing is complete and when test results are received*.
- Contact the local public health department (MEDL/LOFR).
- Implement decontamination protocols (LSC, SOFR).
- Prepare for an awareness release (PIO/LOFR).
- Start demob protocols for symptomatic personnel using public health and agency guidelines (PSC, FSC, and IC.).
- Document actions on ICS214 (All).