

*Northern Colorado Front Range*  
**INTERAGENCY TYPE 3**  
**INCIDENT MANAGEMENT TEAM**

**2004**  
**STANDARD OPERATING PROCEDURES**

**May 7, 2004**

The Northern Colorado Type 3 Incident Management Team is committed to safety. Each individual assigned to the incident is responsible for insuring that incident personnel:

Are committed to "Zero Tolerance" of carelessness and unsafe actions.

Create and practice a Passion for Safety.

Comply with the Ten Standard Firefighting Orders.

Mitigate the 18 Watch Out Situations.

Follow the Downhill/Indirect Line Construction Guidelines.

Have adequate Lookouts, Communications, Escape Routes, Safety Zones

Look Up, Look Down, Look Around.

Recognize the Common Denominators of Fire Behavior on Tragedy Fires.

Mitigate the 15 Structure Watch Out Situations.

Practice work/rest guidelines.

Follow the Safety Practices Under Blow-up Conditions.

Use Turn Down Standards as needed

Adopting firefighting's code of safe practices:

- Safety comes first on every fire, every time.
- The Ten Standard Fire Orders are firm.
- All firefighters have the right to a safe assignment.
- Every firefighter, every fireline supervisor, every fire manager, and every agency administrator has the responsibility to ensure compliance with established safe firefighting practices.

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## **Introduction and Personnel Qualifications**

The 2002 Rocky Mountain Area Interagency Incident Mobilization Guide states the following:

“A Type 3 team may be set up within an administrative unit or the area of a local dispatch center to provide incident management expertise which can be quickly mobilized. Type 3 teams are not fully staffed in all sections of the ICS. Because of limited staffing, Type 3 teams will depend heavily on the local administrative unit for logistical support. A typical Type 3 team will be comprised of a fully qualified Type 3 Incident Commander and individuals fully qualified at the Unit Leader levels and performing in appropriate general staff positions.” (Chapter 20-22.9.L. page 78).

All other positions should be staffed with personnel qualified, as a minimum, at the next lowest qualification.

The intent of this SOP is to serve as a reference document for cadre members of the Northern Colorado Type 3 Incident Management Team. All attempts will be made to ensure members meet the requirements stated in the Interagency Mobilization Guide; however, the Incident Commander has the authority to use the best qualified individual available as long as firefighter and public safety are not compromised. It is not intended to duplicate Manuals, Handbooks, or listings of duties and responsibilities of the various positions. The emphasis is to highlight team attitudes, working guidelines, capture team interactions, and document key things we do that helps us function as a team.

The Northern Colorado Type IMT3 is available to manage local type 3 incidents and manage local incidents until a type 1 or 2 incident management team arrives. The IMT3 shall be requested through the Fort Collins Interagency Dispatch Center and can be implemented to manage a single incident or a complex of incidents. The IMT3 is also available to act as a local “Area Command” to assist with management of numerous small incidents occurring simultaneously.

The IMT3 Incident Commander and the benefiting agency must sign a delegation-of-authority. A sample delegation of authority is provided in Appendix A.

It is expected that all IMT3 personnel follow guidelines established by their county’s Annual Operating Plan and any established mutual aid agreements regarding payment status and other administrative issues. As a general rule, all out-of-county resources should be considered in payment status when they are dispatched to an out-of-county incident.

## **Team Working Guidelines**

Fight fire aggressively while providing for safety first! Insist that the Standard Orders and the Watch Out Situations are adhered to. Focus on LCES! The Team is committed to "Zero Tolerance" of carelessness and unsafe actions. Watch out for the potential failures associated with indirect attack.

All attempts will be made to staff the incident for safe and effective achievement of the objectives and direction established by the responsible agencies.

You are the technical experts in your field. The Incident Commander (IC) facilitates our self-directed Team. He/She is there to run interference for you, not to meddle in the details of how to do your job.

Command and General Staff, Unit Leaders, and Supervisors will be committed to teamwork, keeping appointments, and helping each other with incident needs. Differing ideas/options will be presented in a positive and constructive manner. Utilize new folks for new ideas for doing things a better way. Be professional during transition.

Be courteous, cooperative, and considerate. Team members will effectively lead, direct, and support field personnel. Take care of our troops!

Require performance rather than assume it. Each Team member needs to continuously evaluate through effective and quality communications, supervision, and teamwork. Hold people accountable! Performance evaluations will be completed for all Team members and supervisory personnel prior to the Internal Team Review.

Deal with problems when they are small; don't wait for them to become big and ugly.

Treat all incident personnel with respect and dignity. Any type of discrimination or harassment absolutely will not be tolerated! Immediately resolve any discrimination or harassment problems. Remember that each and every incident person and position is important!

Remind yourself that the local people may be under duress. Continuously demonstrate an attitude that we are here to help.

Gather and utilize intelligence. Utilize local expertise as much as possible. The IMT3 will seek opportunities to include local agencies and resources into the incident organization.

## **Availability**

Individuals on the cadre list will keep Fort Collins Interagency Dispatch Center (FTC) informed of availability for fire assignments per current procedures. When the zone fire preparedness level reaches level III, the local MAC group, with the assistance of the Fort Collins Interagency Dispatch Center, will begin discussion of IMT3 implementation. IMT3 implementation will be at the discretion of the local MAC group. The IMT3 may be placed on call for a seven-day period with an expected two-hour response time to the incident. The MAC group will reevaluate the on-call status of the IMT3 prior to the end of the seven-day period. Personnel agreeing to participate with the "on-call" IMT3 are committing to being available for the entire seven-day period. The Incident Commander will be appointed by the hosting agency at the time of the incident. It will be the MAC group's responsibility, with assistance from FTC, to fill the following positions from the cadre list:

- Finance Section Chief
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief
- Safety Officer
- Division/Group Supervisor (2)

The MAC group will work with each section chief to select trainees for the IMT3 positions.

## **Team Commitment**

When accepting an assignment to the NCFR IMT3, team members are committing to a minimum of 5 days. Team members will not leave the incident to return to their home unit without the authorization of the Incident Commander. After implementing the IMT3, a decision will be made, by the Incident Commander and all appropriate agency administrators, within 72 hours to continue managing the incident with the IMT3 or request an IMT2/IMT1.

## **Cadre**

A cadre list of NWCG qualified personnel will be maintained by the *Suppression Committee* of the *Northern Colorado Front Range Wildfire Cooperators*, in conjunction with the Fort Collins Interagency Dispatch Center.

## **Command Operating Procedures**

**Team Briefing** - When the IMT3 is ordered the Incident Commander will establish a Team Briefing time and location. Attendance at the Team Briefing, facilitated by the Planning Section chief, will consist of the Command and General Staff, all operations personnel not critical to the current suppression efforts, and any additional personnel as requested by the Incident Commander. It is important to keep questions at a management level rather than getting into operational details.

**Transitions** – The IMT3 will work with the initial attack forces on establishing as smooth a transition as possible. The IMT3 will attempt, wherever possible and appropriate, to incorporate local initial attack resources into the Type 3 organization. In the event of a transition to a Type 2 or Type 1 IMT, the ICT3 will facilitate an official time for the incoming team to take over the incident (preferably at the beginning of an operational period). The IC will assure that the transfer of command is completed in a professional, timely, smooth, and efficient manner. At a minimum the ICT3 and the PSC3 should attend the transition meeting. If available, the OSC should also attend the transition meeting. The Fireline Handbook, CHAPTER 3 – TRANSITION, should be used as a guide when transitioning from the IMT3 to another IMT. All reverse (i.e. Type 2 to Type 3) transitions will be handled in a similar manner as described above.

## **Meetings**

**Team Meetings:** Team Meetings will be held daily, to share information, discuss problems, critique, etc. It is suggested that Team Meetings be scheduled for lunchtime with a one-hour maximum time limit.

**Internal Team Review:** The Incident Commander will schedule an internal team review with the Command and General Staff, and additional IMT3 members as determined by the Incident Commander. This review should occur within one week after the incident has been determined controlled and prior to the Incident/Team Critique.

Incident/Team Critique: The host agency will schedule an Incident/Team Critique for all Team members and interested personnel within one week after the incident has been determined controlled. This is intended to be an open discussion, on what went well, what needs improvement, and general suggestions.

## **Safety**

The Incident Commander is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Incident Commander will correct unsafe acts or conditions through the regular line of authority, although the IC must exercise emergency authority to stop or prevent unsafe acts when immediate action is required. This team fully supports and will implement the SAFENET Program.

Although every individual has safety responsibilities, the Incident Commander has the indirect responsibility to insure that the incident is handled in a safe manner.

Guidelines for aviation incident, MVA's and other incidents are found in Appendix B.

## **Information**

The local interagency public Information Plan will be implemented on all type 3 incidents.

## **General Work Schedule**

A general schedule will be established for each incident. The schedule will be flexible and will be adjusted to meet the needs and demands of the incident, such as: one or two operational periods per day (24 hour period), burning conditions, time of year, daylight hours, agency constraints, etc. The schedule will be clearly communicated to all team members and operational personnel. The following is an example of a general schedule for two operational periods. It is included to show the relationship and timing of the important activities for the schedule established.

Day Operational Period (0600-1800)	Night Operational Period (1800-0600)
0430 Feed	1630 Feed
0600 Briefing	1800 Briefing
0630 Depart for Line	1830 Depart for Line
1700 Pre-Planning Mtg.	0900 Pre-Planning Mtg.
1800 Planning Meeting	1000 Planning Meeting
2000 IAP Input Due	1200 IAP Input Due



## Meetings

Pre-Planning Meeting: The pre-planning meeting will take place *before* the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the Operations Section Chief and the Planning Section Chief will be attended the pre-planning meeting. If available, a Fire Behavior Analyst should also attend. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day's Incident Action Plan. The Operations Section Chief will identify tools, equipment and supplies needed. This information will later be shown on the ICS-204, Division Assignment Sheet. The Operations Section Chief will review the division assignments and apply the principles of LCES. Many times during a type 3 incident, the pre-planning and planning meetings may be combined.

Planning Meeting: A Planning Meeting will be held for each operational period. The PSC will normally facilitate the Planning Meetings. The IC, all Command & General Staff, and agency representatives (including local fire departments) must be present at the Planning Meeting. The objective is to develop strategy and tactics while keeping the meeting moving, and reach closure on discussion items. Every effort will be made to keep the planning meeting less than 30 minutes in length. If available, Agency Administrators, Resource Advisors, Fire Behavior Analyst, local fire department representative and other appropriate personnel should attend. The following is a suggested agenda:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Introduction	PSC
Briefing on Fire Status	OSC
Set or Review Control Objectives/Strategy	IC
Weather/Fire Behavior Forecast	FBAN/PSC
Specify Tactics and Resource Needs for each planning unit	OSC (Review of ICS-215)
Safety Considerations - LCES for each planning unit	OSC (Review ICS-215a)
Adjust Tactics/Resource Needs per LCES analysis (if necessary)	OSC
Resources Availability and Needs	PSC
Identify Divisions, Operations Facilities, Drop Points, Reporting Locations, etc. Plot on map.	OSC/PSC
Logistical Coordination/Considerations	LSC
Information Considerations	IOFR
Concerns/Agree to/Support the PLAN	All
Closing	IC

Operational Period Briefing: A briefing will be held for each operational period. The Planning Section Chief will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Do not read what is already written in the IAP, but do emphasize important items and needed adjustments. The following is a suggested agenda:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Introduction	PSC
Incident Organization	PSC
Incident Objectives	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	FBAN/PSC
Plan of Operations for the Period	OSC
Air Operations	OSC/ASGS
Safety Message	OSC/SOF
Logistics Message	LSC
Information Message	IOFR/IC
Closing Comments	IC
Division Mtgs. at Predetermined Locations	DIVS

### **Fort Collins Interagency Dispatch Center – Duties And Responsibilities**

In addition to the duties outlined in this document, Fort Collins Interagency Dispatch Center (FTC) duties and responsibilities of are outlined in the FTC Mobilization Guide and county Annual Operating Plans.

### **Incident Commander – Duties And Responsibilities**

- The Incident Commander will manage the incident from the ICP.
- When the local IMT3 is not in place and an incident occurs, the Incident Commander is responsible for ordering the team. The checklist in Appendix I can be used as a guide when ordering team members.
- Overall responsible for incident activity
- Establish an Incident Command Post
  - Position ICP away from noise and confusion associated with the incident.
  - Position ICP outside the area of present and potential hazards.
  - Position ICP within view of the incident if possible
  - Identify a location that will ensure the ICP can expand, provide for security and controlled access, and be identified with visible markings.
- Establish immediate priorities
- Determine objectives, strategy, and tactical direction
- Monitor scene safety
- Develop an appropriate organizational structure
- Maintain a manageable span of control
- Establish and monitor incident organization

- Implement the Incident Action Plan(s)
- Approve requests for additional resources & release of resources
- Manage all incident resources
- Coordinate all emergency activities
- Coordinate the activities of all responding agencies
- Keep track of costs
- Authorize release of information to media
- Supervise Command and General Staff
- Responsible for interagency relations

## **Planning Section – Duties And Responsibilities**

The Planning Section is responsible for the following:

- Establishing all incident check-in locations and procedures, and maintaining an organized master check-in list of resources assigned to the incident.
- Taking the lead in writing and compiling the Incident Action Plan, with input from other team members. At a minimum, the IAP should contain incident objectives, incident organization, a weather summary, division assignments, a communications plan, a medical plan and an incident map.
- The collection and organization of incident status and situation information; and the evaluation, analysis, and display of that information for the duration of the incident.
- Completing and updating all maps needed for operational, planning, and logistical activities. Incident Action Plan maps should include a grid to facilitate the location of specific points on the incident.
- Completing the ICS 209. An attempt will be made to submit the ICS-209 by 1800 hours.
- Maintain incident documentation and records.
- As appropriate, develop and implement a Demobilization Plan approved by the Incident Commander.
- Maintain unit log (ICS 214).

## **Operations Section – Duties and Responsibilities**

The Operations Section is responsible for the following:

- Directing and coordinating all operations, ensuring the safety of Operations Section personnel.
- Assisting the IC in developing incident objectives.
- Implementing the Incident Action Plan (IAP).
- Request and/or release resources through the IC.
- Keep the IC informed of situation and resource status within the Operations Section.
- Line personnel are expected to be in route to operational period assignment 30 minutes after completion of the operational period briefing.
- Division Supervisors must contact the Operations Section Chief one hour before the pre-planning meetings to provide input for next operational period. A draft ICS-215 will be developed in the pre-planning meeting.

- Injuries/medivac treatment of injuries and evacuation of sick or injured personnel has first priority in virtually all situations. Plans are developed for each incident and are included in the daily Incident Action Plan.
- The Operations Section Chief is expected to be at all Pre-Planning/Planning Meetings.
- Establish a Structural Protection Branch or Group when the IMT3 is assigned to an incident involving a wildland/urban interface or when the incident is posing a threat to rural homes. Volunteer fire departments, etc. who have responsibility for protection of structures will be used as a primary source of manpower, equipment, and local expertise.
- Aviation Resource Ordering and Priorities: Division Supervisors have the authority to order aerial retardant/water through the Operations Section Chief. The Operations Section Chief will normally set the priorities for retardant use at the start of each operational period. However, the Operations Section Chief does not need to approve each order.
- Occasionally it is necessary to set priorities on aerial retardant orders. Those priorities are 1) Imminent threat to life or property, 2) Threat to property during the next operational period, and 3) general tactic operations.
- Develop the operational portion of the ICS-215 of the IAP.
- Brief and assign operations personnel in accordance with the IAP. On large incidents this may be only a general briefing with the OPBD/DIVS doing area-specific operational briefings.
- Supervise incident operations. This includes development of alternate strategy and tactics. It is important that OPBD/DIVS have direct input into the development of all tactics. The OSC must approve all changes in tactical operations and report these changes to the Incident Commander and the Planning Section Chief.
- Determine all operational needs and request additional operational resources. It is important for the OSC to anticipate needs as far ahead of time as possible. This will help other Section Chiefs in meeting their incident responsibilities.
- Working with the Planning Section, review suggested lists of resources to be released and initiate recommendations for release of resources. Also work with the LSC to determine operational logistical needs and surpluses.
- Assemble and disassemble incident-formed strike teams and task forces assigned to the Operations Section.
- Report information about special activities, events, and occurrences.
- Maintain unit log (ICS 214).

## **Division/Group Supervisor – Duties and Responsibilities**

The Division/Group Supervisor is responsible for the following:

- Your division or functional group assignment is your territory, which includes the safety and welfare of personnel in the area (or function).
- Ensure that all personnel under your supervision have properly checked in with Plans and Finance.
- You are responsible for assignment of personnel and resources within the division/group. Review assignments with subordinates using LCES to provide for effective and safe operations.
- Resolve logistics problems within divisions/groups. Order supplies, transportation, etc. from the appropriate unit through the Communications Unit. Plan ahead and try to consolidate orders/requests. Try to anticipate the supplies and equipment for your next operational period and notify the OSC of those needs. Specify delivery method, point, and

time. This will help the LSC get gas, pumps, bladder bags, etc. lined out for that operational period.

- Ensure that assigned personnel and equipment get on and off the line in a timely manner.
- Keep your supervisor informed on your position, progress, significant events, hazardous situations, and resource needs (crews, dozers, engines, air, etc.) on your division or group.
- Coordinate activities with adjacent divisions. DIVS have the authority to reassign excess personnel and resources to meet unforeseen needs in adjacent divisions. Be sure to inform your supervisor and the Planning Section whenever a reassignment is made between divisions or groups.
- You are the primary source of intelligence for your assigned area. Be sure to inform your supervisor of progress, resource needs, tactical recommendations, etc. for the next operational period prior to the scheduled operational period planning meeting. Contact the Planning Section after each operational period and inform them of progress, line location, drop-points, etc. on your division. You are responsible for a post-operational period debriefing with your supervisor. This information should be given to the OSC.
- If you are uncomfortable with your assignment, your qualifications for an assignment, or maintaining span-of-control, contact your supervisor. We all have different experience levels; we need to make every incident a team effort.
- Good management depends on good communications - stay informed and keep the people you are working with informed. Consider packing two radios, one for line frequency and one for command. Remember that King radios have limitations too when there is a lot of radio traffic.
- Visit your entire division at least once per operational period. Nothing about your division should surprise you.
- TAKE CARE OF YOUR PEOPLE. Use LCES to mitigate all hazards. Recognize the 18 SITUATIONS and follow the FIRE ORDERS.

## **Evacuation Group Supervisor – Duties and Responsibilities**

In addition to the duties of a Division/Group Supervisor, the Evacuation Group Supervisor is responsible for the following:

- Coordinate with Structure Protection Group Supervisor.
- Develop and communicate trigger points to initiate evacuation.
- Determine time frames to accomplish evacuation.
- Consider using aircraft to assist in locating hidden homes.
- Order additional resources to assist with evacuation (i.e. police, VFD's, local agencies).
- Fire Area:
  - Close off area to public.
  - Watch for unwanted spectators.
  - Identify street address if not listed (have cardboard, felt tip pen, stapler and flagging to mark streets, evacuation routes, etc.).
- Evacuees:
  - Ask residence to not lock their doors, leave outdoor lighting on, etc.
  - Know a location to send evacuees.
  - Note hazardous materials around structures.
  - Consider livestock and pet evacuation.

- Document residents who refuse to leave the area.
- Traffic:
  - Develop and communicate a traffic plan.
  - Turn traffic control over to law enforcement officers if possible.
  - Consider alternatives to evacuation down narrow roads.
  - Note weight limits on roads and bridges.
  - Advise other units of routes and conditions.
- Remain mobile.
- Document each address contact made.
- Update supervisor of progress and needs (frequently!).

## **Logistics Section – Duties and Responsibilities**

The Logistics Section is responsible for the following:

- Responsible for providing facilities, services, and materials (including personnel) to operate the requested logistical support equipment for the incident.
- Food and drinking water are priorities.
- Support the incident tactics as outlined by the Operations Section.
- Determine the need for vehicle fuel. Order fuel truck as appropriate.
- Staffing of the Logistics Section will be commensurate with the incident needs. A Staging Area Manager is often critical to a successful Type 3 incident.
- Following the initial call from the Dispatch Center, the Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with the host unit dispatch prior to leaving for the incident. The Logistics Section Chief will maintain flexibility and exercise reasonableness in dealing with the ordering office.
- Following arrival at the reporting location, and usually following the Line Officer briefing, the Supply Unit Leader will gather additional anticipated resource needs from the IMT Section Chiefs and place the orders as soon as permission is granted.
- Requests for resources/supplies should be given to the LSC on a General Message form.
- All orders for personnel and equipment will reviewed and approved by the Incident Commander prior to placement of the order.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort should be made to isolate the incident from other local radio systems as rapidly as possible. A Regional or NIFC radio system is to be ordered (if it hasn't been already) and is to include aircraft, logistics, and repeater capability.
- For incident communications purposes, the incident communication center at ICP will be referred to as "*Incident Name ICP*".
- Then incident base camp and the ICP will be co-located to facilitate communication between team members.
- The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core. Only foot traffic is to be allowed within the base camp. Adequate security will be provided to enforce traffic/speed restrictions. The Facilities Unit Leader will assess the Base Camp for use by the physically challenged and accommodate such use if feasible. Insure that all land and facility use agreements are

properly documented with Finance and Procurement. Perform and document pre and post use inspections.

- The LSC will ensure an ICS 206 Medical Plan is completed for the incident. A template is provided in Appendix C.  
The LSC will ensure an ICS 205 Radio Communications Plan is completed for the incident. A copy of the Northern Front Range Interagency Radio Communications Plan is provided in Appendix D.
- Locate Medical and Communications Units near each other to facilitate med-a-vac operations.
- All identified sleeping areas are to be inspected prior to crew use for safety hazards, i.e., hazard trees, poison oak/ivy, etc. Sleeping areas for day and night crews are to be identified and kept separate.
- The Incident Command Post functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas. A briefing area should be identified early; one that is not within the Incident Command Post functional areas, can be protected from wind and rain showers, lighting supplied, and not near any major noise source.

## **Finance Section – Duties and Responsibilities**

If possible, the initial IMT3 order will include an Equipment/Time Recorder. All incident personnel will report time on a Crew Time Report (CTR) signed and authorized by immediate supervisor. Each employee and supervisor should be encouraged to review hours posted to FTR at a time that is convenient for them and finance personnel in advance of demobilization. Time Unit will be open before each shift leaves for the line and for an hour after the last shift arrives back at camp. This will allow time for crew bosses to pick up CTRs and for Time Unit to reconcile any questions that arise.

Any and all claims will be documented by the IMT3 and handled by the host agency.

## **Evacuations**

Actual or potential evacuations are a priority during incident operations. If evacuations are implemented, local law enforcement, fire departments, and the responsible emergency managers shall be notified immediately. Evacuation should be coordinated through the on scene incident management team. The IC should coordinate the best method of notification and pre-warning for potential evacuation needs with local law enforcement and fire agencies. It is recommended the IC appoint an Evacuation Group Supervisor to coordinate evacuation efforts. The Evacuation Group Supervisor shall report to the Operations Section Chief. The Evacuation Group Supervisor or IC should work closely with local law enforcement, fire departments, and emergency managers. It is highly recommended that local fire departments develop evacuation plans for communities under their jurisdiction.

## **Fire Departments**

Fire department resources committed to the incident must remain as assigned until released by the Incident Commander. Fire departments should not commit resources and personnel critical to routine department operations.

Fire departments should designate a department representative when the incident impacts or has the potential to impact their protection area. A fire department may delegate representation to the county.



## Appendix A: Sample Delegation of Authority

### DELEGATION OF AUTHORITY TO INCIDENT COMMANDER

Agency authority and responsibility for managing and controlling the \_\_\_\_\_ Fire presently burning within the County of \_\_\_\_\_, Colorado is hereby delegated to \_\_\_\_\_ as Incident Commander.

This delegation includes the authority to obligate funds necessary to pay for controlling this fire. It also includes the responsibility to contain the fire as rapidly as possible in a safe and cost-effective manner.

As Incident Commander, you are accountable for the overall management of this incident including its control and return to local forces. We expect you to adhere to relevant and applicable laws, policies, and professional standards. Suppression of the fire is your primary task, however, you are expected to do so in a manner that provides for safety and well being of involved personnel. Consideration for the safety and needs of local residents and communities is essential for successful management of the incident. Cost-effective and cost containment practices will be used at all times.

Other needs/constraints:

1. Provide for firefighter and public safety.
- 2.
- 3.
- 4.

Transfer time becomes effective at \_\_\_\_\_ (time) hours on \_\_\_\_\_ (date), and will be updated as conditions change.

\_\_\_\_\_  
Incident Line Officer/Agency Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incident Line Officer/Agency Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incident Commander

\_\_\_\_\_  
Date

## **Appendix B: Accident/Crash Protocol**

In the event of an aviation accident, crash, MVA or other incident, the Incident Commander is responsible for obtaining the following information and coordinate fire/rescue resources with the local dispatch center having jurisdiction.

1. Exact location of accident, crash, MVA or other incident
2. Vehicle access to the site.
3.
  - a. Aircraft description (type, tail number, and number of occupants).
  - b. Vehicle description
4. Number and extent of injuries (if known).
5. Reporting parties name, address, and call back number.
6. Do not report victim(s) name over radio.

The Incident Commander will also notify the Fort Collins Dispatch Center (FTC) regarding the incident and current status.

## Appendix C: ICS 206 Medical Plan Templates

<b>MEDICAL PLAN (BLX/LRX)</b>	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	<b>5. Incident Medical Aid Station</b>							
Medical Aid Stations		Location			Paramedics Yes No			
<b>6. Transportation</b>								
<b>A. Ambulance Services</b>								
Name	Address		Phone	Paramedics Yes No				
<b>B. Incident Ambulances</b>								
Name	Location			Paramedics Yes No				
<b>7. Hospitals</b>								
Name	Address	Travel Time Air Ground		Phone	Helipad Yes No		Burn Center Yes No	
Poudre Valley Hospital <b>N40 34.3 W105 3.38</b>	2024 S. Lemay Fort Collins			(970) 495-7000	X			X
McKey Medical Center <b>N40 24.70 W105 3.0</b>	2000 N. Boise Loveland			(970) 669-4640	X			X
Estes Park Medical Center <b>N40 22.2 W105 30.8</b>	555 Prospect Ave. Estes Park			(970) 586-2317	X			X
Northern Colo Medical Center <b>N40 25 W104 49.2</b>	1801 16 <sup>TH</sup> Street Greeley			(970) 352-4121	X		X	
Longmont United Hospital <b>N40 10.73 W105 7.28</b>	1950 Mountain View Longmont			(303) 651-5111	X			X
Boulder Community Hospital <b>N40 1.67 W105 17.6</b>	Broadway & Balsam Boulder			(303) 440-2273	X			X
Avista Hospital <b>N39 57.1 W105 9.02</b>	100 Health Park Dr. Louisville			(303) 673-1000	X			X
University Hospital <b>N34 43.93 W104 56.37</b>	4200 9 <sup>TH</sup> Denver			(303) 372-8911	X		X	
<b>8. Medical Emergency Procedures</b>								
<ul style="list-style-type: none"> <li>Report all emergencies to your Division/Group Supervisor or other immediate supervisor on Tactical Channel.</li> <li>Route closest EMT to the injured party.</li> <li>All radio traffic for that Division/Group shall be cleared for medical emergencies.</li> <li>All treatment and transportation needs to come through Division/Group Supervisor to OSC on Command Channel. (DIVS/OSC CALL 9-1-1 TO ACTIVATE EMS)</li> <li>Relay nature of problem, number of injured, patient condition, location (GPS coordinates), and ETA to LZ.</li> <li>Request for Helicopter MedEVac will be coordinated by Division/Group Supervisor.</li> <li>After hours medical needs: contact "900" on Larimer County Firenet or Boulder Communications</li> </ul>								
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			

<b>MEDICAL PLAN (Grand County)</b>	5. Incident Name	6. Date Prepared	7. Time Prepared	8. Operational Period				
	<b>5. Incident Medical Aid Station</b>							
Medical Aid Stations		Location		Paramedics		Yes	No	
<b>6. Transportation</b>								
<b>A. Ambulance Services</b>								
Name	Address		Phone	Paramedics		Yes	No	
<b>B. Incident Ambulances</b>								
Name	Location		Paramedics		Yes	No		
<b>7. Hospitals</b>								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
<b>Kremmling Memorial Hospital</b>	214 S 4 <sup>th</sup> Street, Kremmling			(970) 7243442	X			X
<b>Granby Medical Center</b>	480 E. Agate Ave, Granby			(970) 887-2117	X			X
<b>7 Mile Medical Center</b>	Winter Park Ski Area			(970) 726-8066	X			X
<b>8. Medical Emergency Procedures</b>								
<ul style="list-style-type: none"> <li>• Report all emergencies to your Division/Group Supervisor or other immediate supervisor on Tactical Channel.</li> <li>• Route closest EMT to the injured party.</li> <li>• All radio traffic for that Division/Group shall be cleared for medical emergencies.</li> <li>• All treatment and transportation needs to come through Division/Group Supervisor to OSC on Command Channel. (DIVS/OSC CALL 9-1-1 TO ACTIVATE EMS)</li> <li>• Relay nature of problem, number of injured, patient condition, location (GPS coordinates), and ETA to LZ.</li> <li>• Request for Helicopter MedEVac will be coordinated by Division/Group Supervisor.</li> <li>• After hours medical needs: _____</li> </ul>								
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			

## Appendix D: Radio Communications Plan

### Boulder and Larimer Counties

<b>Larimer County</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
Larimer Fire Net	Dispatch Coordination	154.385	156.7	154.385	156.7
FERN 1	Tactical	154.280	CTCSS	154.280	CTCSS
FERN 2	Tactical	154.295	CTCSS	154.295	CTCSS
FERN 3	Tactical	154.265	CTCSS	154.265	CTCSS

<b>Colorado State Forest Service</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
CSFS	Tactical	151.340		151.340	

<b>Rocky Mountain NP</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
RMNP	East Side Repeater	166.950	100.0	166.350	CTCSS
RMNP	Tactical	164.425	CTCSS	164.425	CTCSS
RMNP	Tactical	166.350	CTCSS	166.350	CTCSS
RMNP	Tactical	168.350	CTCSS	168.350	CTCSS
RMNP	West Side Repeater	166.900	156.7	166.300	127.3

<b>Boulder County</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
Boulder Red 1	Dispatch Coordination	154.325	179.9	154.325	179.9
Boulder Red 2	City of Bld. Tactical	154.205	179.9	154.205	179.9
Boulder Red 3	Tactical	154.415	179.9	154.415	179.9
Boulder Red 4	Tactical (Low Power)	153.830	179.9	153.830	179.9
Boulder Red 5	Tactical	154.370	167.9	154.370	167.9
Boulder Red 6	Tactical	154.310	131.8	154.310	131.8
Boulder Red 6 RP	Tactical	154.220	131.8	154.310	131.8
FERN 1	Tactical	154.280	CTCSS	154.280	CTCSS
FERN 2	Tactical	154.295	CTCSS	154.295	CTCSS
FERN 3	Tactical	154.265	CTCSS	154.265	CTCSS

<b>United States Forest Service</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
Roosevelt Net	Deadman Repeater	169.975	110.9	169.175	CTCSS
Roosevelt Net	Buckhorn Repeater	169.975	123.0	169.175	CTCSS
Roosevelt Net	Twin Sisters Repeater	169.975	131.8	169.175	CTCSS
Roosevelt Net	Thorodin Repeater	169.975	136.5	169.175	CTCSS
Roosevelt Direct	Tactical	169.175	CTCSS	169.175	CTCSS
Roosevelt Worknet	Tactical	168.175	CTCSS	168.175	CTCSS
Arapahoe Net	Squaw Mtn. Repeater	170.475	110.9	169.875	CTCSS
Arapahoe Net	Mines Repeater	170.475	123.0	169.875	CTCSS
Arapahoe Net	Pawnee Grasslands	169.975	167.9	169.175	CTCSS
Arapahoe Net	Blue Ridge Repeater	170.475	136.5	169.875	CTCSS
Arapahoe Net	Cottonwood Repeater	170.475	131.8	169.875	CTCSS
Arapahoe Direct	Tactical	169.875	110.9	169.875	110.9
Arapahoe Worknet	Tactical	164.100	CTCSS	164.100	CTCSS
R-2 Tactical	Tactical	168.350	156.7	168.350	CTCSS
USA Logistical	Mob. Tactical	163.100	179.9	163.100	CTCSS

<b>Air Frequencies</b>		<b>Transmit</b>	<b>CG</b>	<b>Receive</b>	<b>CG</b>
Air/Ground Primary	Tactical	172.325	CTCSS	172.325	CTCSS
Air/Ground Secondary	Tactical	172.275	CTCSS	172.325	CTCSS
Air/Guard	Aircraft Emergencies	168.625	110.9	168.625	110.9
Air Net	Flight Following	168.650	110.9	168.650	110.9

Unicom/Multicom Frequency Usage		Transmit	CG	Receive	CG
VHF-AM Air Net	Airport / Multicom/DSP	122.925	CTCSS	122.925	CTCSS
VHF-AM Air Net	Airport / Multicom/EMRG	122.900	CTCSS	122.900	CTCSS
Air - Air	Aircraft-Aircraft	132.425	CTCSS	132.425	CTCSS
Air - Air	Helicopter/ Heliport	123.075	CTCSS	123.075	CTCSS

### National Weather Service

NWS	North	162.400			
NWS	Denver	162.475			

## RADIO FREQUENCIES FOR INTERAGENCY WILDLAND FIRES IN GRAND COUNTY

\*Local Government (LG) will be the command channel for initial attack\*

\*\* FERN and Public Safety Direct will be the primary interagency tactical channels for initial attack\*\*

Name	RX	RX TONE	TX	TX TONE	PURPOSE
SO Green (Grouse)	153.815		155.715	156.7	HSS Dispatch
*LG Grouse Mtn Rptr	155.115		153.995	156.7	HSS Dispatch
*LG Table Mtn Rptr	155.115		153.995	167.9	HSS Dispatch
**Public Safety Dir	155.685	156.7	155.685	156.7	Tactical
**FERN 1	154.280		154.280		Tactical
SO Red Direct	153.815		153.815	167.9	Tactical
East Grand	154.160		154.160		Tactical
Granby Fire	154.445		154.445		Tactical
Grand Lake Fire	154.340		154.340		Tactical
Arapaho Work Net	164.100		164.100		Tactical
SO Blue (Chaucey)	153.815		155.715	167.9	Long distance Tac
Public Safety Rptr	155.685		158.820	156.7	Long distance Tac
Arapaho Net	169.875		170.475	131.8	FTC Daily Broadcast
BLM Blue Ridge Rptr	168.425		169.625	173.8	CRC
BLM Yarmony Rptr	168.625		169.625	186.2	CRC
Routt Rabbit Ears Rptr	169.600		169.100	110.9	CRC
BLM Kremmling	168.425		168.425	186.2	Kremmling F.O.
NPS West 1	166.350	127.3	166.350	127.3	RMNP
NPS West 2	166.350	127.3	166.950	107.5	RMNP
USFS Sulphur Direct	169.875		169.875		Interagency Com
BLM Work	168.350		168.350		Interagency Com
Cadastral Work	168.400		168.400		Interagency Com
Routt Work Net	168.600		168.600		Interagency Com
NPS Work	168.350		168.350		Interagency Com

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name	2. Date/Time Prepared		3. Operational Period Date/Time
		4. Basic Radio Channel Utilization			
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
5. Prepared by (Communications Unit)					



## **Appendix E: Initial Order Checklist - Items to Consider**

Refer to Appendix I for Team Member Checklist!

### Command

- Additional Command Staff (span of control)
- Public Information Officer(s)
- Division Supervisors

### Operations

- Additional Resources
- Staging Area Manager(s)
- Evacuation Group Supervisor
- Utilities

### Logistics

- Food & Water (Salvation Army or Red Cross)
- Facilities (Porta-poties)
- Fuel Truck(s)
- Water Tenders
- Communication needs (Portable repeater, Radio Cache, etc...)
- Law Enforcement Officers (Road blocks, Security, Evacuation, etc...)

### Other

- BAER Teams
- Road rehabilitation

## **Appendix F: Structural Protection - Quick Assessment Checklist**

### I. Command

- A. Check-in at ICP
- B. Establish relationship with local fire department
- C. Determine qualifications of fire personnel on-scene
- D. Ensure IA units transition to extended attack organization
- E. Ensure adequate communications with ALL assigned resources
- F. Brief resources

### II. Initial Triage

- A. Subdivision name and location
- B. Obtain map of subdivision
- C. Determine immediate priorities and time frames
- D. Determine resources:
  - 1. On scene
  - 2. Responding
  - 3. Needed – type and number, including Overhead
- E. Establish staging areas
- F. Identify hazards to firefighters/residents

### III. Evacuation

- A. Establish trigger points for evacuations
- B. Establish evacuation procedures
  - 1. How will public be notified
  - 2. Ensure proper authorities are notified
- C. Ingress/egress – traffic control

### IV. Strategy and Considerations

- A. Structure protection mode
  - 1. Offensive
  - 2. Defensive
  - 3. Non-defensible
- B. Water availability and location
  - 1. Natural sources
  - 2. Tenders
  - 3. Air resources
  - 4. Logistical support
  - 5. Predicted fire behavior
  - 6. Lookouts, Communications, Escape Routes, and Safety Zones
  - 7. Utilities

## **Appendix G: Rocky Mountain Area Incident Debriefing Format**

**Date:** \_\_\_\_\_

Fire Name/Number: \_\_\_\_\_

Fire Location: \_\_\_\_\_

- Objectives:**
1. Identify performance and/or processes that worked well.
  2. Identify performance and/or processes that need improvement.
  3. Identify critical safety or operational issues needing immediate resolution.
  4. Identify generic issues to be reviewed and addressed by Geographical Area.

- Ground Rules:**
1. The written agenda will be followed.
  2. Key issues will be recorded on flipchart for documentation and follow-up.
  3. The Team evaluation will not be a part of the debriefing.
  4. Debriefing is to identify problems, not to resolve them.
  5. A copy of the written notes will be forwarded to the IC, FMO and Agency Administrator within 1 week.
  6. Issues will have identified/recommended solutions by the Fall Fire Review.

- Debriefing Topics:**
- a. Brief history of the Incident
  - b. Initial Attack/Extended Attack Issues – IC and FMO
  - c. Team Mobilization – IC, FMO, RMACC
  - d. Team Transition – IC, FMO, Agency Administrator  
- Briefing, WFSA, and Delegation of Authority

**Team Comments:** Command, Information, Safety, Operations, Air-Operations  
Plans, Logistics, Finance

**Incident Support:** Local Dispatch Center  
- Communications, Intelligence, Service/Supply Plan, Transportation

Buying Teams  
Incident Business Advisor  
Rocky Mountain Coordination Center  
Rocky Mountain Area Fire Cache  
Other Agencies and/or Cooperators

**Closing Comments:** Incident Commander  
Fire Management Officer  
Agency Administrator

## **Appendix H: Incident Commander Type 3 Response Kit**

Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours.

Suggested kit items:

- Agency specific forms appropriate to the function.
- PMS 410-1, Fireline Handbook.
- Position manuals for the section.
- ICS Form 201, Incident Briefing.
- ICS Form 202, Incident Objectives.
- ICS Form 204, Division Assignment.
- ICS Form 209, Incident Cost and Status.
- ICS Form 213, General Message.
- ICS Form 214, Unit Log
- Medical and or Injury Forms.
- Incident specific reference materials; e.g., radio frequencies, pertinent phone numbers, maps photos, etc.
- Communication device; e.g., radio, cell phone etc.
- Batteries.
- Flagging.
- Belt weather kit.
- First aid kit (optional)
- Compass.
- GPS unit.
- Calculator.
- Equipment Shift Ticket book.
- Crew Time Reports.
- Office supplies appropriate to the function.
- Interagency Incident Business Management Handbook.
- Binoculars.

## Appendix I: IMT3 Team Member Ordering Checklist

- INCIDENT COMMANDER \_\_\_\_\_
  - Information Officer \_\_\_\_\_
  - Safety Officer \_\_\_\_\_
  
- OPERATIONS SECTION CHIEF \_\_\_\_\_
  - Division Supervisor \_\_\_\_\_
  - Division Supervisor \_\_\_\_\_
  - Division Supervisor \_\_\_\_\_
  - Structure Protection Specialist \_\_\_\_\_
  - Staging Area Manager \_\_\_\_\_
  - Strike Team Leader \_\_\_\_\_
  - Air Operations Branch Director/Air Support Group Supervisor \_\_\_\_\_
  - Helibase Manager/Helicopter Manager \_\_\_\_\_
  - Other \_\_\_\_\_
  
- FINANCE SECTION CHIEF \_\_\_\_\_
  - Time Unit Leader/Personnel Time Recorder \_\_\_\_\_
  - Procurement Unit Leader/Equipment Time Recorder \_\_\_\_\_
  - Other \_\_\_\_\_
  
- LOGISTICS SECTION CHIEF \_\_\_\_\_
  - Communications Unit Leader \_\_\_\_\_
  - Medical Unit Leader \_\_\_\_\_
  - Supply Unit Leader \_\_\_\_\_
  - Facilities Unit Leader \_\_\_\_\_
  - Other \_\_\_\_\_
  
- PLANNING SECTION CHIEF \_\_\_\_\_
  - Resource/Demob Unit Leader \_\_\_\_\_
    - Status Check-in Recorder \_\_\_\_\_
  - Situation Unit Leader \_\_\_\_\_
    - Field Observer \_\_\_\_\_
    - Field Observer \_\_\_\_\_
  - Fire Behavior Analyst \_\_\_\_\_
  - Other \_\_\_\_\_
  
- OPERATIONAL RESOURCES
  - Crews (# requested) \_\_\_\_\_
  - Engines (# requested) \_\_\_\_\_
  - Tenders (# requested) \_\_\_\_\_
  - Other \_\_\_\_\_
  
- LOGISTICAL RESOURCES
  - Meals/Water \_\_\_\_\_
  - Port-a-potties \_\_\_\_\_
  - Other \_\_\_\_\_