

FIRELINE HANDBOOK

CHAPTER 9—OPERATIONS

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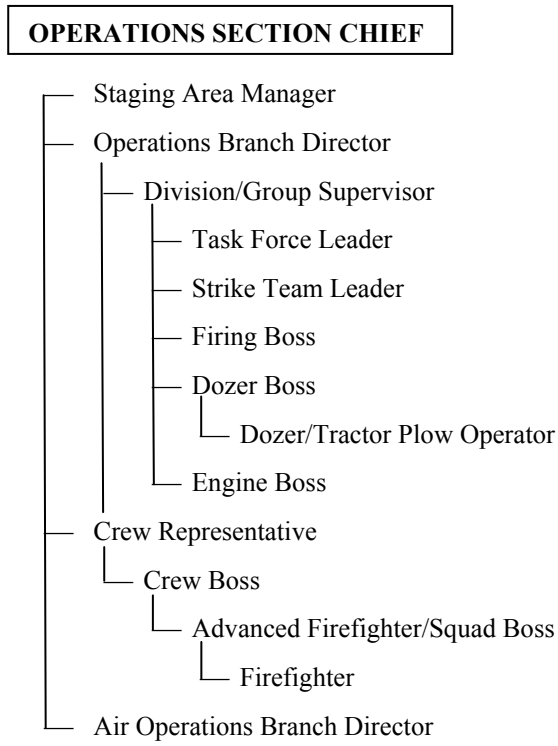
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SAFETY FIRST—NO EXCEPTIONS

ORGANIZATION CHART



POSITION CHECKLISTS

Operations Section Chief (OSC1/2)

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission.

Critical Safety Responsibilities:

- Obtain briefing from the Incident Commander.
- Supervise operations.
- Determine needs and request additional resources.
- Develop Incident Safety Analysis (215-A) with Safety Officer.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Develop operations portion (ICS Form 215) of the Incident Action Plan with the Planning Section Chief.
- Brief and assign operations personnel in accordance with the Incident Action Plan.
- Review suggested list of resources to be released and initiate recommendations for resource release.

- Assemble and disassemble strike teams and task forces assigned to operations.
- Report information about special activities, events, and occurrences.
- Maintain Unit Log (ICS Form 214).

Staging Area Manager (STAM)

A Staging Area Manager is responsible for managing all activities within a Staging Area.

Critical Safety Responsibilities:

- Respond to requests for resource assignments.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain briefing from Operations Section Chief or appropriate Operations Branch Director.
- Establish staging area layout.
- Determine and order support needed.
- Establish check-in function as needed.
- Post traffic plan for the Staging Area.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Maintain Unit Log (ICS Form 214).

Operations Branch Director (OPBD)

The Operations Branch Director, when activated, is responsible for implementation of the portion of the Incident Action Plan applicable to the assigned Branch.

Critical Safety Responsibilities:

- Obtain briefing from the Operations Section Chief.
- Supervise Branch operations.
- Develop alternatives for Branch control operations.
- Resolve logistic problems reported by subordinates.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Attend planning meetings at the request of the Operations Chief.
- Review Division/Group Assignment Lists within the Branch.
- Assign specific work tasks to Division/Group Supervisors.
- Approve accident and medical reports.
- Maintain Unit Log (ICS Form 214).

Division/Group Supervisor (DIVS)

The Division/Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan.

Critical Safety Responsibilities:

- Obtain briefing from Supervisor.
- Coordinate activities with adjacent Divisions.
- Keep supervisor informed of situation and resources status.
- Resolve logistics problems within the Division/Group.
- Keep supervisor informed of hazardous situations and significant events.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Review the assignments with subordinates.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Division/Group.
- Ensure that assigned personnel and equipment get on and off line in a timely and orderly manner.
- Maintain Unit Log (ICS Form 214).

- Approve and turn in time for all resources in division/group to the time unit.
- Evaluate performance of Task Force/Strike Team Leader.

Task Force Leader (TFLD)

The Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical missions as assigned on a division or segment of a division. The Leader reports work progress, resource status, and other important information to his/her supervisor and maintains work records on assigned personnel.

Critical Safety Responsibilities:

- Obtain briefing from Supervisor.
- Monitor and inspect progress and make changes as necessary.
- Coordinate activities with adjacent strike team/task forces and single resources.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page158).
- Review assignments with subordinates and assign tasks.
- Travel to and from line with assigned resources.

- Keep supervisor advised of situation and resource status.
- Retain control of assigned resources while off line (feeding, timekeeping, sleeping area assignment, etc.).
- Maintain Unit Log (ICS Form 214).
- Turn in time for resources to Division/Group Supervisor.
- Evaluate performance of subordinates.

Strike Team Leader (STCR, STDZ, STEN, STPL)

The Strike Team Leader reports to a Division/Group supervisor and is responsible for performing tactical missions as assigned on a division or segment of a division. The Leader reports work progress, resource status, and other important information to his/her supervisor and maintains work records on assigned personnel.

Critical Safety Responsibilities:

- Obtain briefing from Supervisor.
- Monitor and inspect progress and make changes as necessary.
- Coordinate activities with adjacent strike team/task forces and single resources.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page158).
- Review assignments with subordinates and assign tasks.
- Travel to and from line with assigned resources.
- Keep supervisor advised of situation and resource status.
- Retain control of assigned resources while off line (feeding, timekeeping, sleeping area assignment, etc.).
- Maintain Unit Log (ICS Form 214).
- Turn in time for resources to Division/Group Supervisor.
- Evaluate performance of subordinates.

Crew Representative (CREP)

A Crew Representative may be provided by sending agencies for each hand crew sent to a fire. The Crew Representative is responsible for the welfare of the crew and provides a contact between the crew and the appropriate Incident Command Organization.

Critical Safety Responsibilities:

- Maintain communications between the crew and the appropriate supervisors regarding the crew's safety and welfare.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Look after the crew's welfare on and off the line.
- Report crew status to plans.
- As needed, maintain contact with crew's home base.
- Report the crew's performance and problems to sending agency's headquarters upon completion of the assignment.
- Coordinate with the Interagency Resource Representative if one is assigned.

**Dozer/Tractor-Plow Operator
(DOZ1/TPL1)**

Critical Safety Responsibilities:

- Ensure that instructions are clear and understood.
- Perform all work safely (for self and other workers).

- Keep supervisor informed on progress of assignment and changes in fire behavior.
- Report all accidents, injuries, or hazardous conditions to supervisor.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Construct fireline with assigned equipment.
- Keep personal clothing and equipment in serviceable condition.
- Maintain use records on equipment and ensures timely posting.

Single Resource Boss (CRWB, DOZB, ENGB, FELB, HELB, TRPB, FIRB)

A Single Resource Boss is responsible for supervising and directing a fire suppression module such as a hand crew, engine, helicopter, dozer, tractor-plow, firing team, or one or more fallers.

Critical Safety Responsibilities:

- Obtain briefing from the Task Force/Strike Team Leader.
- Review assignments with subordinates and assign work tasks.

- Review current and predicted weather conditions and brief subordinates of expected fire behavior.
- Ensure adequate communications with supervisor and subordinates.
- Set up a backup chain of command to function when boss is absent.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of problems with assigned resources.
- Brief subordinates on safety items including escape routes and safety zones.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain necessary equipment and supplies.
- Provide for their welfare.
- Monitor work progress.
- Brief relief personnel on the line at end of shift. Advise them of any changes in observed fire behavior and any changes in conditions that could affect personnel safety.
- Return equipment and supplies to appropriate unit.

- Complete and turn in all time and use records on personnel and equipment.
- Maintain Unit Log (ICS Form 214).
- Turn time into Task Force/Strike Team Leader.

Advanced Firefighter/Squad Boss (FFT1)

A Squad Boss is a working leader of a small group (usually not more than seven members), is responsible for keeping assigned personnel fully employed on assigned jobs, and is normally supervised by a Crew Boss.

Critical Safety Responsibilities:

- Understand exactly what the supervisor wants done.
- Ensure that personnel have proper safety equipment and tools and know how to care for and use them.
- Look after the safety of assigned personnel.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).
- Ensure that personnel have water and lunches.
- Keep time when requested by supervisor.
- Report problems with personnel to supervisor.

Firefighter (FFT2)

A firefighter is the basic resource used in the control and extinguishment of wildland fires and works either as an individual or as a member of a crew under the supervision of a higher-qualified individual.

Critical Safety Responsibilities:

- Perform manual and semi-skilled labor as assigned.
- Ensure that objectives and instructions are understood.
- Perform all work in a safe manner.
- Keep personal clothing and equipment in serviceable condition.
- Report accidents or injuries to supervisor.
- Report hazardous conditions to supervisor.

Other Duties:

- Review Common Responsibilities (Chapter 7, Page 158).

OPERATIONS PLANNING CYCLE

