

2015

MOBILIZATION PLAN



County Assistance Team (CAT)

NELO

ELO

CLO

SLO

DNRC

Montana County Fire Wardens

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AUTHORITIES

1. Montana Codes Annotated

Chapter Natural Resources General

Part 1. Protection From Fire

Department of Natural Resources and Conservation shall adopt rules to protect the natural resources of the state, including both state and private lands, from destruction by fire and for that purpose, in emergencies, may employ personnel and incur other expenses, when necessary.

2. Cooperative Fire Management Agreement

Between the U.S. Department of the Interior, National Park Service and Bureau of Indian Affairs - Portland and Billings Areas; U.S. Fish Wildlife Service - Rocky Mountain Region; U.S. Forest Service - Northern Region; and the State of Montana Department of Natural Resources and Conservation

3. Montana Emergency Operations Plan - All Hazard Response: DNRC has been designated as the lead agency under the Montana Emergency Operations Plan for coordinating response to wildland and structural fires within the State of Montana. In addition, DNRC is the designated lead agency for Dam Failures.

DNRC has been designated as a supporting agency for the following functions within the Montana Emergency Operations Plan:

- ❖ Coordination
 - Financial Management
 - Public Information
- ❖ Communications
- ❖ Damage Assessment
- ❖ Food Distribution
- ❖ Technical Assistance - Provide Incident Command & Incident Advisory personnel to assist in managing large scale operations. *[Technical Assistance]*
- ❖ Drought
- ❖ Hazmat & Other Disasters
 - Continuity of Government

**CHARTER
MONTANA COUNTY ASSISTANCE TEAM (CAT)
BOARD OF DIRECTORS**

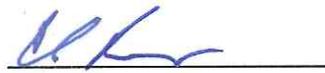
A. MEMBERSHIP

The County Assistance Team (CAT) will be managed by a Board of Directors (Board) representing the Eastern Land Office, Northeastern Land Office, Southern Land Office, Central Land Office, and the Fire & Aviation Management Bureau. The CAT is dispatched when a county or agency can no longer manage an incident with current resources. When a situation outside of a wildland emergency (All Hazard) arises, it will be handled through established DNRC policies and procedures.

DNRC Eastern Land Office

Area Manager 
Chris Pileski

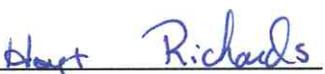
DNRC Northeastern Land Office

Area Manager 
Clive Rooney

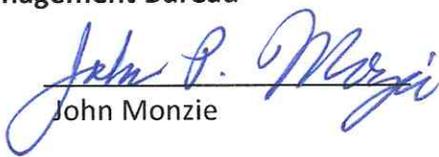
DNRC Southern Land Office

Area Manager 
Matt Wolcott

DNRC Central Land Office

Area Manager 
Hoyt Richards

DNRC Fire & Aviation Management Bureau

DNRC Suppression Supervisor 
John Monzie

Date 1/16/14

B. GOALS

The Board will be an active, decisive body that will represent the State and local governments and provide liaison with the federal government, all of which are the primary users of, and providers of, personnel to the CAT.

The Board will support and provide oversight to the operations of the team.

C. OBJECTIVES

1. The Board will ensure that qualified individuals are nominated for team membership and that those selected are provided with adequate training and support to be available for and perform the position for which they have been assigned on the CAT.
2. The Board will ensure that a qualified individual is selected for the position of Incident Commander (IC) on the team.
3. The Board will ensure that team performance meets the expectations for Type III Incident Management Teams and is responsive to user need and direction.
4. The Board will support the efforts of the CAT in all aspects of management and support.
5. The Board will acknowledge and represent issues of team management. The team will primarily be used in Eastern Montana within NELO, SLO, ELO, and CLO. The team is willing to help outside of ELO/NELO/SLO/CLO in certain circumstances, but because of several limitations those times would be exceptionally rare. The CAT is not configured to move or operate outside of its normal response area.

D. OPERATING PROCEDURES

1. The Board will have equal authority vested to each member.
2. The Board members will endeavor to meet and participate at each of the semi-annual team meetings (pre- and post-season). Otherwise, the Board will convene when matters of team business require. Any Board member or the Incident Commander may call for a meeting of the Board for any purpose associated with the operation of the Team. The person calling for the convention may determine the most appropriate method to accomplish the business at hand (e.g., meeting, conference call) and will facilitate.
3. The Board will annually review and approve the team's Mobilization Plan.
4. The Board is responsible for selection of the IC. The IC is responsible for selection of team members.

5. The Board will review team performance evaluations, provided by the IC, for each assignment and make recommendations for corrective procedures and acknowledge positive performance accordingly.
6. The Board will call for and review nominations for the position of Team Coordinator and select the individual to serve that role when the vacancy occurs.
7. Issues that come before the Board that cannot be resolved will be formally moved forward to the Chief of the Fire & Aviation Management Bureau, Montana DNRC, for appropriate action.
8. The IC will determine the location and date for an annual mid-winter meeting. The annual board of directors meeting will occur in conjunction and just prior to the team meeting.
9. The Board, along with the four Fire Program Managers will facilitate coordination among the four land offices for the yearly CAT Camp, to be rotated as follows:

2015: Within SLO

2016: Within CLO

2017: Within NELO

2018: Within ELO

MISSION STATEMENT

Interagency team members promote diversity, and represent a broad range of experience and expertise that includes state, county, and local emergency management agencies as well as other cooperators. This team adheres to the following principles:

- We are committed to provide safe, efficient, and effective direction to responders and the public during all phases of the operation.
- We are committed to effective communications, coordination, and cooperation with the host agency(s) and other effected departments and organizations.
- We are committed to providing a safe work environment and free of harassment.
- We are committed to build depth in the Eastern two-thirds of Montana by providing training opportunities when appropriate and support local involvement in incident management activities.
- We are committed to timeliness, cost efficiency, and use of host agency(s) direction while acting in accordance with safe and appropriate actions from mobilization through demobilization.
- We are committed to seeking all stakeholders and local expertise to achieve the agreed upon objectives and goals of the incident.
- We are committed to assist the host agency(s) with safe and appropriate transitions, Delegations of Authority, and other supporting incident documentation with consideration to local agreements, plans, and partnerships.

TEAM PROCEDURES

General

Each team member shall, from June 15 through September 15, be available, as much as possible, for wildland fire assignments. That availability will be communicated to the appropriate Section Chief and the Team Coordinator. Availability during the remainder of the year will be on an as-needed basis.

Responsibilities - Agency Administrator/Line Officer:

- Prepares or begins preparation of the MTDNRC Incident Situation Analysis for the IC
- Retains ultimate responsibility for the control of the incident, including mobilization and demobilization of the forces, equipment, supplies, etc. Provide briefing for team on arrival and debriefing on their departure. Provides team with an initial team briefing, including Agency Administrator objectives.
- Prepares a Delegation of Authority (Index E example) to manage or assist with the incident to the Incident Commander and may appoint a County Fire Advisor (CFAD) to work with the team.
- Establishes procedure for the release of incident information from the CAT.
- Is ultimately responsible for the assessment of the team effectiveness and performance. Annually the Board shall evaluate the CAT dispatch program as it pertains to the dispatch, mobilization and demobilization of the team, as well as team performance. The Board is responsible for setting the time, date and agenda.
- The hosting Land Office will route Performance Evaluations to other appropriate Land Offices and Board members.

Responsibilities – All Team Members

- Notify the Team Coordinator or Section Chief (**or section Chief's designee**) between June 15 through September 15 of unavailability longer than twenty-four hours. Section Chiefs **MUST** keep apprised of availability of their personnel to facilitate mobilization, and notify the IC of the ability to field their section. The Section Chief or their designee then will communicate section details to the Team Coordinator. Lastly, all individuals should notify their home dispatch office of pending resource orders when a team dispatch occurs.

Responsibilities - Command/General Staff Members

- CAT is accountable to the Agency Administrator(s) of DNRC FAMB, ELO, NELO, SLO, and CLO.
- The Command and General Staff must have at least the following positions:
 - IC
 - Deputy IC
 - Finance/Administration Section Chief
 - Logistics Section Chief
 - Operations Section Chief
 - Planning Section Chief
 - Safety Officer
 - Information Officer—may be combined with Liaison function
 - Liaison Officer—may be combined with Public Information function

Command/General Staff are to maintain fire qualifications. Candidates for the team must meet all the prerequisites of training and experience. The basic requirements are set forth in the National Wildfire Coordinating Group (NWCG) publication, "WILDLAND AND PRESCRIBED FIRE QUALIFICATION SYSTEM GUIDE, 310-1" and the DNRC "1100 Manual - Wildland Fire Management Training - Standards and Guidelines" unless otherwise specified. Qualifications are intended for an organized, Type 3 full team environment.

- The Command and General Staff shall provide incident training opportunities for trainee opportunities with priority of local government and DNRC personnel.

Responsibilities—IC

- In the absence of the Primary IC, assures the availability of an alternate that is Type 3 IC qualified
- The IC shall provide agenda and times to the Board prior to seasonal and post-seasonal (as needed) meetings.
- Reviews Delegation of Authority with Responsible Parties daily
- References within Fireline Handbook pages 164-166

Responsibilities - Deputy IC

- The Deputy shall assist the IC in any duties that need to be filled.
- The Deputy shall work on obtaining Type 3 IC Team Qualifications at a minimum.
- In the absence of the IC, the Deputy shall have the right/power to accept an assignment on behalf of the team.

Responsibilities - Board Of Directors

- Resolve issues that cannot be resolved by the IC or between the team and any other entity.
- Review the mobilization plan. Make any necessary updates and approve the final plan.

Responsibilities - Team Coordinator

- Maintains a list of availability and status of team members between June 15 and September 15.
- Notify each team member of dispatch order as per current dispatch procedure and maintain liaison with the appropriate dispatch center.
- Maintain list of alternates and trainees and call as needed.
- Notify Eastside Area Managers (NELO, ELO, SLO, and CLO) of CAT dispatch.
- Send Pre-Order to Host Dispatch at the direction of the Logistics Chief or designate, notify other dispatch centers of pending resource orders (SOS, EAS, NES, HDC, MDC)
- Team Coordinator currently resides within Fire Bureau staff. In the absence of the Coordinator, Randy Sanders will act as the back up team coordinator.

COUNTY ASSISTANCE TEAM

Command/General Staff

Members consist of an Incident Commander, Deputy Incident Commander, Two Operations Chiefs, Planning Chief, Logistics Chief, Finance Chief, Safety Officer, Incident Information Officer, and Liaison officer.

Additional Staff

Sections will be staffed as identified by the Section Chiefs and may include trainees. Coaching and trainee positions will be encouraged by the team and will be negotiated with hosting agency.

How to Request a Team

1. The County Firewarden/Agency calls the Area Fire Program Manager (FPM) to request the CAT.
2. The Area FPM makes a recommendation to the Area Manager/Line Officer.
3. The Area FPM and/or Area Manager/Line Officer notifies the IC of the incident and discusses the request for assistance. Acceptance or rejection of the request may be based on member availability, the ability to field a cohesive team, probable length of assignment, where the incident is occurring, complexity considerations, fire conditions, other ongoing activity likely to affect ELO/NELO/SLO/CLO, input from ELO/NELO/SLO/CLO/FAMB and section supervisors, or any other input deemed appropriate. The same criteria are used for every request.
4. The IC makes a timely determination for the request and contacts the Area Manager/Line Officer of the decision if needed.
5. The IC calls the Team Coordinator.
6. The Team Coordinator contacts the Miles City Interagency Dispatch Center Manager.
7. The Team Coordinator advises the local dispatch center to develop a resource order and advise incident of ETA for the CAT, but that notification of team members for the dispatch assignment will be accomplished by the Team Coordinator utilizing Miles City Interagency Dispatch Center.
8. FPM notifies the Fire and Aviation Management Bureau Chief, or Duty Officer. Please consult FAMB Duty Officer Schedule.
9. The DNRC Agency Administrator ordering the team should furnish the following information:

- a. Name of incident.
- b. Incident ORG Center (fire) number.
- c. Location of incident.
- d. Resource order numbers (minimum of 9 - O#s for core team plus 4 trainee O#s).
- e. Designated assembly point.
- f. Estimated time of briefing.
- g. Any other pertinent information.
- h. Incident Commander may be requested to call the ordering agency.
- i. Provides for an In-Briefing. Samples may be found in Appendix A.

ALL Hazard Response

The CAT team is sponsored by the Montana DNRC with majority of the experience with wildland fire. However, the team is continuing to organize and train for use with other hazards as well. The team is available for response on behalf of local governments as the lead agency for wildfires or hazards associated with dam failures, through the (IC) Incident Commander. The Montana Disaster and Emergency Services (MTDES) is the lead agency for all other hazards; under those circumstances the DNRC is a supporting agency and can be requested through the DES. The mobilization process, ordering of resources, issuance of a finance charge code, identification of a Line Officer/Agency Administrator, and Delegation of Authority, are outlined in the State of Montana Resource Mobilization Plan, which is a supporting document to the Montana Emergency Response Framework (2012).

Developmental/Trainee Positions

The number of additional developmental positions to be filled will be determined by the Incident Commander with the concurrence of the Agency Administrator. A list of available resources will be provided.

The intent of the developmental position is to provide "on-the-job" training and assurance that future qualified personnel will be available to participate on CAT.

Definitions

Command/General Staff Member - Person who is permanently attached to the CAT and expected to fill that functional position and respond with the CAT when dispatched.

Alternate - Person who is fully qualified in the position held and preferably has held that position on a Type III Team. This person is not permanently attached to the CAT and their availability is on an incident-by-incident basis.

Coached Position - Person needing coaching when they have lost their currency due to time lapse, and they need a dispatch or on-the-job training to bring them up to date.

Developmental/Trainee/Assistant - One who has completed all formal training required for a position, but lacks on-the-job experience of performing the duties of that position.

DIRECTORY OF TEAM COORDINATORS

TEAM COORDINATOR 2015

Linda Robinson--FAMB

Office: 406-542-4250

Cell: 406-544-2470p

Fax: 406-542-4242

lrobinson@mt.gov

Deputy Coordinator

Randy Sanders

Office: 406-233-2904

Cell: 406-853-2034

Fax: 406-233-2945

rsanders@mt.gov

SUPPORT ORDER – PRE ORDER

Pre Order Name: PREORDER - IMT3 - CAT - EQUIPMENT

Pre Order Avail Nationally: No

Pre Order Purpose	Catalog Name	Category Name	Qty	Catalog Item Name	Catalog Item Code
	Equipment	Dozer	1	Dozer, Type 2	
		Engine	5	Engine, Type 5	
			5	Engine, Type 6	
		Food Service, Mobile	1	Food Service, Mobile	
		Gray Water Truck	1	Gray Water Truck - T1	
		Miscellaneous	1	Fuel Tender, Type 3	
			1	Truck / Trailer, Refrigeration	
		Potable Water Truck	1	Potable Water Truck - T3	
		Tender, Water (Support)	2	Tender, Water (Support), Type 3	
		Trailer	1	Trailer	
			1	Trailer - Finance	

Pre Order Name: PREORDER - IMT3 - CAT - NFES CACHE

Pre Order Avail Nationally: No

Pre Order Purpose	Catalog Name	Category Name	Qty	Catalog Item Name	Catalog Item Code
	Supply	NFES Supplies	1	KIT - FIRST AID,TYPE III,24 PERSON	001604
			2	BAG - GARBAGE CAN LINER, PLASTIC, 30 GL, 39" X 33"	000021
			2	LIGHTSTICK - CHEMICAL, 12 HOUR, GREEN	003009
			2	LIGHTSTICK - CHEMICAL, 12 HOUR, RED	003007
			2	LIGHTSTICK - CHEMICAL, 12 HOUR, YELLOW	003012
			2	WRAP - STRETCH, 2" - 5", DISPOSABLE	000315
			4	CHEST - ICE, 48 QT	000557
			6	TABLE - FOLDING, 6'	002698
			10	CHAIR - FOLDING, METAL	002047
			12	BATTERY - SIZE D,1.5V,ALKALINE,GENERAL PURPOSE	000033
			12	FOOD - MEALS READY TO EAT (MRE'S)	001842
			16	HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'	001239
			16	HOSE - SYNTHETIC, LINED, 1" NPSH X 100'	001238
			24	BATTERY - SIZE AA, 1.5 VOLT, PENLIGHT	000030
			24	RIBBON - FLAGGING, RED/WHITE, 1" WIDE	007243
			40	HOSE - GARDEN, SYNTHETIC, 3/4" NH X 50'	001016

Pre Order Name: PREORDER - IMT3 - CAT - SERVICES

Pre Order Avail Nationally: No

Pre Order Purpose	Catalog Name	Category Name	Qty	Catalog Item Name	Catalog Item Code
	Supply	Service, Communications	4	Service - Voice Line	
		Service, Meals, Food, Lodging	60	Service - Meals	
		Service, Sanitation	1	Service, Garbage/Container Removal	
			9	Service - Handwashing Unit (Single)	
			10	Service - Porta Potties	

2/1/2015

ELO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No		Comments
Radio Cache					
CAT Cache Van	DNR-1544				90 Cache trailer
CAT Cache van tractor	DNR-1784				91 Kenworth with generator
ELO Kitchen	DSL-169				
ELO Reefer	DNR-1127				
ELO Pantry	DSL-142				
Water Buffalo	DNR-1028				400 gallon, 1966 military surplus
Pickup, F-150 Ford Crew cab, 2002, 4x4	DNR 1806				
Pickup, F-150 Ford ext cab, 2014, 4x4	DNR-2086				John Staff truck
Pickup, F-250 Ford crew cab, 2005, 4x4	DNR-1678				
Pickup, F-250 Ford 2003, 4x4	DNR-1604				
Pickup, Kitchen, 1 Ton crew cab, 2003, 2x4	DNR-1938				Kitchen Pickup**
Pickup, F-150 Ford 2010, 4x4	DNR-1934				Randy Staff truck
Pickup, F-250 Ford 1997, 4x4	DNR-1055				Ray Hageman
Pickup, 2500 GMC 2006, 4x4	DNR-1733				
Pickup, F-350 Ford 2002, 4x4	DNR-1560				
Shop Truck, Chevy 2wd					
Engine, Type 6 F-450 Ford, 2005, 4x4	DNR-1663				
Engine, Type 6 F-450 Ford, 2005, 4x4	DNR-1664				

NELO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No		Comments
Radio Cache					
CAT Finance Trailer	DNR-3A				
Polaris ATV	514035				
Pickup, puller, 1 Ton 4x4	DNR-1597				Bill Creamer usually
Pickup, Crew Cab, 1 Ton, 4x4	DNR-1937				
Car, Chevy Malibu	DNR-1993				
Pickup, Crewcab, 2013, 1 ton, 4x4	DNR-1738				Pat Hultin
Pickup, 3/4 Ton, 4x4	DNR-1046				Fuel Pickup-100 gallon
SUV, Suburban, 4x4	DNR-1892				Linda Williams usually
Pickup, 1/2 Ton, 4x4	DNR-1860				Don Pyrah
Pickup, 1/2 Ton, 4x4	DNR-1920				Gary Kirpach
Pickup 1Ton, 4x4	DSL-1593				
Pickup, 1 Ton, 4x4	DNR-1594				
SUV, Jeep, 4x4					Becky Shepard
Pickup, 1/2 Ton, 4x4	DSL-2				Clive Rooney
SUV, Explorer, 4x4	DNR-				Tim Crosmer
Pickup, 3/4Ton, 4x4	DNR-2084				Monte McNally
Pickup, 1/2 Ton, 4x4	MP-11-B61				Matt Poole
Pickup, 1/2 Ton, 4x4	MP-11-B64				
Pickup, 1/2 Ton, 4x4	MP-11-B19				Mike Dailey

1/1/2015

SLO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No	Comments
SLO Kitchen Trailer	DSL-907			
SLO Handwash Trailer	DNR-2A			
SLO Dishwash Trailer	DNR-1545			
SLO Reefer	DNR-1948			
SLO Pantry	DNR-2103			
SLO Propane	DNR-1946			
SLO Hose Trailer	DNR-1170			
Pickup, 4x4	DNR-1083			
Pickup, 4x4	DNR-1605			Derek Yeager
Pickup, 1/2 Ton 4x4	DNR-1523			
Pickup 4x4	DNR-1917			Overhead
Shop Truck, 4x4	DNR-1577			Mark Sherburn
Engine, Type 4 4x4	DNR-1158			
Engine, Type 3 2x4	DNR-1503			
SUV, Excursion 4x4	DNR-1627			
Engine, Type 6 4x4	DNR-1656			
Tender, Type 2 AWD	DNR-1945			
Pickup, 1/2 Ton, 4x4	MP-11-B92			Matt Wolcott

OTHER LAND OFFICE W/EQUIPMENT

Vehicle/Item	License	Yes	No	Comments
Pickup, 1/2 Ton, 4x4 2009 Ford F150 CC	DNR-1864			FAMB
Pickup, 1/2 Ton, 4x4 2014 Ford F150 XC	DNR-2088			FAMB
Pickup, 1/2 Ton, 4x4 2010 Ford F150 XC	DNR-1935			FAMB
Pickup, 3/4 Ton, 4x4 2008 F250	DNR-1811			FAMB
Pickup, 1/2 Ton, 4x4 2014 Ford F150 XC	DNR-2089			FAMB
Pickup, 4x4 2012 GMC CC	DNR-2001			FAMB--Klemann
Shop Truck, 4x4 2001 Ford F350	DNR-1543			FAMB
Shop Truck, 1 Ton, 4x4, 2008 Chev 3500	DNR-2005			FAMB
Pickup, Command, 4x4 2012 Ford F350	DNR-2002			FAMB--Gallagher
Pickup, Command, 4x4 2011 Ford F350	DNR-1972			FAMB--Longacre
2014 SUV, 4x4	DNR-2079			FAMB--D. Williams
Polaris ATV	M8305			FAMB-D. Williams
Polaris Trailer	M8459			FAMB-D. Williams
Pickup, Dodge Crew cab, 4x4	DNR-2078			CLO--Hamilton
Pickup, 1/2 Ton, 4x4	DNR-1636			Helena--Kevin Chappell

OTHER ITEMS FOR LOCAL AREA MANAGER & COUNTY COMMISSIONERS TO CONSIDER

- Advise Line Officer of situation and team arrival.
- Briefing for take-over and release of team.
- Complete Incident Situation Assessment.
- Identify incident camp location.
- Assign Liaison Officer (County Fire Advisor).
- Identify local information contact(s).
- Have maps of incident area available for team.
- Pre-attack Plans, County Fire Management Plans.
- Alert evacuation officials (County DES & Sheriff).
- Identify need for EEO considerations.
- Identify local trainee needs.
- Identify need for Dispatch.
- Logistics local support group.
- Identify vehicles for team use.
- Fuel source.
- Garbage pickup.
- Potable water.
- Staging/Mob Centers.
- Grey water.
- Food source.
- Coordinated Information releases.
- Identify finance needs (ISUITE).

AGENCY ADMINISTRATOR BRIEFING

PLANS SECTION

FIRE NAME _____ FIRE NUMBER _____

COUNTY _____ LAT/LONG _____

CAUSE _____ SIZE _____ FUEL TYPES _____

INITIAL ACTIONS _____

GENERAL AREA WEATHER CONDITIONS _____

PREDICTED WEATHER _____

FIRE MAP _____ ANCHOR POINTS _____ NATURAL BARRIERS _____

FIRE SPREAD/BEHAVIOR _____

FIRE BEHAVIOR HISTORY _____

DELEGATION OF AUTHORITY _____ EFSA _____

RESOURCE ADVISORS _____

RESOURCE/LAND VALUES _____ WILDERNESS/ROADLESS AREAS _____

REHAB POLICY/PLAN _____

EVACUATION PLAN: LOCAL AUTHORITY _____

LAW ENFORCEMENT _____ DES _____

TRIGGER POINT _____

REVIEW EXISTING CONTROL PLAN _____ IA PLAN _____

REVIEW OPERATING PLAN _____ OTHER AGENCY AGREEMENTS _____

APPENDIX A

OPERATIONS SECTION

PRIORITIES FOR CONTROL _____

PERSONNEL ON FIRE (GENERAL) _____

CONDITION OF PERSONNEL _____

EQUIPMENT ON FIRE (GENERAL) _____

PERSONNEL/EQUIPMENT ORDERED _____

LOCAL IC/PHONE _____ OVERHEAD ON LINE _____

ENGINE SHOW _____ HELICOPTER _____ TANKER _____ DOZER _____

EFFECTIVENESS _____

HELICOPTERS ASSIGNED _____ TANKERS ASSIGNED _____

HELISPOT/HELIBASE LOCATIONS _____

ARFF PROTECTION AVAILABLE _____

AIR ATTACK SUPV. _____ AIRPORT/PHONE # _____

LOCAL FIRE POLICY/PLAN _____

WATER AVAILABILITY _____ OTHER FIRES IN AREA _____

SAFETY

LOCAL EMS CONTACT NAME/PHONE _____

CLOSEST MEDICAL FACILITY _____

CLOSEST BURN CENTER _____

MEDIVAC ARRANGEMENTS _____

KNOWN LOCAL SAFETY HAZARDS _____

ANY INJURIES TO DATE _____

APPENDIX A

LOGISTICS SECTION

LOCAL LOGISTICS CONTACT/PHONE _____

INCIDENT BASE LOCATION _____

LAND USE AGREEMENT IN PLACE _____

LANDOWNER NAME FOR CONTRACT _____

ALTERNATE CAMP SITE _____ STAGING AREA _____

POWER CO. CONTACT/# _____ CELL COVERAGE? _____

PHONE CO. CONTACT/# _____ CELL CO. CONTACT/# _____

TRANSPORTATION ROUTES _____

COUNTY/DOT CONTACTS FOR SIGNAGE/ROAD ISSUES _____

SUPPLY SYSTEM (LOCAL SUPPLY, CACHE, PROCEDURES) _____

FINANCE SECTION

FINANCIAL CONSTRAINTS _____

CONTACTING OFFICER _____ IBA _____

PAY RULES UNIQUE TO AGENCY _____

COST SHARE AGREEMENT _____

AIR SUPPORT COSTS TO DATE _____

AIR SUPPORT CONTACT NAME/PHONE: _____

ACCIDENTS/INJURIES (CLAIMS) TO DATE: _____

LAND USE AGREEMENT CONTACT NUMBER: _____

CHARGE CODES _____

COUNTY EQUIPMENT/COUNTY VOLUNTEER PAY STATUS _____

MUTUAL AID IN EFFECT _____ START DATE/TIME _____

APPENDIX A

INFORMATION/LAISION

LAND OFFICE CONTACT: NAME/PHONE _____

AGENCY LINE OFFICER(S): NAME/AGENCY/PHONE _____

COUNTY COMMISSIONERS: NAME/PHONE _____

DES CONTACT: NAME/PHONE _____

INCIDENT HISTORY _____

POLITICAL CONSIDERATIONS/ISSUES _____

LOCAL RELATIONSHIPS _____

MEDIA CONTACTS (PHONE/FAX #'S) _____

LOCAL GOVT. WEBSITE/CONTACT NAME _____

LOCAL NRCS CONTACT: NAME/PHONE _____

COUNTY EXTENSION AGENT: NAME/PHONE _____

INCIDENT COMMANDER

AGENCY LINE OFFICER _____

TRANSITION CONTEMPLATED? _____

INVESTIGATION _____ INVESTIGATOR _____

OWNERSHIP(S) INVOLVED _____

AGENCY LAISION(S) _____

LAND OWNERSHIP STATUS _____

LEGAL CONSIDERATIONS _____

CONDITION OF AGENCY PERSONNEL/OH TEAM _____

APPENDIX A
Briefing Example

BASCOM ROAD
***** FIRE BRIEFING *****

DATE: June 6, 2012

FIRE NAME: Bascom Road Fire

FIRE NO.: MT-EAS-001

FIN. CODES: 842001

LOCATION: 4-5 miles South of Melstone MT

OWNERSHIP: Majority private w/ some state land

PROTECTION
RESPONSIBILITY: Rosebud County

NAME OF
LOCAL IC(s): Rodney Dresbach

ORIGIN &
CAUSE: Unknown at this time (suspected lightning)

DATE FIRE(S)
BEGAN: June 5, 2012

MAP ATTACHED? Yes.

WFSA? Incident Situation Assessment attached

FIRE INFO: General Weather Conditions (See Attached Weather Report)
Observed Fire Behavior: Running Ground Fire; Isolated
torching; Short Range Spotting Active burning throughout the
night and into early morning
Fuel Types: Open Timber; Grass, and sagebrush.
Rate and Direction of Spread: Moderate rate of spread to the

Northeast

Terrain: Rolling hills intermixed with some rough and steep
timbered coulees.

APPENDIX A

1. Current Resources on the Fire

- a. Engines: 9 (3 Rosebud Co, 4 Musselshell, 2 BLM) 2 Strike Teams ordered
- b. Tenders: 2 Rosebud County
- c. Dozers: 2 (one RB Co., one Musselshell Co.) 2 ordered (Browning ETA 1400)
- d. Patrols: One (Rosebud County)
- e. Tractor w/Disk: N/A
- f. Local Personnel: Unknown number at this time but they are on scene
- g. Pickups w/Tanks: Same as above
- h. Other Resources: Four overhead (Hamilton, Raisler, O'Brien, Tauge)

2. CURRENT COMMUNICATIONS:

On scene county using Red and the Musselshell East repeater BLM setting up a portable Repeater in the area of McGinnis Butte to better access the Cohegan repeater.

3. VALUES AT RISK

Structures (approximately 8 threatened near term)
Forage base for livestock
Commercial structures (approximately 11 Oil and Gas Well pad sites)
Sage Grouse habitat

4. SAFETY CONCERNS

Firefighter and public safety is the #1 priority for this incident, and work-rest guidelines must be strictly followed. The terrain is steep in many areas. In the forested areas, watch for snags.

5. **WATER SOURCES:** Numerous stock water tanks, and reservoirs in the area. 2 Rosebud County water tenders on scene; Muselshell River within 5-7 miles for helicopter potential dip site.

6. **ACCESS TO THE FIRE:** Access to the East flank is South on Bascom Road off of Hwy 12. West flank accessed from Custer/Melstone Road also off of Hwy 12

APPENDIX A

7. RECOMMENDED ICP/FIRE CAMP LOCATION: Suggested location of, Section 36 Twn 10N Rng 31E along the Bascom Road

8. RECOMMENDED SUPPRESSION (CONSULT WFSA)

A. AIR OPERATIONS X YES NO

B. HEAVY EQUIPMENT X YES NO

C. ENGINES X YES NO

D. HAND CREWS X YES NO

E. ADDITIONAL INFORMATION

1. County Commissioners: Rosebud County (406) 346-2251
2. County Firewarden: Rodney Dresbach (406) 346-4270 (office), Cell (406) 253-0208
3. Sheriff: Randy Allies (406) 346-2715
4. DNRC Line Officer: Chris Pileski 853-2034
Rosebud County: Doug Martens 853-0630
5. Other Fires in the Area: None

FINANCE SECTION

The MT DNRC may assign an Incident Business Advisor to this incident. The team will be notified.

A. FINANCE CONSIDERATIONS

Cost containment is a high priority. Ensure effective management of costs commensurate to values to be protected. Document cost efficiency measures you considered and implemented during the course of the incident.

LOGISTICS

- A. The Agency Line Officers must be kept informed of resource orders which require large expenditure of funds or are considered expensive items.
- B. Place resource orders with the local Interagency Dispatch Center-Expanded Dispatch (MCC) (406-233-2900) If possible, only one order should be placed in each 24-hour period, except during the first two (2) operational periods. Placement of orders by fax is preferable (406-233-2945).
- C. SLO Kitchen has been ordered and is scheduled to cook breakfast tomorrow 6-7-12. SLO is coordinating sack lunches for lunch tomorrow.
- D. Use local resources for purchase of food, fuel, and other supplies (as much as possible).

APPENDIX A

PLANS

- A. ICS-209 is to be faxed or called into MCC by 1900 each day. Phone: 406-233-2900
Fax: (406-233-2945).

OPERATIONS

- A. Integrate county and local personnel into operations plan where possible.
- B. Air Operations: 2 seats are available and one BLM helicopter if needed. Seats should only be used for life safety, structure protection and strategic line construction.

INFORMATION

- A. Handle all media inquiries, press visits, etc. Keep Agency Line Officers informed of special press events or visits by elected officials.
- B. Maintain regular communications with county commissioners and fire wardens for Rosebud County and the Agency Line Officers.
- C. If possible use "inciweb" for this incident. This web-posting should not be used as the primary information vehicle until it is determined to be appropriate and useful as such.

National Wildfire Coordinating Group

National Interagency Fire Center
3833 S Development Avenue
Boise, Idaho 83705-5354



MEMORANDUM

Reference: NWCG#015-2013
To: NWCG Executive Board
From: NWCG Chair *Arthur Bidabun*
Date: December 17, 2013
Subject: Adoption and Release of the Risk and Complexity Assessment

Historically, the Complexity Analysis (CA) and the Organizational Needs Assessment (ONA) have been used by NWCG member agencies to determine incident complexity and what level of incident management organization is needed. Because two different tools were in use, and because neither tool adequately addressed the full range of incident management objectives (i.e. full suppression to incidents managed for resource benefit), NWCG identified a need to re-evaluate how incident complexity and organizational needs are determined.

In May 2012, the National Wildfire Coordinating Group (NWCG) tasked the Operations and Workforce Development Committee (OWDC) with evaluating the Organizational Needs Assessment and Complexity Analysis to determine if the two processes could be combined into a single process. This tasking was subsequently included as one of the tasks in the Evolving Incident Management (EIM) Strategic Implementation Plan to ensure changes to the CA/ONA were in alignment with how IMTs would be managed in the future.

The OWDC determined that a single process could be developed, and created the Risk and Complexity Assessment (RCA) as a result of that tasking.

The Risk and Complexity Assessment was developed by a group of national and field-level personnel and field-tested during the 2013 fire season, and is based on elements of the previously used Organizational Needs Assessment and Complexity Analysis.

The RCA is designed to quickly and easily evaluate the risk and complexity of a given incident and recommend a management organization. The RCA also provides users with the ability to make notes and document mitigations for elements identified as moderate or high complexity/risk, and provides the ability to document decisions. Common complexity indicators for wildland fire incidents are also provided to assist incident commanders and fire managers. The RCA is designed so that it may be completed on paper, and the information may be easily transferred into WFDSS.

The current release of the RCA recommends incident management organizations based on 5 incident types (Type 5 through Type 1). When the NWCG Evolving Incident Management effort fully transitions to 3 levels of incident management organization: initial attack (Type 5/4), extended attack (Type 3), and complex (Type 2/1), the RCA will be updated.

The NWCG Risk and Complexity Assessment will replace the NWCG Complexity Analysis and NWCG Organizational Needs Assessment beginning in January, 2014. The Risk and Complexity Assessment will replace the Incident Complexity Analysis in the PMS 210 *Wildland Fire Incident Management Field Guide* at the next revision. The RCA is also available at: <http://www.nwcg.gov/pms/pubs/pms210/>

NWCG member agencies are encouraged to adopt and utilize the RCA when evaluating incident risk and complexity and determining the appropriate level of incident management organization.

Attachment: Wildland Fire Risk and Complexity Assessment

cc: NWCG PMU Staff; Mark Jones, Chair, OWDC

Wildland Fire Risk and Complexity Assessment

The Wildland Fire Risk and Complexity Assessment should be used to evaluate firefighter safety issues, assess risk, and identify the appropriate incident management organization. Determining incident complexity is a subjective process based on examining a combination of indicators or factors. An incident's complexity can change over time; incident managers should periodically re-evaluate incident complexity to ensure that the incident is managed properly with the right resources.

Instructions:

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

Part A: Firefighter Safety Assessment

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	
Logistical support for the incident is inadequate or difficult.	

Part B: Relative Risk Assessment

Values				Notes/Mitigation
<p><u>B1. Infrastructure/Natural/Cultural Concerns</u> Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.</p>	L	M	H	
<p><u>B2. Proximity and Threat of Fire to Values</u> Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</p>	L	M	H	
<p><u>B3. Social/Economic Concerns</u> Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.</p>	L	M	H	
Hazards				Notes/Mitigation
<p><u>B4. Fuel Conditions</u> Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture</p>	L	M	H	
<p><u>B5. Fire Behavior</u> Evaluate the current fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.</p>	L	M	H	
<p><u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.</p>	L	M	H	
Probability				Notes/Mitigation
<p><u>B7. Time of Season</u> Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.</p>	L	M	H	
<p><u>B8. Barriers to Fire Spread</u> If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.</p>	L	M	H	
<p><u>B9. Seasonal Severity</u> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations: energy release component (ERC), drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.</p>	L/ M	H	VH /E	
Enter the number of items circled for each column.				

Relative Risk Rating (circle one):

Low	Majority of items are "Low", with a few items rated as "Moderate" and/or "High".
Moderate	Majority of items are "Moderate", with a few items rated as "Low" and/or "High".
High	Majority of items are "High", A few items may be rated as "Low" or "Moderate".

Part C: Organization

Relative Risk Rating (From Part B)									
Circle the Relative Risk Rating (from Part B).						L	M	H	
Implementation Difficulty					Notes/Mitigation				
<p><u>C1. Potential Fire Duration</u> Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.</p>					N/A	L	M	H	
<p><u>C2. Incident Strategies (Course of Action)</u> Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high. Considerations: Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.</p>					N/A	L	M	H	
<p><u>C3. Functional Concerns</u> Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate). Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.</p>					N/A	L	M	H	
Socio/Political Concerns					Notes/Mitigation				
<p><u>C4. Objective Concerns</u> Evaluate the complexity of the incident objectives and rank this element low, moderate, or high. Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.</p>					N/A	L	M	H	
<p><u>C5. External Influences</u> Evaluate the effect external influences will have on how the fire is managed and rank this element low, moderate, or high. Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre-existing controversies/relationships; smoke management problems; sensitive political concerns/interests.</p>					N/A	L	M	H	
<p><u>C6. Ownership Concerns</u> Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element low, moderate, or high. Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.</p>					N/A	L	M	H	
Enter the number of items circled for each column.									

Part C: Organization (continued)

Recommended Organization (circle one):

Type 5	Majority of items rated as "N/A"; a few items may be rated in other categories.
Type 4	Majority of items rated as "Low", with some items rated as "N/A", and a few items rated as "Moderate" or "High".
Type 3	Majority of items rated as "Moderate", with a few items rated in other categories.
Type 2	Majority of items rated as "Moderate", with a few items rated as "High".
Type 1	Majority of items rated as "High"; a few items may be rated in other categories.

Rationale:

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: _____ Unit(s): _____

Date/Time: _____ Signature of Preparer: _____

Indicators of Incident Complexity

Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The following are common contributing indicators for each of the five complexity types.

TYPE 5 INCIDENT COMPLEXITY INDICATORS

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> • Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene • For incidents managed for resource objectives, minimal staffing/oversight is required • One to five single resources may be needed • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed • Minimal effects to population immediately surrounding the incident • Critical Infrastructure, or Key Resources, not adversely affected 	<ul style="list-style-type: none"> • Incident Commander (IC) position filled • Single resources are directly supervised by the IC • Command Staff or General Staff positions not needed to reduce workload or span of control

TYPE 4 INCIDENT COMPLEXITY INDICATORS

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> • Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods • Multiple resources (over 6) may be needed • Resources may require limited logistical support • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed • Limited effects to population surrounding incident • Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period • Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction 	<ul style="list-style-type: none"> • IC role filled • Resources either directly supervised by the IC or supervised through an ICS Leader position • Task Forces or Strike Teams may be used to reduce span of control to an acceptable level • Command Staff positions may be filled to reduce workload or span of control • General Staff position(s) may be filled to reduce workload or span of control

TYPE 3 INCIDENT COMPLEXITY INDICATORS

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> • Incident typically extends into multiple operational periods • Incident objectives usually not met within the first or second operational period • Resources may need to remain at scene for multiple operational periods, requiring logistical support • Numerous kinds and types of resources may be required • Formal Incident Planning Process is initiated and followed • Written Incident Action Plan (IAP) needed for each Operational Period • Responders may range up to 200 total personnel • Incident may require an Incident Base to provide support • Population surrounding incident affected • Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods • Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction 	<ul style="list-style-type: none"> • IC role filled • Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions • Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level • Command Staff positions filled to reduce workload or span of control • General Staff position(s) filled to reduce workload or span of control • ICS functional units may need to be filled to reduce workload

TYPE 2 INCIDENT COMPLEXITY INDICATORS

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> • Incident displays moderate resistance to stabilization or mitigation and will extend into multiple operational periods covering several days • Incident objectives usually not met within the first several Operational Periods • Resources may need to remain at scene for up to 7 days and require complete logistical support • Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process • Formal Incident Planning Process is initiated and followed • Written Incident Action Plan (IAP) needed for each Operational Period • Responders may range from 200 to 500 total • Incident requires an Incident Base and several other ICS facilities to provide support • Population surrounding general incident area affected • Critical Infrastructure or Key Resources may be adversely affected, or possibly destroyed, and actions to mitigate effects may extend into multiple Operational Periods and require considerable coordination • Elected and appointed governing officials, stakeholder groups, and political organizations require a moderate level of interaction 	<ul style="list-style-type: none"> • IC role filled • Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions • Branch Director position(s) may be filled for organizational or span of control purposes • Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control • All Command Staff positions filled • All General Staff positions filled • Most ICS functional units filled to reduce workload

TYPE 1 INCIDENT COMPLEXITY INDICATORS

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> • Incident displays high resistance to stabilization or mitigation and will extend into numerous operational periods covering several days to several weeks • Incident objectives usually not met within the first several Operational Periods • Resources may need to remain at scene for up to 14 days, require complete logistical support, and several possible personnel replacements • Numerous kinds and types of resources may be required, including many that will trigger a formal demobilization process • DOD assets, or other nontraditional agencies, may be involved in the response, requiring close coordination and support • Complex aviation operations involving multiple aircraft may be involved • Formal Incident Planning Process is initiated and followed. • Written Incident Action Plan (IAP) needed for each Operational Period • Responders may range from 500 to several thousand total • Incident requires an Incident Base and numerous other ICS facilities to provide support • Population surrounding the region or state where the incident occurred is affected • Numerous Critical Infrastructure or Key Resources adversely affected or destroyed. Actions to mitigate effects will extend into multiple Operational Periods spanning days or weeks and require long-term planning and considerable coordination • Elected and appointed governing officials, stakeholder groups, and political organizations require a high level of interaction 	<ul style="list-style-type: none"> • IC role filled • Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions • Branch Director Position(s) may be filled for organizational or span of control purposes • Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control • All Command Staff positions filled and many include assistants • All General Staff positions filled and many include deputy positions • Most or all ICS functional units filled to reduce workload

Instructions for the Completion of the DNRC Incident Situation Assessment (ISA)

Section 1: Situational Awareness

Incident Name

Enter the incident name that has been assigned by the jurisdictional agency. Once a name has been assigned to the incident, it should not be changed if at all possible.

Incident Number

Enter the incident number that has been assigned by the jurisdictional agency. **Never use the same incident number for two different incidents in the same calendar year.** The incident number should start with the 2-letter state identifier, followed by the 3-letter unit or agency identifier and the incident number. (e.g., MT-SWS-000006, MT-EAS-044681).

Latitude and Longitude

Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident. If possible, when using GPS to determine the latitude and longitude, set the receiver datum to NAD83. This data is utilized to generate maps and reports from the local level up to the national level.

County(s)

Enter the county(s) in which the incident originated and incident is located.

DNRC Unit

Land Office and Unit where the incident is located.

Cause

Select the appropriate general cause (e.g., Human, Lightning, or Under Investigation). For other incident kinds enter non-applicable (N/A).

Start Date and Time

Enter the date in mm/dd/yyyy format and the time (military time - 1630) that the incident began in the respective data entry blocks.

Current Size

For fire incidents, enter the acreage.

Date/Time of Fire Situation Assessment

Enter the date using the preferred format of mm/dd/yyyy (e.g., 08/07/2008) and the time in military time.

% Contained

For wildfire incidents enter the percent of the incident that is contained. For non-fire incidents, leave blank unless appropriate.

Jurisdiction

What entity has legal jurisdiction of the lands involved in the incident?

Protection

What entities have legal wildland fire protection responsibilities?

Preparedness Level

Preparedness Level (PL) based on the local, Northern Rockies and National Mobilization Guide. National and Northern Rockies PL can be found on the Daily Situation reports.

Current Weather Conditions

For fire incidents, enter the current readings for peak wind gusts, wind direction, maximum temperature, and minimum relative humidity.

Section 2: Values at Risk

Structure Information

Structure information is accounted for according to structure type. Types are defined as follows:

- **Residence:** a place where one lives: a house, apartment, or other shelter used as the residence of a person, family or household. This includes primary and secondary residences. Duplexes and apartments are to be considered as multiple residences.
- **Commercial Property:** real estate zoned for business or industrial use. This includes income-producing property, such as office buildings, restaurants, shopping centers, hotels, industrial parks, warehouses, and factories.
- **Outbuilding/Other:** a constructed building not designed for continuous human occupancy, such as barns, equipment sheds, outhouses, etc. Other structures or outbuildings do not include power poles, fences, pipelines, bridges, etc. These are number-only entry boxes.
- **# Threatened:** Enter the number of structures threatened by type for the current reporting period. A structure is threatened if it is at risk of loss or damage, or endangered during the operational reporting period. This typically includes structures subject to mandatory evacuation. This block will be cleared out each day.
- **# Damaged:** Enter the number of structures damaged by type for the duration of the incident. A structure is damaged if its' usefulness or value is impaired. This block will be carried over each day.
- **# Destroyed:** Enter number of structures destroyed for the duration of the incident. A structure destroyed is equivalent to a structure declared lost. This block will be carried over each day.

Threat to Human Life/Safety

Check any or all boxes that are relevant for the reporting period for each of these situations:

- Evacuation(s) in progress
- No evacuations(s) imminent
- Potential future threat
- No likely threat

Due to the sensitivity of the information be accurate in your assessment. Provide a detailed explanation of these events in Remarks Block.

Communities and Infrastructure, timber grazing lands, watershed and other values threatened.

Describe significant threats to communities, critical infrastructure, natural and cultural resources such as timber, wildlife, habitat, watershed, grazing lands, agricultural areas, endangered species, historical resources, or other valuable resources and describe their value or significance in terms of 12, 24, 48, and 72-hour time frames.

For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours. Use the Section 7 - Remarks to elaborate.

Section 3: Fire Growth Potential

Indices, Fuels, Topography and Predicted Weather

ERC for the general area, short description of the existing fuels, fuel model as described below, general topography and general predicted weather patterns.

For wildland fire incidents, select the appropriate *primary fuel* carrier from the thirteen Fire Behavior Fuel Models in the pull-down menu, list shown below. This portion of the block is required.

The Primary Fire Behavior Fuel Models include:

- 1 Short grass (1 Foot)
- 2 Timber (grass and understory)
- 3 Tall Grass (2.5 Feet)
- 4 Chaparral (6 Feet)
- 5 Brush (2 Feet)
- 6 Dormant Brush, Hardwood Slash

- 7 Southern Rough
- 8 Closed Timber Litter
- 9 Hardwood Litter
- 10 Timber (litter and understory)
- 11 Light Logging Slash
- 12 Medium Logging Slash
- 13 Heavy Logging Slash

Additional information pertinent to fuels/materials involved can be described in the text block for any incident or event kind, including additional detail on the types of fuels involved (e.g., while the primary fuel on a wildfire may be light logging slash, a number of other fuel types may be involved such as grass and chaparral).

Fire Growth Potential

Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12-, 24-, 48-, and 72- hour timeframes based on observed fire behavior. Include an estimate of the acreage or area that will be affected. Emphasize the predicted movement of the fire, not the predicted fire behavior. Include the “why” (conditions affecting fire behavior such as low RH or high winds) and the “where” of the prediction (location, direction and amount of spread). The predicted movement of the fire should be consistent with the timeframes reported for values threatened in Section 2 and expressed as low, medium and high.

Section 4: Other Jurisdictions or Protection Agencies Impacted

Describe significant threats to other jurisdictions in terms of 12, 24, 48, and 72-hour time frames.

Comments: For example, the fire is predicted to be on Fallon County in 24 hours and Carter County in 72. It will move from DNRC Direct Protection to county protections in 48 hours.

Section 5: Strategic Assessment

Use the check boxes to assess your incident. The Relative Risk Assessment is included as an attachment. Document any conversations or contact with the affected stakeholders.

Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and extreme fire behavior anticipated in the next two to three operational periods. Include social/political/economic concerns or impacts. Relate critical resource needs to the planned actions if given the critical resource and how the resource is going to be utilized to mitigate the situation (e.g., T1 engines critical for structure protection).

Give a short assessment of the likelihood of meeting the containment or control targets given the current resources and management strategy. Tie in information related to critical resource needs. If containment is unlikely, explain why.

Section 6: Fire Control Objectives and Strategy (Option A & Option B)

Develop Priorities, Objectives and Strategies for at least one Option. Option B is to describe actions to be taken if Option A fails.

The fire control objectives and strategies detail how you are going to accomplish your objectives, and provides decision-making documentation.

Objective: what you are aiming at achieving, what is your goal?

- To prevent the fire from moving from xxxx Cr. into the adjacent commercial timbered areas.
- To prevent fire from reaching 20 yr old regenerated unit, or use of a geographic landmark, keep fire south of USFS Road # XXX

Strategy: how do you plan to achieve your objective?

- Full response methods, direct or indirect attack.
- Modified response methods, contingency line, helispot construction

Tactics: what are you going to do to achieve your strategy, and you may have several options, however:

Full suppression (direct or indirect attack)

- Use of two unit crews to anchor base of fire; use two excavators to complete fuel break from A to B on east and west flanks for complete containment
- RW support from a mix of heavy/medium/intermediate/light for bucketing, moving of equipment, fill relay tanks, personnel moves.

Modified suppression

- Use of two unit crews to anchor base, let fire burn out to natural barriers
- No other action anticipated.
- No action until specific boundaries/trigger point are crossed

All the objectives, strategies and tactics are thought through and based on the values at risk with an estimated cost of suppression. The cost of the action, in relation to the values at risk, in combination with the tactics etc. must lead to a logical conclusion of which and why a particular option is chosen; i.e. building a fire line at the bottom of a slope as opposed to mid slope.

Preferred Option and Rationale

List your preferred Option and the reasons that lead you to that decision.

Section 7: Remarks

Section 8: Approval Block

Agency administrator approval for the appropriate level of incident with the date and time signed. Reiterate your rationale for your decision.

Reassess preferred option if: Examples; (Control objectives not met after three operational periods, significant increase in number and type of values at risk, span of control exceeds capability of assigned incident management organization, continued lack of critical resources, and/or increased threat to adjacent jurisdictions/infrastructure).

**IF REASSESSMENT INDICATES NEED TO MODIFY PREFERRED OPTION,
RETURN TO SECTION 6.**

Appendix

Map of the Incident
Risk Assessment or Potential Incident Complexity (Complexity Analysis)
Large Fire Briefing Package
Delegation of Authority

Other attachments: List



Montana DNRC

INCIDENT SITUATION ASSESSMENT

SECTION 1: SITUATIONAL AWARENESS				
INCIDENT NAME:			INCIDENT NUMBER:	
INCIDENT-LEGAL/LAT.LONG:			COUNTY(s):	
DNRC LAND OFFICE: Select One		UNIT OFFICE: Select One	CAUSE:	
START DATE/TIME:			CURRENT SIZE:	
DATE/TIME OF FIRE ANALYSIS:			% CONTAINED:	
JURISDICTION AGENCY:			PROTECTION AGENCY:	
PREPAREDNESS LEVEL: Local Level _____ Northern Rockies _____ National Level _____			CURRENT WEATHER CONDITIONS: Wind Speed _____ Wind Direction _____ Temperature _____ Relative Humidity _____	
SECTION 2: VALUES AT RISK				
Structure Information				Threat to Human Life/Safety
Type of Structure:	#Threatened	#Damaged	#Destroyed	
Residence:				Evacuation(s) in Progress <input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial:				Evacuation(s) imminent <input type="checkbox"/> Yes <input type="checkbox"/> No
Outbuilding/Other:				Potential future threat <input type="checkbox"/> Yes <input type="checkbox"/> No
				No likely threat <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Values				
Communities, Critical Infrastructure, Timber, Grazing land, Watershed, and Other Values Threatened:				
12 hours: _____				
24 hours: _____				
48 hours: _____				
72 hours: _____				
SECTION 3: FIRE GROWTH POTENTIAL				
Energy Release Component (ERC): _____				
Fuels: _____				
Fuel Model(s): Select One Select One Select One				
Topography: _____				
Weather: _____				
FIRE GROWTH POTENTIAL (CONT)				

Observed Fire Behavior:

GROWTH POTENTIAL (ACRES):

12 hours:

Low Medium High

24 hours:

Low Medium High

48 hours:

Low Medium High

72 hours:

Low Medium High

SECTION 4: OTHER JURISDICTIONS/PROTECTION AGENCIES IMPACTED

12 hour: Name(s) of Jurisdiction/Protection Agencies

24 hour: Name(s) of Jurisdiction/Protection Agencies

48 hour: Name(s) of Jurisdiction/Protection Agencies

72 hour: Name(s) of Jurisdiction/Protection Agencies

Comments:

SECTION 5: STRATEGIC ASSESSMENT

Resistance to Control: Low Medium High

Resource Availability (Potential to fill requests): Low Medium High

Risk Assessment or Complexity Analysis Completed: Yes No

Local/Unit Capabilities: Good Limited Marginal

Stakeholders Contacted: Yes No

Documentation of Stakeholders Discussion:

Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.)

How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy:

SECTION 6: INCIDENT CONTROL OBJECTIVES AND STRATEGY (include organization required)

(Options should consider COST, VALUES at RISK, and RISK MANAGEMENT)

OPTION A(Objectives/Strategy/Priorities):

Organization Required:

OPTION B(Objectives/Strategy/Priorities):

Organization Required:

Preferred Option and Rationale:

REMEMBER – RESPONDER AND PUBLIC SAFETY IS THE FIRST PRIORITY FOR ALL OBJECTIVES AND STRATEGIES

SECTION 7: REMARKS

REMARKS:

SECTION 8: APPROVAL BLOCK

AGENCY LINE OFFICER NAME: (Please Type): _____

AGENCY LINE OFFICER SIGNATURE: _____

DATE: _____

TIME: _____

RATIONAL: _____

Reassess preferred option if: Examples; (Control objectives not met after three operational periods, significant increase in number and type of values at risk, span of control exceeds capability of assigned incident management organization, continued lack of critical resources, and/or increased threat to adjacent jurisdictions/infrastructure).

IF REASSESSMENT INDICATES NEED TO MODIFY PREFERRED OPTION, RETURN TO SECTION 6.

APPENDIX:

MAP

RELATIVE RISK and POTENTIAL INCIDENT COMPLEXITY (Complexity Analysis)

INCIDENT BRIEFING PACKAGE

DELEGATION OF AUTHORITY

APPENDIX F

(County Letterhead)

Date _____

COUNTY REQUEST FOR DNRC ASSISTANCE THROUGH THE STATE/COUNTY
COOPERATIVE FIRE MANAGEMENT PROGRAM

Area Manager
DNRC _____ Land Office

_____, MT _____

_____ County is fighting a wildland fire or multiple wildland fires that have exceeded our ability to control and is hereby requesting assistance from the Montana Department of Natural Resources and Conservation through the State/County Cooperative Fire Control Agreement. _____ County Has taken all possible actions to combat and alleviate the situation. Local sources have been expended and the situation is beyond local capability.

Sincerely,

Chairman, County Commissioners _____

County Commissioner _____

County Commissioner _____

APPENDIX G

Delegation of Authority
Bascom Road Fire
June 6, 2012

Authority is delegated to Doug Williams, Incident Commander, Type 3 IMT at 0600 June 7, 2012, to manage the Bascom Road Fire MT-EAS-001, burning on state and private land in Rosebud County Montana.

You have full authority and responsibility for managing the fire suppression activities within the framework of the law, agency policy, and direction provided in the overhead briefing and the Incident Situation Assessment.

Your primary responsibility is to organize and direct your assigned and ordered resources for efficient and effective suppression of the fire. You are accountable to the undersigned Agency Line Officer, or their designated representative.

Objectives for the management of this incident are:

- Protect human life. Firefighter, aviation and public safety are of utmost importance and will be provided for at all times. When in doubt, sacrifice acres not safety in your strategic and tactical decisions.
- Actions taken should be evaluated and applied utilizing LCES, the Ten Standard Firefighting Orders and the Eighteen Watch-Out Situations, guidelines to enhance safe operations throughout the operation.
- Protect infrastructure and structures as can be done safely, following guidance from the first two objectives.
- Public information for this incident will be handled by your IMT. Be proactive in keeping Agency Administrators, local government, elected officials, and the public informed.
- Maintain good working relationships with land owners, local government, and the local communities.
- Provide effective management of costs commensurate with resource values to be protected. Ensure that current Incident Business Management practices are adhered to. Provide for timely and accurate cost estimates throughout the incident.

- Provide documented justification for keeping any "high-dollar" resources assigned to the incident that have not been utilized over the course of one operation period
- All equipment used on the incident shall have pre and post use inspections documented and included in the final fire package.
- The DNRC shall be provided an accurate and complete Final Fire Package.
- All IMT members and those in supervisory roles must complete 214 unit logs and those must be included in the final fire package.
- Rehab of suppression related damage must be completed in accordance with the Fire Suppression Repair Plan attached.

Chris Pileski, DNRC Area Manager Eastern Land Office

Date

Doug Martens, Commissioner Rosebud County

Date

Doug Williams, Incident Commander CAT TEAM

Date

APPENDIX H

Return of Delegated Authority

The signing of this document returns the authority and responsibility for management of the _____ to the Agency Administrators having protection responsibility for the land on which the fire is located.

It is mutually agreed that the objectives and management direction have been met and _____ Incident management Team is hereby released effective _____, 20__ at _____ hrs.

Incident Commander

Deputy Incident Commander

Area Manager DNRC

County Commissioner

County Commissioner

RETURN OF DELEGATED AUTHORITY

Rosebud Complex – MT-EAS-000007

The signing of this document returns the authority and responsibility for the management of the Rosebud Complex Fire to the Unit Administrators having protection responsibility for the land on which the fires are located.

It is mutually agreed the objectives and management direction have been met and Benes's Northern Rockies Incident Management Team is hereby released effective August 15, 2012 at 0600.



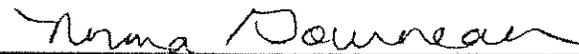
Stan Benes, Type 2 Incident Commander



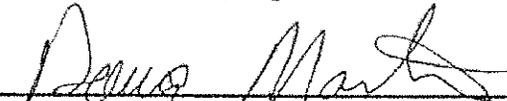
Diane Friez, District Manager, BLM-Eastern Montana-Dakotas



Chris Pileski, Area Manager, Montana-DNRC Eastern Land Office,



Norma Gourneau, Superintendent, BIA-Rocky Mountain Region, Northern Cheyenne Agency



Doug Martens, Rosebud County Commissioner



for Vianna Stewart, BIA-Rocky Mountain Region, Crow Agency

 State of Montana Department of Natural Resources and Conservation Critical Incident Management		
Document Type: Policy	Issuing Authority: DNRC	First Issued: 9/11/13
Number: PR-DNRC-OP-014	References: <i>Montana State Agency Suggested Safety Program Parameters</i> (Montana State Fund, June 22, 2009)	Effective Date: 9/11/13
Approval Signature: /s/ John E. Tubbs, Director		Last Revised: 9/11/13

Policy Purpose: *Montana State Agency Suggested Safety Program Parameters* published by Montana State Fund recommends every accident be investigated; and, that complete investigations be submitted to a safety coordinator with corrective measures and accountability for completion. The purpose of this policy is to ensure a thorough and timely response to critical incidents by the Department of Natural Resources and Conservation (DNRC), including those that may involve a serious injury or fatality. The policy is intended to make certain that the emergency care of involved personnel in a critical incident is the top priority. It is also intended to provide guidance and direction for scene protection, managing the critical incident, conducting appropriate levels of analysis, providing training, and capturing lessons learned related to critical incident response.

I. Definitions

- A. "Accident prevention analysis (APA)" means a formal process appropriate for the investigation and analysis of an accident, serious accident, or serious near-miss.
- B. "Critical incident assessment flowchart" displays the various steps necessary to meet the policy requirements for critical incident assessments.
- C. "Chief of Party" means the person responsible to the sending unit dispatcher until the destination is reached. Chief of Party is responsible for all personnel traveling together on DNRC business..
- D. "Critical incident" means a fatality, serious injury, or other event that may have serious long-term adverse impacts on DNRC, its employees, their families, or a community. Examples of critical incidents include, but are not limited to vehicular accidents (including ATVs), confined space injuries (i.e. inside a dam), and wildland fires.
- E. "Critical incident stress debriefing (CISD)" means an adaptive short-term assistance process that focuses solely on an immediate and identifiable problem to enable affected individuals to return to their daily routines more quickly and with a lessened likelihood of experiencing post-traumatic stress disorder (PTSD).
- F. "Critical incident first response checklist" provides DNRC managers, Line Officers, and those employees who may be an Incident Commander or Chief of Party at an incident with a list of steps to take and items that need to be addressed or completed in order to effectively react to and meet the policy requirements for a critical incident.
- G. "Critical incident pocket card" provides all employees with the key steps and items necessary to address in the response to and management of a critical incident.
- H. "Delegation of Authority" is a statement provided to the Incident Commander by the agency executive delegating authority and assigning responsibility for an incident. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed.
- I. "Facilitated learning analysis (FLA)" is a process used to create a culture in which errors and/or contributing factors are openly identified and discussed. The FLA provides employees and DNRC with a non-judgemental process for learning from the incident.

- J. "Incident Commander (IC)" means the person responsible for overall management of the incident who reports to the Agency Administrator for whichever agency has incident jurisdiction. This position may have one or more deputies assigned from the same agency or from an assisting agency(s).
- K. "Initial assessment report" provides the Line Officer with a short, quick way to determine if an incident meets the definition of a critical incident (which would trigger meeting requirements of the policy), and whether there is a need to initiate investigation actions for possible violations of policy, rule, or law.
- L. "Liaison officer" means the person responsible for serving as the incident point of contact for coordinating with agency representatives from assisting and cooperating agencies. The position reports to the IC and is a member of the Command and General staff. This position may have one or more assistants assigned.
- M. "Line Officer" means the person who is the managing officer (or designee) of the agency, division, or jurisdiction which has statutory responsibility for incident mitigation and management.
- N. "Safenet/Safecom" is a means of capturing and disseminating important safety-related data for a common data base at the National Interagency Fire Center (NIFC) to help determine long-term trends and problem areas. The Safecom database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the USDA Forest Service.
- O. "Serious Accident Investigation (SAI)" means an investigation that gathers and interprets information to help managers understand how and why an accident or incident occurred. Recommendations can then be developed for corrective actions that will mitigate hazards and prevent future injuries and property damage.

II. Training and Planning

- A. DNRC personnel whose jobs include working or responding to situations where a critical incident may occur will be trained periodically in Critical Incident Response and Management consistent with this policy. Appropriate reference materials and job aids should be provided as a part of this training (see *Appendix A: Reference Materials*).

III. Care of Involved Personnel

- A. The first priority for all critical incidents is to initiate appropriate life saving procedures, including applying first aid and/or requesting emergency services for the injured or afflicted person(s). This includes, but is not limited to:
 1. medical care for all personnel involved or affected at the incident; and
 2. the opportunity for a CISD Team to assist those who may not be physically injured. Key CISD factors to consider by first responders are included in the *Critical Incident First Response Checklist* (see *Appendix A*).
- B. A decision on whether the incident is a life-threatening emergency or non-life-threatening emergency event is critical.
 1. The IC or Chief of Party at the scene needs to determine what level of treatment is required, as well as the means of transport needed.
 2. The decision must be based on the best available information and recommendations of the most qualified medical personnel present.
- C. Notification
 1. Care for involved personnel includes proper and timely notification to immediate family members, next of kin, and involved agencies.
 2. Those in charge at the scene are expected to notify the Line Officer at the first possible opportunity after a critical incident has occurred.
 3. The Line Officer is then expected to follow the notification procedures outlined in the *Critical Incident First Response Checklist*.

IV. Scene Protection

- A. Once appropriate life-saving measures have been accomplished, protection of the critical incident scene becomes an agency priority.
- B. The IC or Chief of Party is responsible for taking control of the critical incident scene.
- C. As soon as it is safe to do so, the IC or Chief of Party must secure the critical incident site.
 - 1. All critical incident sites must be physically secured on a 24-hour basis to preserve the scene and protect personal and government property.
 - 2. Access to the incident site must be limited only to personnel authorized by the jurisdictional and/or protection Line Officer(s) or Critical Incident Management Team (CIMT) IC.
 - 3. Only the jurisdictional and/or protection Line Officer(s) have the authority to order the removal of scene protection measures.
- C. As part of scene protection, communication must be controlled to guarantee the privacy of involved personnel.
 - 1. Key communication factors to consider by first responders are included in the *Critical Incident First Response Checklist*.
 - 2. A spokesperson should be designated by the Line Officer(s) to speak to the media and interested parties immediately after the Line Officer(s) notification of a critical incident. In the case of a fatality, a liaison officer should be designated by the Line Officer(s) to communicate and coordinate with the family members.
 - 3. If more than one agency has personnel involved in the critical incident, a liaison officer should also be designated by the Line Officer(s) within the first 12-hour period to communicate and coordinate with the other agencies.

V. Incident Management

- A. Within the first 12-hour period following a critical incident, the IC or Chief of Party and Line Officer should finalize the *Critical Incident First Response Checklist* that identifies key actions needed and assigns individuals responsible for completing key actions.
 - 1. The *Critical Incident First Response Checklist* should be provided to agency Incident Commanders, chiefs of parties, Line Officers, and Line Officer representatives.
 - 2. If a Safenet/Safecom is filed in correlation with a critical incident, the *DNRC Critical Incident Assessment Flowchart* (see *Appendix A*) provides the decision framework for the agency response.
 - 3. If the critical incident is coupled with another incident, such as a fatality occurring in a vehicular accident, timely decisions must be made about:
 - a. management of the primary incident (e.g. ATV accident);
 - b. management of the critical incident (e.g. a fatality); and
 - c. coordination between the two. The primary goal is for DNRC to safely and effectively deal with the situation at hand. Key coordination factors to consider by first responders and Line Officers are included in the *Critical Incident First Response Checklist*.
 - 4. It is acceptable during a critical incident (e.g. a fatality) for the responders working on a primary incident (e.g. ATV accident) to simply withdraw and regroup.
 - 5. The *Critical Incident First Response Checklist* includes a quick analysis of the key factors that must be addressed in order to ensure safe and effective management of both primary and critical incidents.
 - a. Primary incident resources should not re-engage until the *Critical Incident Response Checklist* is completed.
 - 6. A Public Information Plan and Media Strategy should be completed by the Line Officer (in consultation with the DNRC Information Officer) within the first 24 hours of a critical incident. At a minimum, the plan and strategy should:

- a. identify the process, protocols, and key messages for press releases and responses to media inquiries related to the incident; and
- b. clearly identify the individuals responsible for preparing press releases and responding to media inquiries related to the incident.

VI. Critical Incident Assessment and Investigation

A. DNRC Line Officers are responsible for completion of an assessment and/or investigation associated with a critical incident..

B. Assessments and Investigations Conducted by Non-DNRC Entities

1. This policy ensures the right and authority of DNRC to participate in any investigation, APA, FLA, SAI, Safenet/Safecom, or any other assessment or investigation that involves a DNRC incident or a DNRC employee.

C. Assessments Conducted by DNRC

1. DNRC will complete an initial assessment for all critical incidents. The local Line Officer at the level of DNRC unit manager or higher will be responsible for forming or ordering an initial assessment team.
 - a. The assessment team must receive a thorough briefing and DNRC expectations must be clearly spelled out in a written Delegation of Authority (*see Appendix A*).
 - b. In the case of a fatality, the Division Administrator, Area/Regional Manager, or Bureau Chief will serve as the Line Officer.
 - c. Assessment teams should make every attempt to arrive at the incident within 24 hours of being ordered.
2. Recommended assessment team compositions and assessment requirements are to be based on complexity of the critical incident. The *Critical Incident Assessment Flowchart* provides Line Officers with the sequential and/or escalating types of assessments and corresponding team needs.
3. Assessment teams should complete an initial assessment within 48 hours of receiving their Delegation of Authority.
 - a. If, based on the initial assessment there is a need to do additional or continued assessment(s), the need must be identified and delineated in the *Initial Assessment Report*, and signed off on by the Line Officer.
 - b. The sole purpose of the preliminary assessment is fact finding. Subsequent or additional assessments may occur based on the results of the initial assessment, as determined by the analysis of the CIMT, an assessment by another entity or as determined upon completion of the assessment flowchart.
 - c. If no violation of policy, rule, or law has been identified during the initial assessment, the report should make recommendations related to conducting a FLA or other process to identify the lessons learned from the incident.

D. DNRC Investigations

1. DNRC shall investigate all critical incidents when the Line Officer, Division Administrator, Deputy Director, or Director believes there may have been a violation of policy, rule, or law.
 - a. Since DNRC does not have law enforcement capabilities, the local Line Officer at the level of DNRC Unit Manager or higher will be responsible for ordering an initial investigation team that will determine the nature and extent of the violation(s).
 - b. The investigation team must receive a thorough briefing and the DNRC's expectations must be clearly spelled out in a written Delegation of Authority. In the case of a fatality, the Division Administrator, Area/Regional Manager, or Bureau Chief (or their designee) will serve as the Line Officer.
 - c. The investigation team should arrive at the incident within 24 hours of being ordered.

- d. Investigation teams should complete and produce an initial investigation report within 48 hours of receiving their Delegation of Authority.
 - i. If there is a need to do additional or continued investigation(s), it must be identified and delineated in the *Initial Investigation Report* and approved by the Line Officer.
 - ii. The sole purpose of the initial investigation is fact finding. Subsequent or additional investigation(s) may occur based on the results of the initial investigation, or as a result of investigations completed by other entities (e.g. law enforcement).

VII. Lessons Learned

- A. As appropriate, DNRC will use a FLA (or other DNRC-approved process) to identify, validate, and analyze the key factors that influenced how risks were perceived, understood, and managed before the incident occurred. The goal of the "lessons learned" process is to identify what individual employees and DNRC should learn from the accident; and, what policies/procedures should be modified as a result.

VIII. Budget Centers

- A. All critical incident costs will initially be paid directly from the affected divisions' budget. If the critical incident is related to wildland fire suppression activity, the costs will be charged to the corresponding fire suppression organizational number.

IX. Authority

- A. This policy supersedes all previous DNRC policies related to critical incidents.

History: NEW: 9/11/13.

APPENDIX J



INCIDENT WITHIN AN INCIDENT PLAN RESPONSIBILITIES

RESPOND to the incident, providing first for the **SAFETY** of all. **EVALUATE** the situation. **TREAT** the victim(s). **COMMUNICATE** essential details. Maintain communications with ICP. **EVACUATE** the victim(s).

It is the responsibility of **ANY FIREFIGHTER** to initiate “*Emergency Traffic*” on the Command frequency in the event of a serious accident. “*Emergency Traffic*” should continue to be broadcast until answered by the ICP.

The **Incident Commander** will ensure implementation of the “I w/in I” plan. Division of duties between IC/DPIC for the “I w/in I” should take place ASAP. He/She will contact the Agency Line Officer ASAP with as much information as is available. These contacts may be delegated to the DPIC. IC will ensure and confirm main incident operations have not been interrupted or compromised. In the event both the IC and DPIC will be out of the ICP, the IC will designate someone to oversee the “I w/in I” until he/she returns.

The **Communications Unit Leader** will notify C/GS, Medical Unit and dispatch of “I w/in I”. Assist in clearing of all radio traffic. Assign a Medical Tac Channel if needed. Record/document ALL radio traffic. Request assistance for documentation from the Resources Unit.

Immediately upon notification of the accident requiring emergency action, the **Incident Commander, Deputy Incident Commander, Logistics Chief, Information Officer, County Fire Warden, Plans Chief, Finance Chief** and **Liaison**, shall all respond to the location pre-designated by the LSC for this event. As a group, they shall assist the Division/Group Supervisor as necessary.

In the event of an accident requiring evacuation or a fatality, the **nearest Division/Group Supervisor** shall go immediately to the scene and take charge. Immediate and clear communication must be established between the Division/Group Supervisors to determine who can arrive at the scene the quickest and gain control of the situation. On-Scene DIVS will make the call on the method of transportation based on the situation (i.e. pickup bed, ambulance, DNRC helicopter, Life Flight). Other DIVS are to cover/back up the responding DIVS. Responsible for protecting the incident site until the arrival of law enforcement/coroner.

Upon arrival at the accident scene, whoever has been designated to manage the situation (DIVS) should take immediate action to move all unnecessary personnel from the accident scene. In addition, DIVS should ensure all known EMT’s involved that they are working for him/her.

The **Operations Chief (Planning)** will direct COML to clear all radio traffic on the incident by broadcasting “*Emergency Traffic*” again, so that the only radio traffic occurring on that Command frequency is that regarding the accident.

The **Operations Chief (Tactical)** will notify ICP of patient location (Lat/Long); number of patients, any immediate needs, and provide the initial briefing to the IC/DPIC, Planning OPS and PIO. Tactical OPS will ensure main incident operations continue to be managed.

The **Safety Officer(s)** will respond immediately to the scene of the accident to assist the DIVS, evaluate rescue/evacuation operations for safety, initiate the investigation and protect the site for further investigation.

The **Plans Chief** will initiate a call to 911, complete NFES 0869 if needed, coordinate CISD per agency protocol, provide a briefing at ICP for incident personnel if needed, and ensure that an individual is assigned to document all actions/communications regarding the accident. (Resources Unit)

The **Resources Unit Leader** may provide additional help if needed for documentation. Ensure all reports and documentation regarding the event are completed and filed.

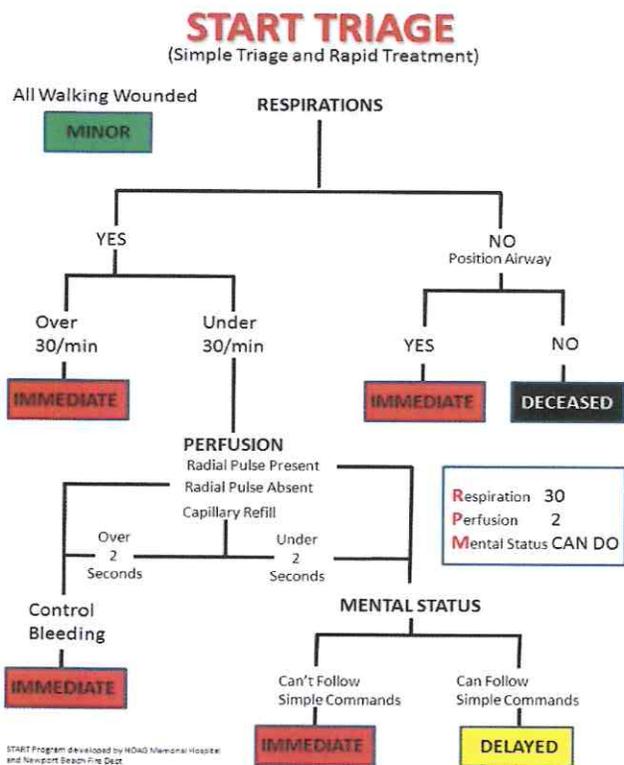
The **Situation Unit Leader and/or FOBS** will respond immediately to the scene to document all operations/procedures, collect witness statements, and assist the Safety Officers. Deliver all documentation to Resources Unit Leader for filing.

The **Information Officer** will receive updated briefings from the IC and Planning OPS. Determine who will be the spokesperson for the “I w/in I”. Consider ordering a PIO just for the “I w/in I” incident. Ensure that continuing info needs for primary incident are being met. All information released shall be through the incident **Information Officer** with the approval of the **Incident Commander** and **County Fire Warden**.

The **Logistics Chief** will send a Logs unit member to the nearest intersection to guide local govt. responders to the ICP. The LSC shall provide ground transportation as needed from line to ICP if medivac is not used and locate/secure personal effects of injured personnel (both in camp and at the scene) if necessary. LSC is also responsible for vehicle/equipment recovery coordination with County Fire Warden. Coordinate with Medical and Communications Units. LSC will pre-designate a location for C/GS to huddle in the event of an incident.

The **Finance Chief** will determine what forms are needed and provide the appropriate paperwork when medical care is required and, if necessary, make arrangements for any initial care payment.

The **Liasion** will coordinate with cooperators/key stakeholders and serve as local Emergency Services contact. Ensure cooperation with investigating agencies. Assist other C/GS as needed.



Revised 7/10/14

APPENDIX K

■ REQUIRED TRAINING FOR T3 IMT IC

- ✓ Extended Attack Incident Commander (S-300)
- ✓ Introduction to Wildland Fire Behavior Calculations (S-390)
- ✓ Annual Fireline Safety Refresher (RT-130)

■ REQUIRED EXPERIENCE FOR T3 IMT IC

- ✓ Satisfactory performance as an Incident Commander Type 4 (ICT4) +
- ✓ Satisfactory performance as a Task Force Leader (TFLD)

+

- ✓ Successful position performance as an Incident Commander Type 3 (ICT3) on a wildfire incident

OR

- ✓ Satisfactory position performance as an Incident Commander Type 4 (ICT4)

+

- ✓ Satisfactory performance as any Strike Team Leader (STCR, STDZ, STEN, STPL) +
- ✓ Satisfactory performance in any two Single Resource Boss positions (one must be CRWB or ENGB)

+

- ✓ Successful position performance as an Incident Commander Type 3 (ICT3) on a wildfire incident

■ PHYSICAL FITNESS LEVEL FOR T3 IMT IC

- ✓ None Required
- ✓

■ OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY (T3 IMT IC)

- ✓ Division/Group Supervisor (DIVS)
- ✓ Prescribed Fire Burn Boss Type 1 (RXB1)
- ✓ Task Force Leader (TFLD)
- ✓ Any Strike Team Leader (STCR, STEN, STDZ, STPL)
- ✓ Any higher position for which this position is a prerequisite

■ OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

- ✓ Incident Leadership (L381) or other
- ✓ Command and General Staff (S420)
- ✓ Advanced Incident Management (S-520)
- ✓ Complex Incident Management Course (CIMC)

APPENDIX L

Incident Management Team Evaluation Form

Team Incident Commander: _____

Type: _____

Incident Name: _____

Incident Number: _____

Dates: From: _____

To: _____

1. Did the Team place proper emphasis on safety, adhere to the 10 Standard Orders, evaluate the situation in relation to the 18 Situations and incorporate LCES?

yes

no

Comments:

2. Did the Team accomplish the objectives described in the DNRC Incident Situation Assessment (ISA), the Delegation of Authority, and the Agency Briefing?

yes

no

Comments:

3. Was the Team sensitive to resource limits and environmental concerns?

yes

no

Comments:

4. Was the Team sensitive and responsive to local and social concerns and issues?

yes

no

Comments:

5. Was the Team professional in the manner in which they assumed management of the incident, managed the incident, and returned it to the hosting agency?

yes

no

Comments:

6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?

yes

no

Comments:

7. Did the Team activate and manage the demobilization in a timely, cost-effective manner?

yes

no

Comments:

8. Did the Team attempt to use local resources and trainees and closest available forces to the extent possible?

yes

no

Comments:

9. Was the IC an effective manager of the Team and its activities?

yes

no

Comments:

10. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?

yes

no

Comments:

11. Was the IC effective in assuming responsibility for the incident and initiating action?

yes

no

Comments:

12. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?

yes

no

Comments:

13. Was the Team cost effective in their management of the incident

yes

no

Comments:

Other comments:

Agency Administrator Signature:

Date: _____

Incident Commander Signature:

Date: _____