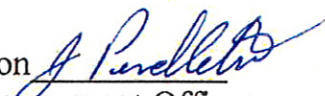


JOHN DAY INTERAGENCY TYPE 3 ORGANIZATION

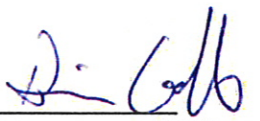
OPERATING PLAN

2012

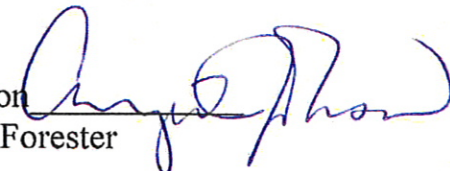


/s/Jeff Pendleton 
Forest Fire Management Officer

Date: 6/14/2012

/s/Brian Goff 
Forest Fire Management Officer

Date: 6/27/2012

/s/Angie Johnson 
John Day Unit Forester

Date: 6/14/12

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CHAPTER I: TEAM GUIDELINES

1. Introduction

The John Day Type 3 Interagency Incident Management Team (IMT3) is designed to manage a Type 3 short duration incident until conclusion, provide management for an emerging large incident until smooth transition can be made to an arriving Type 2 or Type 1 team, or provide management transition of a Type 2 incident back to the local agency.

2. Operational Area

The IMT3 is available for dispatch to any wildland fire incident within the area protected by the agencies represented at the John Day Interagency Dispatch Center (JDIDC). An order for an IMT3 for out of area incidents will not be considered.

3. Team Selections and Management

Selection of appropriate management team members is essential for successfully meeting incident objectives. To provide safe and effective incident management the initial minimum order for the IMT3 will consist of the following positions:

Table 1 IMT3 Positions and Minimum Qualifications

To fill this team position:	You must be qualified as (minimum):
Incident Commander	ICT3
Operations	Strike Team Leader
2 - Division Supervisors	Single Resource Boss
Safety Officer	SOFR
EMT or Medical	EMT
Planning Specialist/Assistant	*See Below
Logistics Specialist/Assistant	*See Below
Finance Specialist/Assistant	*See Below
Information Officer**	IOF3
Resource Advisor**	READ

*These positions will be filled by persons that have experience performing in related tasks and have a functional understanding of the position duties. **No minimum red card qualifications are required.** However, the Malheur recommends support function positions be filled with individuals who have gained experience on Type 3 incidents (Appendix A).

**Information Officer and Resource Advisor to be ordered as needed.

National contracts require minimum red card requirements.

JDIDC will utilize the Medical Assistance and Evacuation Guide for medical emergencies. The IMT3 will initiate actions outlined in the Interagency Standards for Burn Injuries (http://www.nifc.gov/policies/red_book/2009/Chapter07Safety.pdf), when any firefighter sustains burn injuries.

Additional positions can be ordered and filled based on the need and complexity of the incident by the ICT3. When ordering the IMT3, the positions listed above will be the minimum order.

- a. The Incident Commander, Operations, and Safety positions will be filled by personnel that meet the minimum qualifications as identified in Table 1. Remaining team positions will be filled by personnel that hold the qualification for the position or have experience performing related tasks. Home agencies are responsible for screening candidates for team positions to ensure all qualifications and experience is met, this may include training in preparation for Type 3 assignments.
- b. Incident Commander will provide performance evaluations for team members and assure task books are completed. Trainees will have a qualified Trainer assigned.

4. Availability

- a. The availability period for the IMT3 will typically run from the third week in June until the end of September with team members assigned on a weekly basis (see Team Rotation). Outside of these time frames, if necessary, individuals from the team rotation will be contacted by JDIDC to determine their availability.
- b. The primary team members are expected to make a commitment to their assignment on the IMT3 with an objective of being available during all scheduled team "call up" periods or have alternates identified and communicated to the Incident Commander. The Incident Commander will communicate changes to JDIDC. JDIDC will negotiate team alert status for "stand by" purposes with the appropriate Fire Managers. When a team is formally declared on "stand by", the agency policy will determine administrative status of employees placed on call for the rotation. Generally, an "on call" status will be non-compensable during non-work hours, while "stand by" status will be compensable.
- c. Team members have the responsibility to notify their respective Incident Commander and JDIDC of their availability.
- d. Standing members are responsible for finding an alternate if they become unavailable and notifying JDIDC of changes.
- e. **Incident Commander's should ensure their team's availability prior to their up period and confirm with JDIDC.**
- f. Typical assignments are expected to be of short duration, 3 – 5 days; however, the maximum consecutive length of assignment for the team is 14 days, less travel. Consideration will be given to individuals needs in case of longer duration assignments (> 7 days).

CHAPTER II: MOBILIZATION

1. The IMT3 will be ordered through JDIDC.
 - a. Once ordered, JDIDC will coordinate with the IC for the week's rotational assignment and the unit duty officer in order to make sure all appropriate individual team members have been contacted regarding assignment.
 - b. JDIDC will mobilize off current team rotation, and the alternate list to fill last minute vacancies. Mentor/trainers will be mobilized as needed on a case-by-case basis.
2. JDIDC will manage schedules and call-ups.
3. Information necessary from the ordering unit to JDIDC when ordering the team includes:
 - a. Resource type (request order number)
 - b. Incident name
 - c. Incident location
 - d. Designated assembly point/line officer's briefing location
 - e. Name of Agency Administrator or official conducting briefing
 - f. Time of line officer's briefing
 - g. Telephone number(s) of ordering unit
 - h. Name of contact person at ordering unit
 - i. Other pertinent information regarding mobilization order
4. The FS Agency Administrator will perform a WFDSS for wildland fire incidents to present to the Incident Commander. A Delegation of Authority/ AA Intent for managing the incident will be provided by each agency. The IMT3 is designed to assemble rapidly on a growing incident to start the process of organizing. There are two options for activating the team: dispatch directly to the incident, or assemble it at a briefing location. Dispatch will utilize a team roster (Appendix B) to fill position for each incident.
5. Team members are expected to be able to be mobilized and respond to the designated location within 4 hours of team call out.
6. All resources assigned to an incident will be ordered through JDIDC and be given a resource order number for tracking or the resource can verify their resource order number with Plans on the first shift IAP. JDIDC will make sure the resource has clear instruction on where to report for assignment.
7. In the event that requests are made to fill positions with specific individuals, the Logistics Section or JDIDC will provide a Type 3 Request form (Appendix C) to the ordering point (JDIDC).

CHAPTER III: JOHN DAY INTERAGENCY OPERATIONS GROUP RESPONSIBILITIES

1. The John Day Interagency Operations Group (Operations Group) for management of the IMT3 includes:

NAME	OFFICE
Jeff Pendleton	541-575-3103
Brian Sines	541-575-3102
Brian Bishop	541-575-3328
Steve Cross	541-575-3302
Dale Boyd	541-676-2137
Angie Johnson	541-575-1139
Chris Cook	541-575-1139
Brian Reel	541-763-2575
Teri Youmans	541-575-3101

2. The Operations Group will schedule an annual meeting to update this operations plan.
3. The Operations Group will establish a nomination process and rotation schedule for the IMT3 annually.
4. The Operations Group in conjunction with selected ICT3's will coordinate and schedule an annual team meeting to be held prior to the start of team rotations. General meeting objectives may include;
 - a. Agency Administrator's Expectations
 - b. Delegation of Authority
 - c. Review of Team Operating Guidelines
 - d. Roles and Responsibilities by position
 - e. Incident Commander's expectations
 - f. Team Building exercises

CHAPTER IV: AGENCY ADMINISTRATOR/REQUESTING UNIT RESPONSIBILITIES

1. The responsible official for the unit on which the incident exists is the Agency Administrator.
2. The District Ranger is the Agency Administrator for single ranger district incidents; the Forest Supervisor will appoint an Agency Administrator representative for multi-ranger district incidents on National Forest system lands. For single incidents on State Protected Lands, the Unit Forester will be delegated by the District Forester as the Agency Administrator representative.
3. The Initial Attack Incident Commander will order an IMT3 through the unit Duty Officer or FMO when the requirements of managing the incident threaten to, or exceed the capabilities of the local initial attack organization. Current incident complexity guidelines (http://www.nifc.gov/policies/red_book.htm - Click on Appendix G) will be used to order or adjust team type, so the IMT3 may manage an incident until transition with another team or until the incident is over for short duration incidents (also see http://www.nifc.gov/policies/red_book.htm - Click on Appendix F).
4. The Agency Administrator is the responsible official for management of the incident. The Agency Administrator delegates authority, in writing, to the ICT3 for managing the incident (http://www.nifc.gov/policies/red_book.htm - Click on Appendix H).
5. The Agency Administrator or designee, with the assistance of the Unit Fire Management Officer shall prepare and provide a briefing to the incoming IMT3 (http://www.nifc.gov/policies/red_book.htm - Click on Appendix D).
6. The Agency Administrator, or designee, may direct the activities of the team through Delegation of Authority, Agency Administrators Intent and WFDSS when assigned to an incident on his or her jurisdiction, including, but not limited to:
 - a. Selection of strategy
 - b. Finance procedures and fiscal constraints
 - c. Public and firefighter safety
 - d. Use of local resources
 - e. Use of trainees
 - f. Demobilization schedule and procedures
7. The Agency Administrator, or designee, may appoint a Resource Advisor(s), to work with the team.
8. Decision for additional team members and mobilization will be negotiated between the Incident Commander and host agency fire management personnel. Span of control should address incident segments or Divisions required to effectively manage the incident.

9. The Agency Administrator, or designee, should conduct a closeout meeting with the ICT3 or IMT3 and provide a team performance evaluation (http://www.nifc.gov/policies/red_book.htm - Click on Appendix J) to the Incident Commander before the release of the team.
10. An After Action Review (AAR) will be conducted after each team assignment. (http://www.nifc.gov/policies/red_book.htm - Click on Appendix B).

CHAPTER V: INCIDENT MANAGEMENT TEAM ROLES and RESPONSIBILITIES

Expectations of Team Members

1. Team members will be available and accessible during the time frame they are committed to, and need to plan activities that will minimize response time (off and on duty) once team is activated.
2. Team members will have all necessary equipment and supplies (fire ready) and be prepared for a 14-day assignment.
3. If a team member is not available for the time frame they have committed to, they must find a replacement (qualified for position) and notify the Incident Commander of changes. The Incident Commander will notify JDIDC of any changes.
4. Each team member will need his or her own vehicle and portable radio.
5. All team members will adhere to the agency policy on work/rest ratio.

Incident Commander (ICT3)

The Incident Commander may be assigned based on jurisdictional responsibilities and is responsible for all incident activities.

Responsibilities:

- Ensure that safety is the highest priority for both firefighters and the public.
- Ensure transfer of command is announced to JDIDC and to all incident personnel.
- Obtain briefings from Initial Attack IC, Duty Officer, or appropriate fire manager (http://www.nifc.gov/policies/red_book.htm - Click on Appendix I).
- Size up the fire to determine incident objectives, strategies, and tactics.
- Ensure assigned tactical and command frequencies provide adequate communication capability for incident personnel and request additional frequencies as needed.
- Work with Agency Administrator to complete complexity analysis.
- Assess incident situation, both immediate and potential.
- Ensure that strategic/tactical options consider all resource values.
- Develop incident objectives, and validate or modify daily.

- Keep JDIDC informed of fire status, progress, resource needs (following operational period needs), and any changes in fire status.
- Follow protocol for "Incident within an Incident"
- Debrief with the Agency Administrator and Duty Officer and/or Unit Fire manager.
- Document the fire situation including map, incident objectives, resources ordered and assigned to the incident, strategy, tactics, safety concerns, fire behavior, current and expected weather, and current actions being taken.
- Ensure incident financial accountability and expenditures are maintained to agency standards (monitor cost containment).
- Establish an Incident Command Post (ICP)/staging area.
- Provide over-sight and direction to all staff, as needed.
- Develop a transition plan for the Agency Administrator's approval.
- Maintain Unit Log (ICS Form 214).
- Incident within an Incident (see Appendix F of this plan).

Operations Section Chief

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission.

Responsibilities:

- Ensure that the safety of assigned personnel is the highest priority
- Obtain briefing from the Incident Commander, brief and assign operations personnel.
- Supervise fireline operations as well as air operations (establish TFR if needed).
- Identify division breaks, coordinate with DIVS and inform Incident Commander.
- Maintain span of control.
- Assemble and disassemble strike teams and task forces assigned to operations.
- Determine needs and request additional resources.
- Develop 215; work with Incident Commander, Safety Officer, and Plans to develop Incident Action Plan.
- Orders operational resources
- Develop a glide path to efficiently surplus resources during downsizing of the incident.
- Review suggested list of resources scheduled for released and initiate recommendations for resource release.
- Report information about special activities, events, and occurrences.
- Maintain Unit Log (ICS Form 214).

Division/Group Supervisor (DIVS)

The Division/Group Supervisor is responsible for the implementation of the assigned portion (ICS 204) of the Incident Action Plan.

Responsibilities:

- Ensure that the safety of assigned personnel is the highest priority
- Be mindful of resource/crew welfare.

- Obtain briefing from Operations Section Chief.
- Brief assigned personnel.
- Ensure LCES is in place before Division personnel engage in operational tasks.
- Establish and maintain clear and effective communication with Division personnel, adjoining Divisions, and Air Operations.
- Coordinate activities with adjacent Divisions.
- Keep Operations informed of situation and resources status.
- Keep Operations and assigned resources informed of hazardous situations and significant events.
- Inform Operations of all status changes of resources assigned to the Division.
- Ensure that resources get on and off line in a timely and orderly manner.
- Approve and ensure all personnel and equipment time for assigned resources is completed and turned into Finance at the end of each operational period.
- Manage air resources on the division or delegate to qualified person.
- Assign someone to take/document weather and report to Division.
- Establish drop points.
- Determine resource needs and relay to Operations. Develop a glide path to efficiently surplus resources during downsizing of the incident.
- Order all operational resources.
- Resolve logistics problems within the Division.
- Account for equipment assigned to Division.
- Evaluate performance of resources assigned to Division.
- Maintain Unit Log (ICS Form 214).

Safety Officer (SOFR)

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

Responsibilities:

- Identify, monitor, and take corrective action concerning overall safety of fire personnel associated with the incident.
- **DIRECT INTERVENTION WILL BE USED TO IMMEDIATELY CORRECT A DANGEROUS SITUATION.**
- Establish med-evac sites (Lat/Long).
- Follow all safety operations procedures and emergency operations plans (see Appendix F – Incident within and Incident Plan as well).
- In the event of a fatal or serious accident requiring evacuation, the Safety Officer will need to coordinate with emergency services personnel and Incident Commander, and Agency Administrator.
- Supervise HAZMAT situations.
- Establish effective and efficient communication w/ operations and air attack.
- Coordinate Law Enforcement needs.
- Coordinate with Incident Commander to determine medical needs (consider ordering EMT(s)).

- Prepare the safety message included in the Incident Action Plan.
- Develop Incident Safety Analysis (215-A) with Operations.
- Present safety briefing.
- Review Incident Action Plans to ensure that safety issues have been identified and mitigated.
- Prepare accident report upon request of the Incident Commander and ensure investigation if needed.
- Monitor operational period lengths of incident personnel to ensure work/rest guidelines are followed.
- Ensure appropriate accident/incident reports and other safety reports (such as SAFECOMS and SAFENETS) are completed and submitted.
- Prepare final Safety Report upon request of the Incident Commander.
- Maintain Unit Log (ICS Form 214).

EMT

The EMT is responsible for providing medical assistance to line personnel.

Responsibilities:

- Coordinate proper medical response and evacuation of injured personnel.
- Provide medical supplies and transportation on requests from Operations.
- Provide input to the IAP (ICS-206).
- Coordinate with Finance for the treatment and hospitalization of injured personnel.
- Provide initial assessment and/or treatment for injured personnel.

Planning

The Planning Specialist/Assistant is responsible for producing IAPs, tracking resources, providing maps, and maintaining the documentation package.

Responsibilities:

- Establish and document formal check-in and resource status, including work/rest ratios, length of assignment, and red card qualifications using ISUITE.
- Establish a Planning Cycle, post times for operational period briefings, planning meetings, 209 components due, and IAP components due.
- Work with GIS personnel from local units to prepare maps for the IAP and briefings.
- Validate or modify incident objectives daily with the Incident Commander.
- Validate or update the WFDSS daily with the Incident Commander and Finance.
- Provide information to JDIDC for the ICS-209 in a timely manner (JDIDC will complete an ICS-209 by 1900 daily).
- Prepare an IAP for each operational period with input from Incident Commander, Operations, Safety, local fire managers, and others as appropriate.
- Copy and distribute IAPs.
- Prepare and secure a documentation box to file and store fire records.
- File the original and the corrected IAP in the documentation box.
- Ensure that the incident documentation package is complete.

- Facilitate briefings and meetings.
- Prepare and finalize a Demobilization Plan for assigned resources.
- Maintain Unit Log (ICS Form 214).

Logistics

The Logistics Specialist/Assistant is responsible for providing logistical support and ordering non-operational resources.

Responsibilities:

- Assess logistical needs such as feeding, fuel, sleeping arrangements, toilets, and washing facilities, and other special equipment, and make the necessary arrangements.
- Ensure equipment is inspected prior to deployment.
- Order all non-operational resources.
- Assess communication need for the incident.
- Determine support needs (tools, water, food, transportation, etc) in advance of each operational period.
- Ensure food quality and nutrition standards are met.
- Coordinate with Operations to estimate support needs for the duration of the incident. Develop a glide path to efficiently surplus resources during downsizing of the incident.
- Maintain Unit Log (ICS Form 214).

Finance

The Finance Specialist/Assistant is responsible for tracking all incident costs. If the team responds to a fire on lands protected by National Forest, an IBA or Finance Specialist will be provided by the Forest. If the team responds to a fire on lands protected by ODF, a Finance specialist will be provided by ODF.

Responsibilities:

- JDIDC will establish the location for an extended dispatch organization to facilitate the needs of the Finance section when the team is mobilized if on the Malheur National Forest.
- I-SUITE will be utilized by the team for tracking of accruals (fire costs).
- Maintain the original copy of all cost share/fire line agreements.
- The IMT3 Finance section will use the Type 3, 4 and 5 Incident Business Management Operating Guidelines and Process (refer to Malheur Fire Reference Guide; for ODF, coordinate with Unit Forester/Administrative Specialist).
- Track reimbursable costs in accordance with reciprocal agreements. Reimbursable resources need to be identified on the cost share agreement/fire line agreements.
- Track fire codes as provided by JDIDC.
- If Finance is not located at the ICP, Finance will coordinate with Logistics to ensure the documentation, such as, Crew Time Reports, Equipment Shift Tickets, etc. are submitted on a timely basis.

- Coordinate with Planning and Operations to prepare for Demobilization.
- After the first 72 hours, accruals will be submitted to ASC via I-Suite.
- Maintain Unit Log (ICS Form 214).

Information Officer (IOF3)

The Information Officer is responsible for the release of information about the Incident. Any press releases will be reviewed and approved by the appropriate agency administrator or designee.

Responsibilities:

- Work with local duty officers and cooperating agencies to coordinate public information activities. Update information when needed.
- Coordinate special requests for information with local fire managers and line officers.
- Keep the Incident Commander and fire managers informed of any potential issues involving the public, news media, or other sources.
- Maintain Unit Log (ICS Form 214).

Resource Advisor

The Resource Advisor is a liaison between the Agency Administrator and is primarily responsible for identifying and evaluating potential impacts and benefits of fire operations on natural and cultural resources. If the team responds to an incident on lands protected by ODF, the landowner (or key landowners) will serve as the Resource Advisor. It is the responsibility of the IC or a designee of the IC to coordinate with the Resource Advisor.

Responsibilities:

- Anticipate impacts on resources as fire operations evolve.
- Communicate requirements for resource protection to the Incident Commander
- Ensure that planned mitigation measures are carried out effectively
- Provide input in the development of short and long term natural resource and cultural resource rehabilitation plans
- Participate in developing/revising the WFDSS, as needed.
- Provide input on camp locations, water sources, helispots, refueling operations, etc.
- Monitor and document damages caused by the fire.
- Complete the resource Advisor Final Report
- Maintain Unit Log (ICS 214)

APPENDIX A - QUALIFICATIONS

<u>Positions</u>	<u>Qualifications Requirement</u>
<u>Incident Commander (ICT-3)</u>	Incident Commander Type 3 (Working knowledge of fire tactics for both timber and desert fuel types)
<u>Operations</u>	Incident Commander Type 3, Division Group Supervisor, Task Force/Strike Team Leader (Working knowledge of fire tactics for both timber and desert fuel types)
<u>Division</u>	Division Group Supervisor, Task Force/Strike Team Leader, Single Resource Boss (Working knowledge of fire tactics for both timber and desert fuel types)
Recommended, but not required:	
<u>Logistics</u>	Facilities Unit Leader, Supply Unit Leader, Ground Support Unit Leader, Staging Area Manager or Base/Camp Manager, Ordering Manager, ICT4.
<u>Plans</u>	Resource Unit Leader, Situation Unit Leader, Incident Commander Type 5
<u>Finance</u>	Time Unit Leader, Procurement Unit Leader, Personnel Time Recorder, Equipment Time Recorder, Incident Commander Type4 (Will be done by home unit unless the position is identified as needed)
<u>Safety</u>	Safety Officer Type 3
<u>EMT</u>	EMT (Casual hire or Agency)
<u>Resource Advisor</u>	Resource Advisor (READ)
<u>Information</u>	Information Officer will be identified through the Malheur Incident Information Plan.

APPENDIX B – FIRE CACHE INVENTORY

HOSE & FITTINGS			
1-1/2" Synthetic Hose	0967	9000'	
1" Synthetic Hose	0966	4500'	
3/4" Garden Hose (Toy Hose)	1016	4000'	
1-1/2" Gated Wyes	0231	30 ea	
1' Gated Wyes	0839	10 ea	
3/4" Gated Wyes	0739	25 ea	
1" Forester Nozzle	0024	40 ea	
3/4" Garden Nozzle	0136	25 ea	
1-1/2" to 1" Reducer	0010	30 ea	
1" to 3/4" Reducer	0733	25 ea	
HAND TOOLS			
Pulaski w/sheath	0146	1 Box (10)	
Shovel w/ sheath	0171	1 Box (10)	
BEDDING AND BATH			
Sleeping Bag	1062	2 Boxes (20)	
Bath Towel	1038	1 Box (300)	
Facial Tissue		1 Box	
SAFETY EQUIPMENT			
Goggles	0318	17 ea	
First Aid Kit - mounted		1 ea	
First Aid Kit 10 - 25 person	1143	1 ea	
Gloves - Small, Medium, Large, XL		10 each	
MISCELLANEOUS			
Canteens 1 quart w/o holders	0037	76 ea	
MRE's	1842	10 boxes (120)	
Fly, Sunscreen 20' x 20'	6131	2 ea	
Fly, Tent 16' x 24'	0070	2 ea	
Packsack waterproof	0744	9 ea(20)	
Garbage can	1343	1 ea	
Coffee Pot with stand		1 ea	
Folding Chair	2047	2 ea	
Office Supplies Kit	0760	1 ea	
Plastic Sheeting		1 roll	
Sked – Rescue Equipment		1 ea	
Off Insect Wipes		8 bx	
Off Insect Spray		4 cans	
Foam Cups		800 +	
Folding Table		1 ea	
Need to order coffee kit from cache. Loaner item only.			
Load 5 gallon propane tank from propane storage on compound for			

coffee kit			
*Sign Kit – Rear Locker			
Felt Tip Marker	0786	2 sets	
* Sign Arrow, Directional	0178	20 ea	
* Sign, Blank	0189	20 ea	
Sign, Caution Helispot	0543	2 ea	
Sign, Caution Road Closed	3168	8 ea	
Sign, Check In	2754	1 ea	
Sign, Danger Keep Out	0196	2 ea	
* Sign, Division	2759	4 ea	
Sign, First Aid	2771	1 ea	
Sign, Incident Command Post	2776	2 ea	
Sign, No Parking	0186	4 ea	
Sign, Parking	0185	4 ea	
Sign, Staging	2778	2 ea	
Stapler, Heavy Duty	2490	2 ea	
Staples, Heavy Duty	2491	2 ea	
* Lighting Kit	6051		
* Bulb, Light, 100 Watt Shatterproof	0558	30 ea	
* Carton, Fiberboard, 41”X15”X19”	0643	1 ea	
* Cord, Nylon 1/8” X 100’	3305	3 HK	
* Cord, Extension, 50’ AWG, 12/3 Wire	0560	3 ea	
* Cord, Light, 50’ Multi Light Sockets w/Guard	0563	5 ea	
* Instructions, Multi-Light Kit	1136	1 ea	
* Pliers, Slip Joint, 8”	0248	1 ea	
* Rags	3309	1 ea	
* Screwdriver, Combo Flat/Cross Tip	1166	1ea	
* Tie Wraps	0610	25 ea	
* still needs to be put in trailer			
NEED TO LOAD GENERATOR FROM BLUE MTN. FIRE CACHE			

APPENDIX C-- TEAM ROSTER

	ICT3	Safety	Operations	Division	Plans	Logistics	Finance	Medical
7/1 - 7/7	Pfefferkorn(T)/Cross	Pool - IC Order if needed	Lewis	J. Wilson/Ausland	M. Robertson	Jankowski	Pool	Pool
7/8 - 7/14	Maghan(T)/Cross	Pool - IC Order if needed	Cook	J. Wilson/S. Bush	Lechenby	Goldsworthy	Pool	Pool
7/15 - 7/21	Ware(T)/Brock	Pool - IC Order if needed	Reel	Zinn/Hansen	Goldsworthy	Wenzel	Pool	Pool
7/22 - 7/28	Maghan(T)/Cook	Pool - IC Order if needed	Clark	Wall/Wright	Baker	Piehl	Pool	Pool
7/29 - 8/04	Wall(T)/Bishop	Pool - IC Order if needed	Meyer	Schlaich/Babb	K. Ware	Babb	Pool	Pool
8/5-8/11	Ausland(T)/Reimer	Pool - IC Order if needed	Lewis	Collins/Pfefferkorn	Marshall	Wenzel	Pool	Pool
8/12-8/18	Clark(T)/Cook	Pool - IC Order if needed	Brock	McIntosh/Daugherty	Baker	Boyce	Pool	Pool
8/19-8/25	Boyce(T)/Lewis	Pool - IC Order if needed	Wall	Meyer/Smarr	Wuntz	K. Marshall	Pool	Pool
8/26-9/1	Wall(T)/Cook	Pool - IC Order if needed	Cross	Mund/Reel	Gatz	Jankowski	Pool	Pool
9/2-9/8	Culley(T)/Reimers	Pool - IC Order if needed	Reel	Lemke/Maghan	Jankowski	Piehl	Pool	Pool
9/9-9/15	Reel(T)/Brock	Pool - IC Order if needed	Bishop	Marshall/Holliday	M. Robertson	Boyce	Pool	Pool
9/16-9/22	Pfefferkorn(T)/Cross	Pool - IC Order if needed	Reel	Clark/Lewis	K. Marshall	Goldsworthy	Pool	Pool
9/23-9/29	Clark(T)/E. Bush	Pool - IC Order if needed	Cook	Baker/Smarr	S. Bush	Wenzel	Pool	Pool

NOTE: Resource Advisor ordered from Pool, as necessary

APPENDIX C (cont.) – TEAM ROSTER

Pools – Call Down When Needed

Information ~ Support will be from Forest or ODF

Finance ~ Dana Reid (IBA-USFS); Sherri Preston (Fin. Spec. – USFS); Sherry Rose (Fin. Spec. – ODF); Lisa Galbreath (Fin. Spec. – USFS); Tee Voigt (Fin. Spec. – USFS); Lori Stokes (Fin. Spec. – USFS); Deb Thunnell (Fin. Spec. – USFS); Ken Primrose (Fin. Spec. – USFS); Lisa Weigum (USFS); Malaney (USFS); Sonny Smith (Time [T] -USFS); Shiloh Burton (Time [T] -USFS); Jeri Ledgerwood (Fin. Spec. – USFS); Linda Gingrich (Time – USFS); Roshanna Workman (Time[T] – USFS); Katie Goldsworthy (Time[T] – USFS); Heather Wall (Time – USFS); Jankowski (Time [T] – USFS); Marsha Kemp (Time – USFS [Heppner only])

Incident Commander - E. Bush (Q - USFS); Ware (T - USFS); Cully (T - USFS); Boyce (T - USFS); Wall (T - USFS); Cross (Q - USFS); Brock (Q -USFS); Cook (Q - ODF); Maghan (T - USFS); Clark (T - USFS); Ausland (T - ODF); Reimers (Q - USFS); Lewis (Q - ODF); Reel (T - ODF); Bishop (Q - USFS); Meyer (Q -ODF); Walker (Q - USFS); Sines (Q - USFS); Pfefferkorn (T-USFS)

Operations – Pfefferkorn (USFS); Lewis (ODF); Clark (USFS); Cook (ODF); Reel (ODF); Ausland (ODF); Wenzel (USFS); Meyer (ODF); Zinn (USFS); Wall (USFS); Boyce (USFS); Maghan (USFS);Ware (USFS); S. Bush (USFS); Walker (USFS); Sines (USFS); Cross (USFS);

Division Supervisor – Wall (TFLD/DIVS[T] – USFS); Boethin (DIVS/ICT4 – USFS); Pfefferkorn (TFLD/DIVS[T] – USFS); Wenzel (TFLD – USFS); S. Bush (ICT4/TFLD – USFS); Ware (TFLD – USFS); Built (ICT4/DIVS[T] – USFS); Kimball (ENGB/ICT4[T] – USFS); Smarr (ICT4 – USFS); Clark (TFLD/DIVS[T] – USFS); Maghan (TFLD/DIVS[T] – USFS); Leckenby (CRWB/ENGB/ICT4[T] – USFS); Ross (CRWB – USFS); Cates (ENGB – USFS); Lemke (CRWB – USFS); Holliday (ENGB – USFS); C. Smith (ENGB/CRWB/ICT4 – USFS); Meyer (DIVS/ICT3 – ODF); Hansen (TFLD – ODF); A. Silva (ENGB – ODF); B. Baker (ICT4 – USFS);K. Johnson (CRWB – USFS); McIntosh (ICT4 - USFS); Babb (HMGB/CRWB/ICT4 – USFS); Cook (ICT3/DIVS – ODF); Reel (DIV/ICT3 [T] – ODF); Zinn (ICT4/TFLD/ENGB – USFS); Daugherty (ENGB – USFS); Clarry (TFLD [T] – USFS); Wright (ENGB/ICT5 [T] - ODF; Prophet (CRWB [T] – USFS); Lewis (ICT3/DIVS [T] - ODF); Boyce (TFLD/DIVS [T]/ICT3 [T] – USFS); Mund (ENGB – USFS); J. Wilson (CRWB/ICT4 – USFS); Schlaich (CRWB/ICT4 – USFS); Marshall (ENGB/ICT4 – USFS); Collins (Strike Team Leader – USFS)

Plans – Johnson* (ODF); Cross* (USFS); Brock* (USFS); R. Pugh* (USFS); T. Kimball* (USFS); S. Bush* (USFS); Boethin* (USFS); Wunz* (USFS);

Brock (USFS); Reimers (USFS); Bishop (USFS); Wilson – (USFS-Heppner); Boyd (USFS – Heppner); Smarr (USFS); Mund (USFS); Zinn (USFS); Ware (USFS); Holliday (USFS); Lemke (USFS)

Safety Officer – Ausland (Q – ODF); Northington (Q – USFS); Brock (T – USFS); Pugh (Q – USFS); Klenski (Q – USFS); Pfefferkorn (T – USFS); Boyce (T – USFS); Sines (T – USFS); Bishop (T – USFS); Bolt (T – USFS); Clarry (T – USFS)

Medical (all USFS) – James Smarr; Katie Cornell; Dan Cornell; T.R. Hilton; K. Kohfield; Lori Seitz*

Resource Advisors – As determined by Agency Administrators.

K. Ware (USFS); L. Stokes (USFS); Welby (USFS); A. Taylor (USFS); Galloway (USFS); R. Falk (USFS); Delgado* (AD); Weigum (USFS); Malaney (USFS); Boyce (USFS); S. Smith (USFS); Mund (especially GIS – USFS); Ledgerwood* (USFS); Sines* (USFS); K. Marshall (USFS); B. Baker (USFS); Casey Gatz (USFS); Lechenby (USFS); Goldsworthy (USFS); Jankowski (USFS); M. Robertson (USFS); R. Robertson (USFS)

Logistics – K. Ware (USFS); Kincaid (AD); Piehl (USFS); Weigum (USFS); Malaney (USFS); Boyce (USFS); Mund (USFS); Wenzel (USFS); R. Pugh (USFS); S. Kimball (USFS); C. Wall (USFS); B. Lindley (USFS); Steiner (USFS); K. Marshall (USFS); Montgomery (USFS); Janakowski (USFS); Goldsworthy (USFS); Qual (USFS); Gatz (USFS); Babb (USFS)*

APPENDIX D – TEAM POSITION REQUEST FORMS

John Day Interagency T3 Incident Request Planning

Name Request: _____

Working in Plans

- If qualified or trainee for one of the following positions, order them for that position:
 - PSC1
 - PSC2
 - RESL
 - SITL
 - DOCL
 - DMOB
 - SCKN
 - ICT4
 - ICT5

- If none of the above qualifications are present, order as THSP with the following in special needs:
 - Planning on T3 Incident

Attach this to Resource Order

Name of person making request: _____

John Day Interagency
T3 Incident Request
Finance

Name Request: _____

Working in Finance

- If qualified or trainee for one of the following positions, order them for that position:
FSC1
FSC2
TIME
PROC
PTRC
EQTR
ICT4

- If none of the above qualifications are present, order as THSP with the following in special needs:
 - Finance on T3 Incident

Attach this to Resource Order

Name of person making request: _____

John Day Interagency
T3 Incident Request
Logistics

Name Request: _____

Working in Logistics

- If qualified or trainee for one of the following positions, order them for that position:
LSC1
LSC2
FACL
SPUL
GSUL
STAM
BCMG
ORDM
ICT4

- If none of the above qualifications are present, order as THSP with the following in special needs:
 - LOGISTICS on T3 Incident

Attach this to Resource Order

Name of person making request: _____

APPENDIX F – INCIDENT WITHIN AN INCIDENT PLAN

SERIOUS ACCIDENT AND INCIDENT WITHIN THE INCIDENT PLAN

This plan is designed to identify the initial actions that should be taken by the first arriving personnel on a serious accident. This person may be a single resource, engine boss or crew boss. Accidents or incidents within an incident happen rapidly and require good, calm initial decisions to handle the problem while still focusing on the main incident. The following checklist provides some key thought and decisions.

The first person to any accident should notify the Division Supervisor (DIVS) of the incident and what will be needed, including:

- Accident scene safety assessment for incoming personnel.
- The number of injured and an estimate of the severity of the injuries.
- Special equipment needs such as extrication, low/high angle rescue, and fire protection or suppression.
- Remain aware of surroundings and delegate personnel to monitor the main incident.
- Assist the injured as necessary without endangering yourself or your personnel. Do not move trauma victims unless their safety is threatened.

The DIVS will assume command of the accident/ incident scene upon arrival. An Operations Section Chief (OSC) will proceed to the accident/incident scene and relieve the DIVS as soon as possible. The following checklist outlines the general duties and tasks that should be completed on most accidents/incidents:

- Delegate division oversight to another DIVS or other qualified personnel until relieved by the OSC.
- Request a clear frequency from Communications. Communications will notify the Medical Unit who will initiate the medical plan for injuries.
- Order resources appropriate for the accident/incident.
- Notify the Safety Officer and Incident Commander on all accidents/incidents.
- Begin to document the accident/incident accurately and completely. Use the ICS 201 if the accident/incident is large or complex.
- Protect the scene for investigation.
- OSC will evaluate the need to suspend aviation operations, except as necessary for the safety of firefighters and those necessary for the identified accident/incident.