

# Use of Incident Management Teams

When the decision has been made to order a Type 1 or Type 2 incident management team to take over management of a wildland fire, the following process must be accomplished by the responsible Protecting Agency.

## 1. Ordering a National or Geographic Area Incident Management Team

- Place the request for an incident management team with the local dispatch center as soon as that need has been identified and verified by a complexity analysis and/or Organizational Needs Analysis for the incident. Identify the type of team needed, location for the team to report to for the briefing, and time to report at that location.
- Be sure your ordered time lines are reasonable, consider the time necessary to assemble and transport the team, avoidance of night mobilization when possible, and most likely time to effect transition from the current incident management organization to the national or geographic area team. Generally, plan on a 24 hour minimum lead time to get a team.

*Do not plan a transfer of command of Incident Management Teams during an operational period.*

## 2. Prior to Meeting the Team

- Prepare the WFDSS and briefing package.
- Prepare the delegation of authority.
- Consider the need for an administrative liaison or Incident Business Advisor (IBA) to assist you in managing the fiscal aspects of the incident. The liaison works *for* the Protecting Agency and *with* the team to ensure the agency's direction on costs and accountability is understood and met. Federal fires require an IBA anytime costs exceed \$5 million.
- Notify and assemble key staff and other personnel, including cooperators, essential to preparing for and transitioning to the incoming incident management team.
- Determine the location of the incident base and command post.
- Consider ordering basic support equipment and supplies through the dispatch center for the incident, for delivery to the incident base, generally including but not limited to a NIFC communications system, telephone communications system, with FAX, computer support, potable water supply, and gray water unit(s).
- Order and assemble adequate quantities of maps, aerial photos, GIS data sets, fire weather forecasts, and other intelligence material to support the incident.
- Determine transportation requirements for the team, including transporting team members from airport(s) to the location of the agency administrator's briefing, and from the agency administrator's briefing to the incident base, and appropriate vehicles to assign to the incident management team for internal use. Sources of supply include agency owned and available and local rental.

## 3. Transition from local management to team management

- Avoid transfer of command during the active burning period or an operational period to which resources are assigned and being managed by the local organization.
- If no resources are assigned to the incident, takeover of the incident by the team may occur as practical. However, current fire behavior and area involved by the incident should be compatible with objectives stated for the team in the WFDSS.

- Ensure availability of the current incident commander and any key personnel to personally meet with and brief the incoming team.

## 5. Managing the Team

- Provide oversight to the incident management team, primarily through monitoring the appropriateness of the WFDSS selected courses of action and effectiveness of the team's tactical implementation of that decision document, direction in the delegation of authority, and overall relationship with the host unit, cooperators, and incident support organization.
- **Remember, the team is working for you.** You have the same obligation to them as you would to any other member of your regular organization to support their needs to get the job done. When the team arrives to manage the incident, find out if they are at full strength, with all key positions staffed or en route. If not, help the team get the qualified personnel they need by exercising your influence through proper channels. Find out what other specific needs the team may have or anticipate, and help make those resources available to them. Use this opportunity to address your units training needs as well.
- You should be available to the incident commander for quick consultation and decision making on an arranged basis through established communications contact points and times and scheduled meetings.