



ALASKA
INCIDENT MANAGEMENT
T E A M

STANDARD OPERATING GUIDE

APPENDIX B: FUNCTION SUB-SOGS

APPENDIX B MAY BE FOUND AT: [HTTPS://FIRE.AK.BLM.GOV/LOGDISP/TEAMS.PHP](https://fire.ak.blm.gov/logdisp/teams.php)

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B.I PLANS SECTION SUB-SOG

PLANS SECTION: LEADER'S INTENT AND SECTION PHILOSOPHY

Plans Section Mission Statement

Mission: a strongly felt aim, ambition, or calling

The mission of the Alaska IMT Plans Section is to provide structure and organization through process, schedule, and communication of established deadlines.

Structure is a construct serving internal and external customers: time-sensitive tools and analyzed information are provided, delivering intent and intelligence; and the daily planning cycle, IMT tenure cycle, and incident lifecycle processes and products are continuously maintained.

Plans Section Vision Statement

Vision: the ability to think about or plan the future with imagination or wisdom

The Alaska IMT Plans Section vision is to perform as an efficient hub and clearing house of information, internal and external, to create and maintain an accurate and continuous common operating picture that informs timely decision making. We engage resilient processes that support real-time awareness, rapid action and reaction, and agile course correction, to keep pace with dynamic incident environments and shifting human topography.

Plans Section Values

Values: principles or standards of behavior

- Personal accountability: performance, initiative
- A high trust state, both inter- and intra-Function
- Pursuit of objective truth
- Accurate, honest, detailed documentation
- Continuous improvement: process-wise, as individuals, and as a Section
- Timely, consistent, pertinent, complete communication
- Service for the common good

Plans Section Pledges

Pledge: to make a declaration of intent

- Strive for total resource accountability on incident
- Provide reasonable service level
- Provide attainable scheduling and workflows, task prioritization, and achievable deadlines
- Build and distribute a reasonable planning schedule with achievable product deadlines
- Communicate proactively
- Provide consultation, guidance, and mentorship

PLANS SECTION OVERVIEW: A COMMON OPERATING PICTURE

Task: Collect, evaluate, and disseminate incident situation information, with complete documentation.

Purpose: Accountability and organized engagement with identified Incident Objectives.

End State: Information, products, and tools have been provided for organized, efficient incident management and timely decision making.

Time-Tagged Deliverables:

- Incident mobilization package (receive and disseminate)
- Incident Roster (w contact information)
- Daily briefing and meeting schedule
- Mid-action review (facilitation and documentation)
- Risk Complexity Analysis (PMS 236)
- Transition Plan
- Incident/Executive Summary
 - Incident Timeline
- ISAP/SRA process facilitation and documentation
- IAP
- 209
- Operational briefings

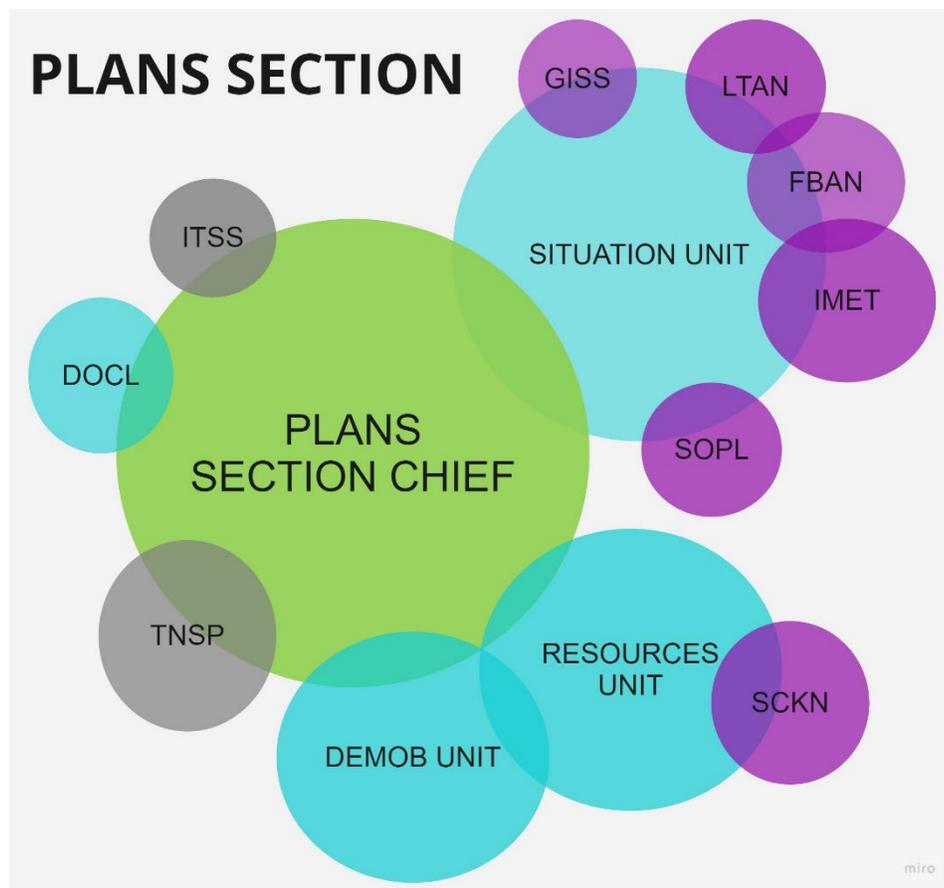


Diagram 1: Plans Org Venn

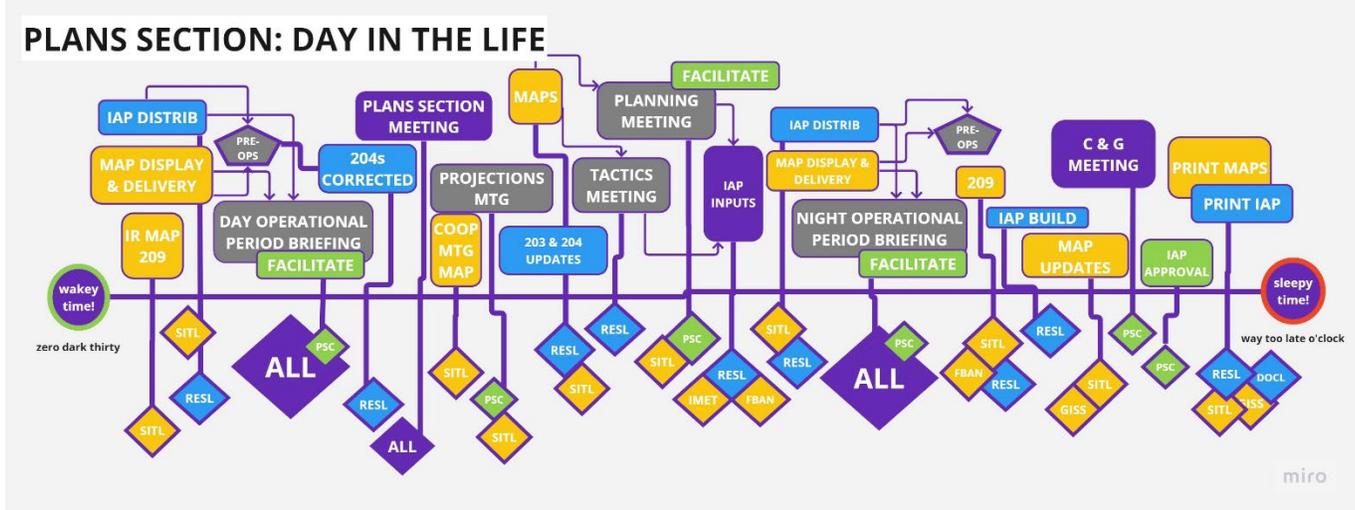


Diagram 2: Plans Day-in-the-Life

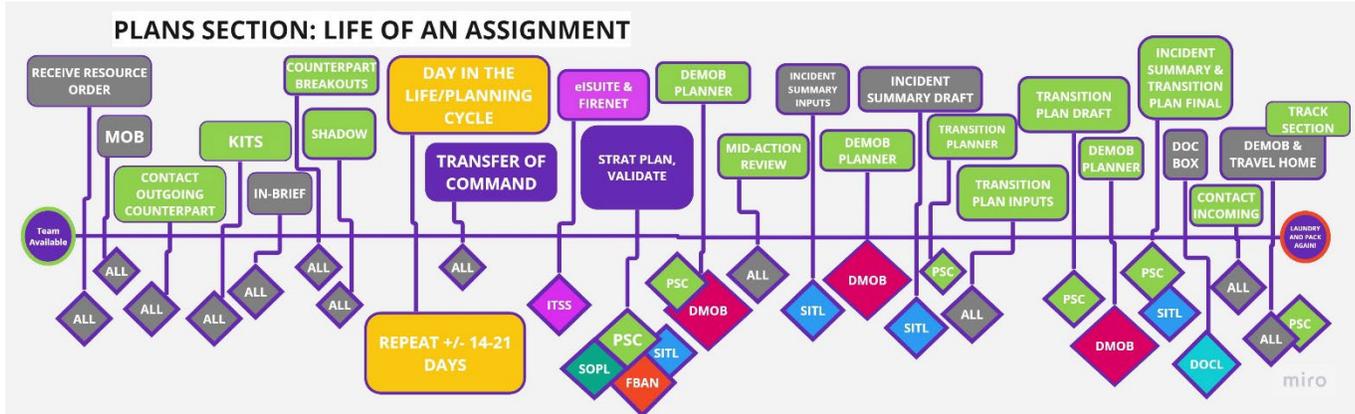


Diagram 3: Plans Life-of-an-Assignment

PLANS: INTENT, ROLES, AND RESPONSIBILITIES BY POSITION

PLANS SECTION CHIEF—PSC1/2

Task: Facilitate, coordinate, problem solve, guide and mentor, provide for Section personnel welfare.

Purpose: Maintain productive Plans Section.

End State: Plans personnel have met objectives and completed tasks throughout a reasonable and healthy work assignment.

Time-Tagged Deliverables:

Daily: IAP (202, 204), facilitate meetings and briefings

Per Incident: Performance evals, Mid-Action & After-Action review documentation

Essential Inter-Function Relationships: C&G

Roadmaps, References, Handbooks to be populated



SITUATION UNIT—SITL

Task: Collect and interpret data to disseminate relevant intelligence both internally and externally.

Purpose: Inform decision making.

End State: Information converted to intelligence delivered.

Time-Tagged Deliverables:

Daily: Meetings and briefings, maps, 209, fire behavior forecast, weather forecast

Per Incident: Transition Plan, Incident Summary

Essential Inter-Function Relationships: IC, P-OSC/S-OSC, PIO, LOFR, SOFR, COST, geospatial reps, local SMEs

Roadmaps, References, Handbooks to be populated

RESOURCES UNIT—RESL

Task: Generate accurate 204s.

Purpose: Staffing, support, & safety.

End State: 100% personnel accountability.

Time-Tagged Deliverables:

Daily: 204, 203, Meetings and briefings

Per Incident: Transition Plan inputs

Essential Inter-Function Relationships: P-OSC, ORDM

Roadmaps, References, Handbooks to be populated

DOCUMENTATION UNIT—DOCL

Task: Collect required incident documentation.

Purpose: Home unit history, liability, audit needs.

End State: AK IMT tenure doc package complete and custody passed.

Time-Tagged Deliverables:

Daily: Plans Section meeting, communicate and coordinate with all other functions

Per Incident: Incident history file, Transition Plan, chain of custody form

Essential Inter-Function Relationships: all

Roadmaps, References, Handbooks to be populated

DEMOB UNIT—DMOB

Task: Coordinate w RESL, OPS, & DISPATCH to accountably release resources.

Purpose: Right-size the incident.

End State: Resources accountably released with travel plan.

Time-Tagged Deliverables:

Daily: Plans Section Meeting, release worksheet (ICS 221), coordinate with other Functions



Per Incident: Resource tracking glide path, demob plan, Transition Plan inputs
Essential Inter-Function Relationships: P-OSC, AOBD(AK), DISPATCH
Roadmaps, References, Handbooks to be populated

INCIDENT TECHNOLOGY SUPPORT SPECIALIST—ITSS

Task: Setup and maintain E-ISuite database & Incident IT infrastructure.

Purpose: Digital accountability & work efficiency.

End State: High functioning E-ISuite and IT.

Time-Tagged Deliverables:

Daily: IT & E-ISuite maintenance

Per Incident: Transition Plan inputs, E-ISuite setup

Essential Inter-Function Relationships: all

Roadmaps, References, Handbooks to be populated

TRAINING SPECIALIST—TNSP

Task: Support Trainers & Trainees.

Purpose: Facilitate quality on incident training.

End State: Quality, team-validated training assignments.

Time-Tagged Deliverables:

Daily: Ensure task books and evals (ICS 225) are complete

Per incident: Transition Plan inputs, Incident Summary inputs

Essential Inter-Function Relationships: all

Roadmaps, References, Handbooks to be populated

B.II LOGISTICS SECTION SUB-SOG

LOGISTICS: LEADERS' INTENT & TEAM PHILOSOPHY

Logistics Section Mission Statement

Mission: a strongly felt aim, ambition, or calling

Provide equipment, supplies, facilities, and services to support incident-assigned personnel, operational missions, and all IMT functions, while following sound fiscal management practices and adhering to agency requirements, processes, and guidelines.

Logistics Section Vision Statement

Vision: the ability to think about or plan the future with imagination or wisdom

The AK IMT Logistics Section seeks to exceed expectations with highest-quality support and service. Logistics will provide realistic projections and capabilities to Command and General Staff, forecast and anticipate needs with the best available information, and maintain a fundamental commitment to taking care of the firefighters. We strive to not exist.

Logistics Section Values

Values: principles or standards of behavior

- Inter-Function and intra-Section collaboration
- Consistency across Alaska IMT configurations—Type 1 and Type 2 Teams' Logistics Section act as one team
- Accurate, consistent, honest, pertinent, and timely communication: internal to the Section, external to the field and other functions, and to C&G
- A “yes until we can’t” ethos
- Initiative and can-do attitude, holding personal accountability foremost
- Information sharing: identify needs, fix problems, and improve efficiency

Logistics Section Pledges:

Pledge: to make a declaration of intent

- “Put the mint on the pillow”: provide highest possible level of support and customer service
- Take the extra step to solve problems or answer questions across units and/or functions. “If we don’t know the answer, we’ll find out”
- Active succession planning, providing training opportunities, and training of replacements

LOGISTICS OVERVIEW: A COMMON OPERATING PICTURE

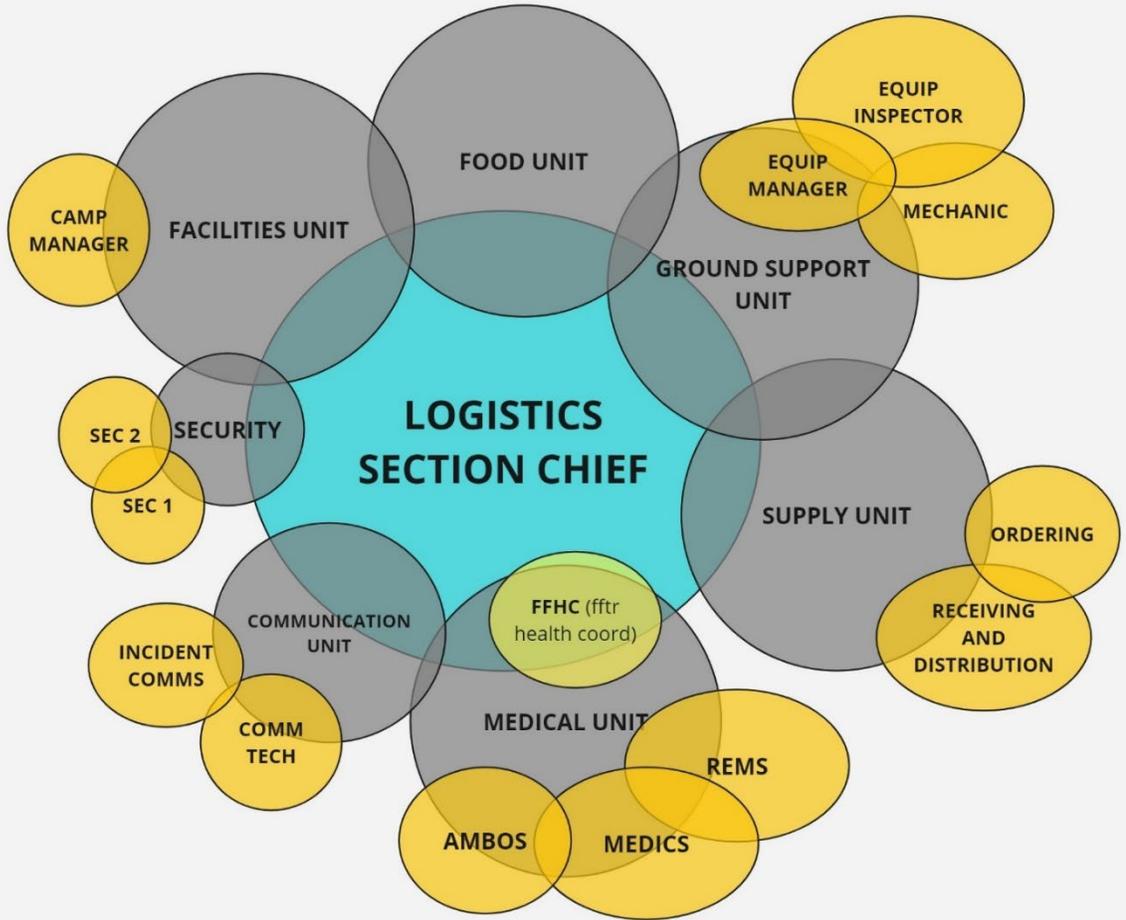
Task: Forecast and anticipate incident needs. Provide honest feedback on support capabilities and time frames. Execute logistical support within identified capabilities.

Purpose: To fully support operational actions, incident personnel, and IMT functions.

End State: Tactical operations can commence and continue. All personnel are provided for, and all IMT functions are fully supported.



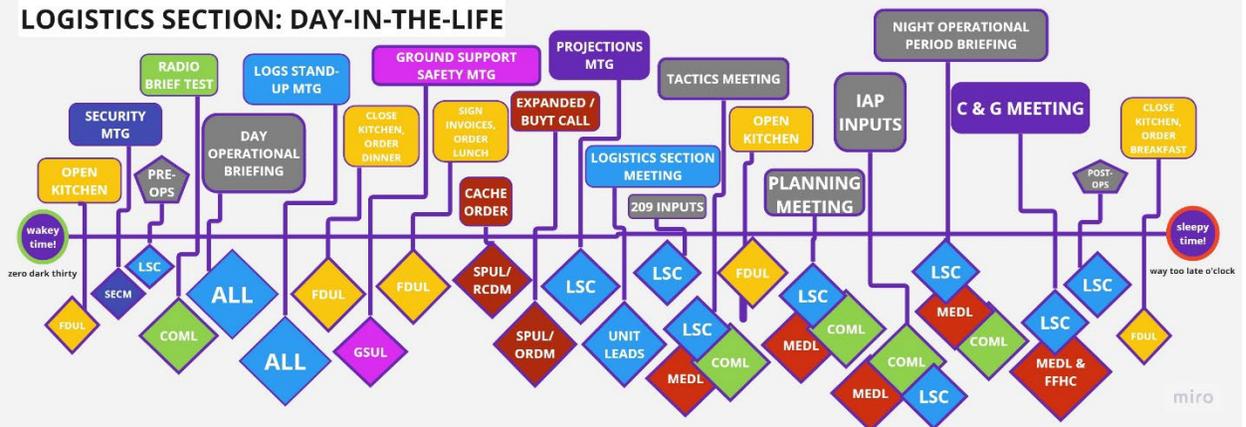
LOGISTICS SECTION



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Diagram 4: LOGS Org Venn

LOGISTICS SECTION: DAY-IN-THE-LIFE



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Diagram 5: LOGS Day-in-the-Life



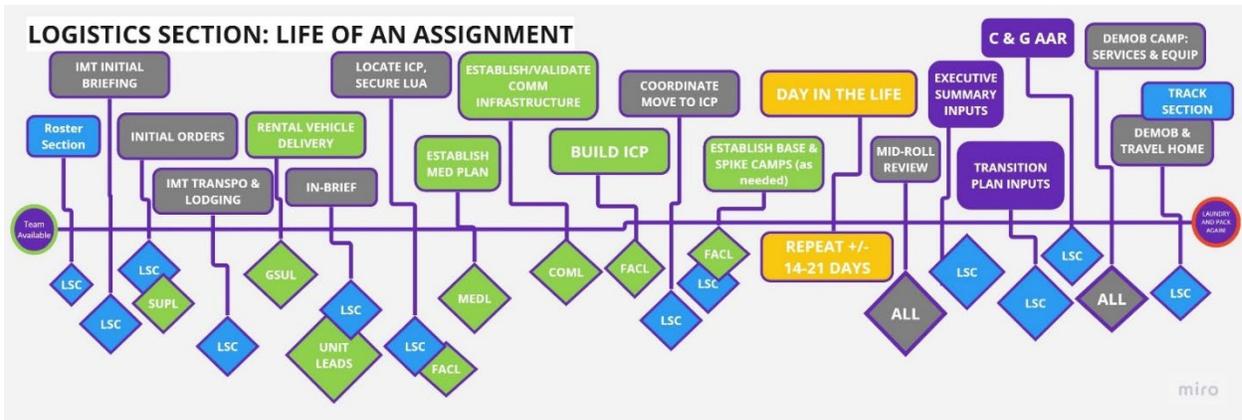


Diagram 6: LOGS Life-of-an-Assignment

LOGISTICS SECTION: INTENT, ROLES, & RESPONSIBILITIES, BY POSITION

LOGISTICS SECTION CHIEF—LSC1/2

Task: Provide leadership and direction to Logistics staff. Serve as the conduit for two-way communication between C&G and the Section.

Purpose: Ensure that all units have the tools and information needed to successfully complete their mission and provide the desired level of support/service. The C&G staff is well informed on the status of logistical services.

End State: All units are working together, solving problems, and providing timely and effective support/services to all incident personnel.

Time-Tagged Deliverables:

Daily: Meetings and briefings, Demob Planner, evaluate & forecast incident needs, Projections meeting adjustment/redirection

Per Incident: Mid-action review, Transition Plan inputs

Essential Inter-Function Relationships: Finance, Plans, Operations, Buying Team, C&G, Expanded Dispatch, Incident Business Advisor

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

- Embody and promote “strive to not exist” philosophy
- Clearly deliver leader’s intent throughout the Logistics Section
- Succession planning through recruitment, training, and education
- Provide constructive and positive mentorship, guidance, and trainer/trainee pairings
- Facilitate LOGS personnel ownership, longevity, and loyalty to the mission and to the AK IMT
- Empower unit leader decision making
- Maintain manageable span of control
- Generate enthusiasm, fix breakdowns, lead by example, give credit
- Foster a cohesive team atmosphere

GROUND SUPPORT UNIT—GSUL

Task: Provide inspection, mechanic, fuel, transportation, and delivery services while maintaining tracking and accountability for personnel and vehicles

Purpose: To support fire operations, IMT, and incident support needs

End State: All equipment has been received, inspected, validated, and maintained as needed; all orders delivered timely and safely

Time-Tagged Deliverables:

Daily: Meetings and briefings, safety meetings, line order deliveries, inspections, driver flight following

Per Incident: Mid-action Review, Transition Plan inputs

Essential Inter-Function Relationships: Operations, Safety

Roadmaps, References, Handbooks: to be populated

SUPPLY UNIT—SUPL

Task: Forecast, order, and track: supplies, equipment, overhead, and crew resources (as applicable). Provide timely preparation of supply and equipment orders. Coordinate with Buying Team, Expanded Dispatch, and regional cache/warehouse.

Purpose: Support strategic and operational missions and objectives, while supporting all incident personnel.

End State: Adequate resources, supplies, and equipment have been provided for incident support needs in a timely manner.

Time-Tagged Deliverables:

Daily: Meetings and briefings, order-placement, line order fulfillment, order receiving and distribution, order status and accountable property tracking and reporting, incident replacement and property loss/damage form completion

Per Incident: Mid-action review, transition plan inputs

Essential Inter-Function Relationships: Finance, BUYT, Expanded Dispatch, GACC Warehouse

Roadmaps, References, Handbooks: to be populated

FOOD UNIT—FDUL

Task: Provide a variety of safe, high quality, healthy food and hydration for all incident personnel from start to finish. Maintain three day contingency supply of non-perishable food and hydration for all incident personnel.

Purpose: Meet caloric and hydration needs of all personnel so incident operations can continue.

End State: Safe, healthy food and hydration have been provided for all incident personnel, without interruption.

Time-Tagged Deliverables:

Daily: Meetings and briefings, meal ordering, inspections



Per Incident: Mid-action review, Transition Plan inputs
Essential Inter-Function Relationships: Finance
Roadmaps, References, Handbooks: to be populated

FACILITIES UNIT—FACL

Task: Provide property, buildings (hard or soft), and services (trash, toilets, hand-wash, shower, and maintenance for incident personnel).

Purpose: To support incident function.

End State: Fully functioning ICP and camps, support needs provided.

Time-Tagged Deliverables:

Daily: Meetings and briefings, approve vendor shift tickets and shower invoices

Per Incident: Mid-action review, Transition Plan inputs, Land Use Agreements

Essential Inter-Function Relationships: Finance, all IMT Functions, READ(s), LOFR, Landowners & Cooperators

Roadmaps, References, Handbooks: to be populated

MEDICAL UNIT—MEDL

Task: Ensure a dynamic, workable plan for medical coverage and response is in place for all aspects of the incident with appropriate responder staffing. Communicate incident-specific wellness education. Manage IWI process throughout incident.

Purpose: Improve health and safety of incident personnel.

End State: Delivery time to medical care in accident events is minimized. Illness and infectious disease spread have been reduced.

Time-Tagged Deliverables:

Daily: Meetings and briefings, Incident Medical Plan (206)

Per Incident: Mid-action review, Transition Plan inputs

Essential Inter-Function Relationships: Safety, Operations, local medical providers, local medical transportation, state & county health officials

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

- Educate incident personnel on health, fitness and hygiene through briefings, posters, and IAP inserts
- Work with Safety Function and Communications Unit to establish a comprehensive medical communications system and notification tree
- Adequately staff the incident with licensed medical personnel and provide appropriate supplies to all medical units and responders

COMMUNICATIONS UNIT—COML

Task: Provide effective field communication infrastructure and continuous necessary RADO staffing. Coordinate with IT as necessary. Test and troubleshoot Operational briefing communication needs. Provide and track radios and communication equipment.



Purpose: LCES and information sharing.

End State: Effective and continuous operational communication with ICP.

Time-Tagged Deliverables:

Daily: Meetings and briefings; Communications Plan (205); test, maintain, and expand communication infrastructure; forecast comm system expansion and contraction

Per Incident: Mid-action Review; Transition Plan inputs; order comms hardware

Essential Inter-Function Relationships: IT, Operations, Safety, local Comm shop, NIFC Comm shop, Helibase

Roadmaps, References, Handbooks: *to be populated*

SECURITY UNIT—SEC1/2

Task: Provide and/or coordinate security at camps, roadblocks, and other identified values as needed.

Purpose: Safety of incident personnel and public.

End State: Appropriate security measures are in place.

Time-Tagged Deliverables:

Daily: Meetings and Briefings

Per incident: Mid-action Review, Transition Plan inputs

Essential Inter-Function Relationships: Local, County, State, and Agency LE; LOFR

Roadmaps, References, Handbooks: *to be populated*

B.III OPERATIONS SECTION SUB-SOG

OPERATIONS SECTION: LEADERS' INTENT & SECTION PHILOSOPHY

Operations Section Mission

Mission: a strongly felt aim, ambition, or calling

Operational engagement to accomplish stated objectives, understanding and respecting local land management concerns. Develop and implement tactical plans that fulfill strategic intent. Apply risk management to all decisions and actions, and foster relationships with hosts, both local agencies and communities.

Operations Section Vision

Vision: the ability to think about or plan the future with imagination or wisdom

To apply both innovative solutions and proven tactics to deliver high quality incident management, through efficient and expert operational engagement. Succession planning will provide national-level leaders by prioritizing mentorship, training, and experience-based growth. We will overcome challenges with humility, honest communication within the Section, and with functional relationships surrounding an incident.

Operations Section Values

Values: principles or standards of behavior; one's judgement of what is important in life

- High-level, direct, respectful, two-way communication
- A problem-solving ethos and attitude
- Task-completion and accurate projections
- Utilization of best practices when building plans and making timely field-based decisions
- Input from all operational levels
- Honesty, accountability, and self-improvement, both individually and as a group

Operations Section Pledges

Pledge: a promise or undertaking

- Take quality care of all assigned resources
- Fully support all sections and functions within the IMT. Prioritize inter-function processes, relationships, and deliverables
- Develop strategies utilizing most-current tools, science, and local expertise, considering local land management plans, available and anticipated resource allocation, fuel conditions, fuels treatments, predicted weather, and probabilities of success
- Act and collaborate with compassion and integrity—leaving a place and/or situation better than it was upon our arrival, maintaining an ethos of servant leadership

OPERATIONS SECTION OVERVIEW: A COMMON OPERATING PICTURE

TASK: Provide an operational plan, and necessary leadership, for operational resources to implement tactical work.

PURPOSE: To accomplish Incident Objectives within the delegated area of responsibility.



END STATE: A cohesive Operations Section is working to meet Incident Objectives. A durable plan, with longevity, has been developed with the best available information, science, and experience.

OPERATIONS SECTION

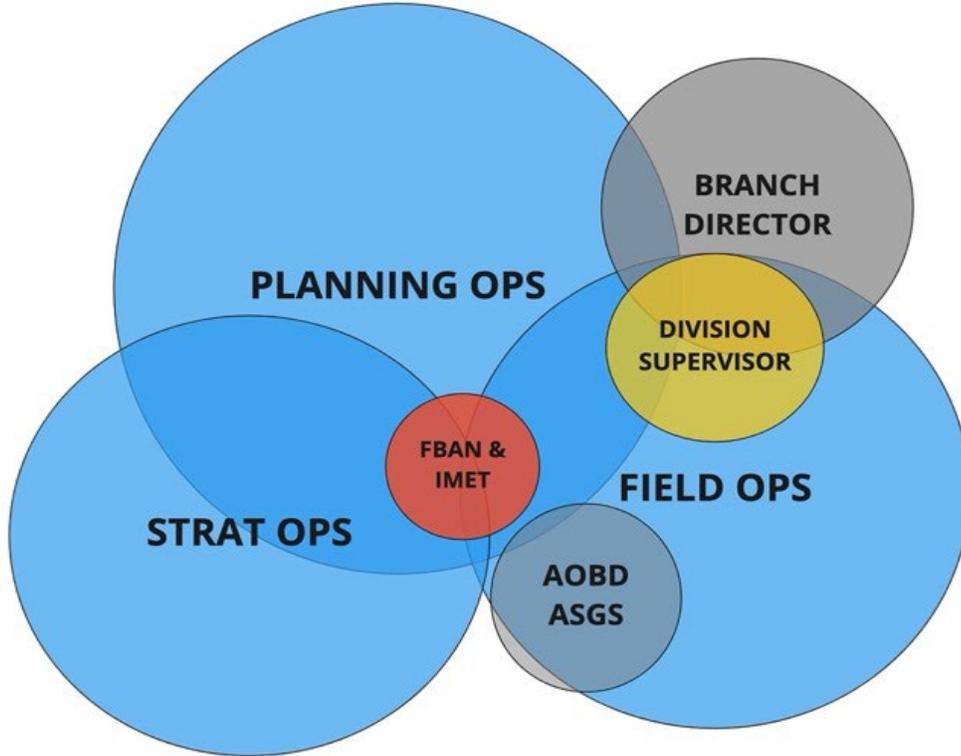


Diagram 7: OPS Section Org Venn

OPERATIONS SECTION: DAY IN THE LIFE

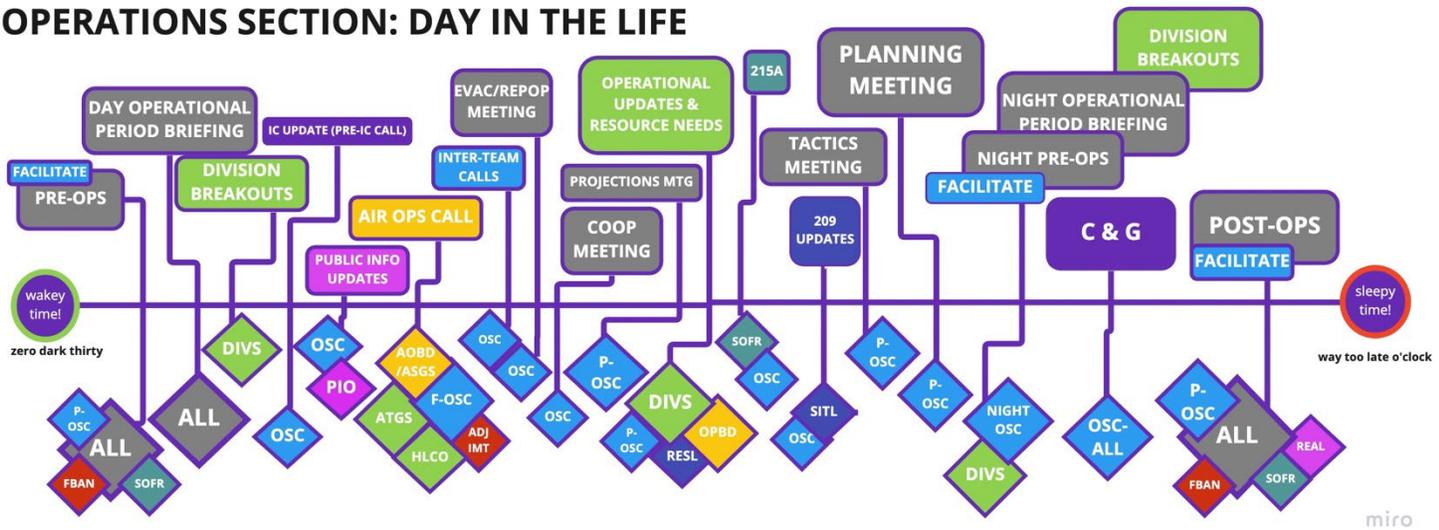


Diagram 8: OPS Section, Day-in-the-Life



OPERATIONS SECTION: LIFE OF AN ASSIGNMENT

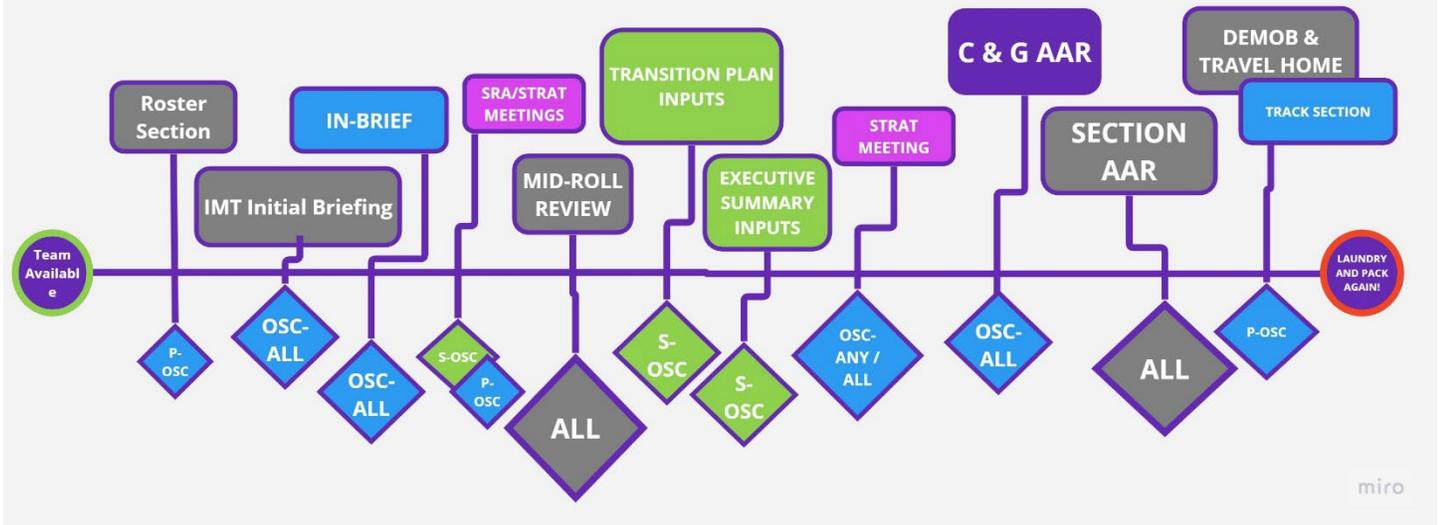


Diagram 9: OPS Life-of-an-Assignment

OPERATIONS SECTION: INTENT, ROLES, RESPONSIBILITIES, BY POSITION

LEAD OPS—OSC1/2

Task: To build, mentor, and maintain a cohesive and collaborative team that forms the Operations Section. POC for highest-level questions, concerns, and issues that may arise. Plan for secession and quality AK Operations Section longevity.

Purpose: To field a highly functional, reliable, and adaptable group of operational leaders.

End State: Any incident assigned to the Alaska IMT is organized and managed by a cohesive team of operational leaders. An innovative, progressive approach to leadership, problem-solving, and process is embraced Section-wide.

Time-Tagged Deliverables:

Per Year and Intermittent: IMT Spring meeting organization and inputs, bi-weekly or TBA Ops group meetings

Essential Inter-Function Relationships: C&G, IMRR, GATR, POC for unique contacts/entities/occasions

Specific Tasks & Responsibilities:

- Foster an innovative, progressive approach to leadership, problem-solving, mentorship, and process
- Coordinate and create accountability for IMT meeting/Spring training week
- Coordinate bi-weekly meetings

- Delegate IMRR representation and report-out duties
- Recruit quality freelancers
- Emphasize training opportunities and craft intentional Trainer-Trainee pairings
- Intelligent and intentional crafting of operational leadership and resource groupings/teams (Branches, DIVS, resources)
- Ownership of Operational SOG

PLANNING OPS—OSC1/2

Task: Ensure near-term tactical plans align with selected strategies and are communicated via the IAP. Gather, interpret, and communicate relevant information to and from the field. Anticipate incident-wide resource and support needs; validate and fill DIVS-identified needs per prioritization. Problem solve as unique issues arise.

Purpose: To provide a common operating picture Incident-wide, while facilitating accountability and organization.

End State: 24 hr operational plan has been developed and implemented. Projecting, planning, and ordering is occurring for 48, 72, and 96 hour timelines. Communication to other functions is relevant and timely.

Time-Tagged Deliverables:

Daily: Meetings and briefings, 209 inputs, public information updates

Per Incident: Strategic Plan input, Transition Plan inputs, Mid-action review, post-assignment Section AAR, C&G AAR, AA Strat meeting, Executive Summary inputs

Essential Inter-Function Relationships: IC, all C&G, RESL, SITL, FBAN/IMET, SOPL

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities

- Develop plan for next operational period
- Responsible for operational portions of the IAP (204/215)
 - maintain 204 situation awareness if 204 updates are delegated
- Review the 215 A/R with SOFR
- Present the plan for the upcoming operational period during the Operational Briefing
- Provide updates at C&G meetings
- Provide public Information updates
- Provide operational updates to SITL for 209
- Release excess operational resources
- Participate in Strategic Meetings, SRA, ISAP
- Provide projections at Projections Meetings
- Lead the Tactics Meeting
- Present the operational plan at the Planning Meeting
- Step into Field and/or Strategic Ops role as needed
- Facilitate Pre- and Post-Ops meetings



FIELD OPS—OSC1/2

Task: Lead and support implementation of field operations, utilizing consistent and timely communication with team members and external partners. Identify and communicate high-level prioritization of operational actions to inform air resource deployment and logistical support.

Purpose: To accomplish objectives within strategic plan.

End State: Appropriate resources are safely and efficiently engaged in operations at locations with highest probability of success.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Strategic Plan input, Transition Plan input, Mid-action review, Section AAR, strategic meetings with AAs

Essential Inter-Function Relationships: Logistics, GIS, adjacent IMTs, Air Ops – (ATGS, UAS, AOBD/ASGS), Safety, PIO

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

- Supervise incident operations
- Ensure timely communication of tactical changes to Planning Ops
- Determine priorities for resource allocation, air support, logistical support
- Provide Planning Ops with necessary information for IAP inputs
- Present the current situation portion of the Operational Briefing
- Provide feedback to Strategic Ops and Planning Ops on plan feasibility
- Address discipline/HR issues as necessary
- Participate in C&G meetings as able
- Participate in Public Meetings as requested

STRATEGIC OPS—OSC, FBAN, LTAN, SOPL

*Strategic OPS: work to be done, not necessarily a position to be filled

Task: Develop a long-term, best practices strategic plan based on Incident Objectives, combining science-based analysis with experience, training, and local-unit input and expertise. Collaboratively build Strategic Plan Map and deliver through briefings, meetings, and presentations.

Purpose: To provide a strategic plan for current and future IMTs, and local units.

End State: Durable, long-term strategic plan has been developed, validated, delivered, and kept current.

Time-Tagged Deliverables:

Daily: Meetings and briefings, assist with 209 updates

Per Incident: Prepare and update strategic plan, build Strategic Plan Map product, Strategic Meetings, SRA inputs, Mid-action review, Transition Plan inputs, Executive summary inputs



Essential Inter-Function Relationships: SITL, PSC, AA/AREP, Local Fire Management Staff, SOFRs, FBAN/IMET/SOPL, Field OSC, Branches, DIVS
Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities

- Utilize Risk Management Assistance dashboard – PCL, SDI, Snag Hazard map, PODs
- Develop Strategic Operations Map
 - alternate lines/VAR/etc.
- Present appropriate analyses at Strategy Meeting
 - Share in presenting and discussing at Strategy Meeting with IMET, FBAN, LTAN, SOPL and other OSC.
- Attend C&G meetings
- Provide input into and validate current operations are in line with long-term strategy
- Attend Cooperators meetings
- Assist Planning Ops with meeting/briefing schedule and PIO updates
- Step into Field and/or Planning Ops role as needed
- Stay ‘Eyes Up’ in overall Operations
- Provide SITL with strategy section 209 inputs, and additional 209 inputs per Planning Ops request
- Attend evacuation/re-population meetings per Planning Ops request
- Assist Field/Planning Ops with problem resolution

BRANCH DIRECTOR—OPBD

Task: Provide field leadership to Division/Group Supervisors, coordinate/facilitate appropriate resource allocation both within the branch and between branches. Problem solve as unique issues arise.

Purpose: Implement given strategy and reduce span of control.

End State: Structure and support has been provided for DIV/Group Supervisors, communication has been pertinent and timely, and operational actions align with selected strategies.

Time-Tagged Deliverables:

Daily: Meetings and briefings, 204 inputs

Per Incident: Mid-roll review inputs, AAR

Essential Inter-Function Relationships: RESL, SOF, MEDL, LOGS

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

**Field Branch – works for Field Operations*

- Ensure information, needs, and priorities are communicated up to Field Ops
- Keep Field Ops informed on progress, significant events, and hazards
- Coordinate with DIVS to recommend priorities for Safety Officers, Line EMTs, READS, and FOBS



- Communicate to Planning OPS/Branch
- Resolve logistical problems that are elevated by DIVS. Forward continuing logistical problems to Field/Planning Ops
- Communicate inter/intra-branch changes with Planning Branch
- Coordinate activities with adjacent branches
 - Reallocate personnel and resources to meet unforeseen needs
- *If Planning Branch - works for Planning Ops*
- Maintain situational awareness regarding DIVS/Group operations
- Communicate accomplishments, tactical recommendations, and hazard mitigations to Field and Planning Ops
 - Collect and consolidate DIVS resource needs and forward to Planning Ops
- Update 204s with RESL (corrections and next day planning)
- Facilitate map needs for field personnel with SITL - #/type/additions/etc.
- Work with other functions/sections at FOB
- Potentially act as POC for 'Shelter in Place' scenarios
- Assign allocated resources to DIVS and Groups
- Provide general briefing for incoming resources at FOB
- Maintain FOB Operations yurt/tent/room with current maps/204's/etc.
- Facilitate FOB pre- and post-ops meetings
- Ensure needs, information, and intelligence are communicated up to Planning Ops

AIR OPERATIONS BRANCH DIRECTOR—AOBD

AIR SUPPORT GROUP SUPERVISOR—ASGS

Task: Provide leadership to air overhead and air resources, coordinate/facilitate air resource allocation per operational priorities. Problem solve as unique issues arise.

Purpose: Support operational actions on the ground and facilitate information gathering and dissemination.

End State: Structure and support has been provided for air resources, communication has been pertinent and timely, and aerial operations effectively support ground resources.

Time-Tagged Deliverables:

Daily: Meetings and briefings, daily costs to finance

Per Incident: Mid-roll review inputs, AAR, SRA inputs, Transition Plan inputs, Executive Summary inputs, strategy meetings

Essential Inter-Function Relationships: LOGS, SITL/GIS, Finance, SOF, MEDL, IMET/FBAN

Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

- Order tactical air resources and aerial intelligence-gathering platforms
- Establish procedure and coordination of shared/unassigned aerial assets
- Apply risk management process to aerial operations



- Identify, establish, and support helibase(s)
- Establish and/or manage TFR
- Collaborate with SIT/GIS to produce Air Ops map

DIVISION/GROUP SUPERVISOR—DIVS

Task: Provide field leadership to assigned resources, maintain accountability, and adapt tactical plan as fire environment dictates. Develop, communicate, and engage a tactical plan within area of responsibility. Identify operational resource needs, seek out information and intelligence, and pre-plan for required logistical support.

Purpose: To accomplish identified operational objectives and mitigate impact to prioritized values.

End State: Resources are engaged in risk-managed tactical action within operational plan.

Time-Tagged Deliverables:

Daily: Meetings and briefings, mid-day accomplishments and resource needs report

Per Incident: Mid-roll review input, transition plan inputs, Function AAR participation

Essential Inter-Function Relationships: READ(s), RESL, SITL/GISS, FBAN, LOGS, ATGS, HEBM

Roadmaps, References, Handbooks: *to be populated*

Specific Tasks & Responsibilities:

- Establish and maintain resource accountability throughout shift
- Deliver intent at DIV breakout
- Maintain SA and communicate pertinent changes in fire activity and environment
- Provide input to 204 TPEs
- Interface with other functions to provide support to resources
- Engage with and facilitate READ needs
- Communicate needs for, and coordinate location of medical resources
- Establish and maintain relationship with SOFR
- Communicate map needs and updates, including printed quantity and special products

FIRE BEHAVIOR ANALYST—FBAN

INCIDENT METEOROLOGIST—IMET

**Within the Operations Function*

Task: Provide current and best available science, metrics, and analysis.

Purpose: Inform short- and long-term planning, decision making, and engagement.

End State: Potential fire and weather impacts to Operations, and other IMT functions, have been communicated in a relevant and timely manner.

Time-Tagged Deliverables:

Daily: Meetings and briefings, Fire Bx Forecast, Weather Forecast, Weather Matrix



Per Incident: SRA inputs, Strat meeting inputs, modeling products
Essential Inter-Function Relationships: OSC, Branch, DIVS, AOBD/ASGS
Roadmaps, References, Handbooks: to be populated

Specific Tasks & Responsibilities:

- Provide critical weather and/or fire behavior updates
- Attend pre- and post-ops meetings, provide input on operational plan
- Facilitate and provide modeling products, and explain their specifics and significance
- Provide spot weather forecasts on request



B.IV FINANCE SECTION SUB-SOG

FINANCE SECTION: LEADERS' INTENT AND FUNCTION PHILOSOPHY

Finance Section Mission Statement

Mission: a strongly felt aim, ambition, or calling

To apply agency standards and practices to financial and administrative processes, produce accurate and timely documentation, and do everything possible to facilitate and expedite payment, purchasing, and comp/claims.

Finance Section Vision Statement

Vision: the ability to think about or plan the future with imagination or wisdom

To resolve all finance issues promptly, providing support to all incident-assigned personnel, while growing the capability, efficiency, and depth of the AK IMT Finance Section.

Finance Section Values

Values: principles or standards of behavior; one's judgement of what is important in life

- Build trust with host agency, cooperators, and customers
- Collaborate with respect
- Remain flexible, resilient, and adaptable to change

FINANCE SECTION OVERVIEW: A COMMON OPERATING PICTURE

Task: Utilize agency-specific Incident Business Management guides and practices while processing all financial documentation.

Purpose: Inform fiscally responsible decision making and reduce host unit workload.

End State: Fiscal package is accurate and current for host unit and IMT.

FINANCE SECTION

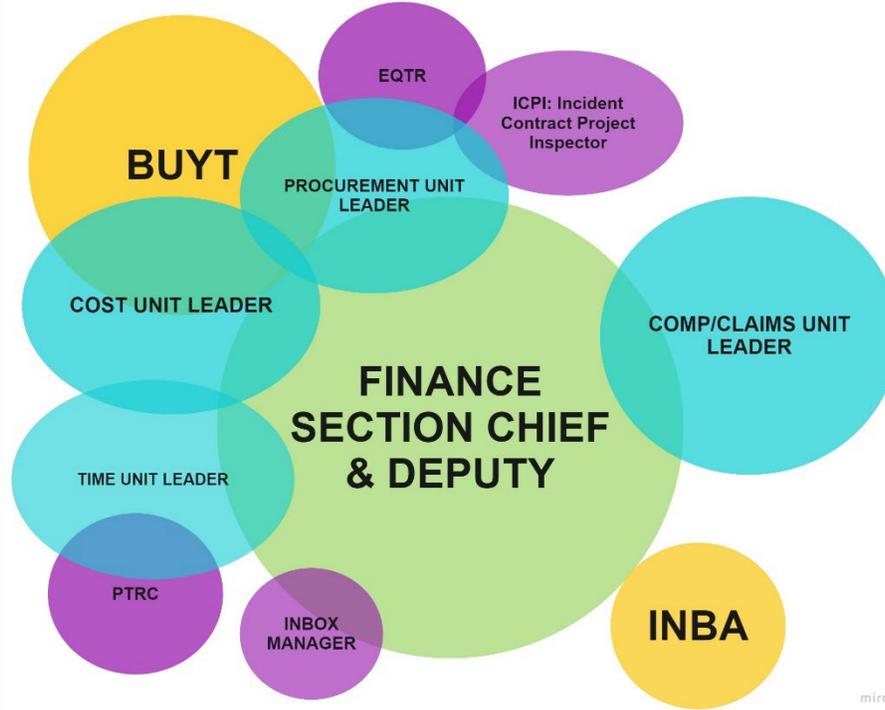


Diagram 10: Finance Org Venn

FINANCE SECTION: DAY IN THE LIFE

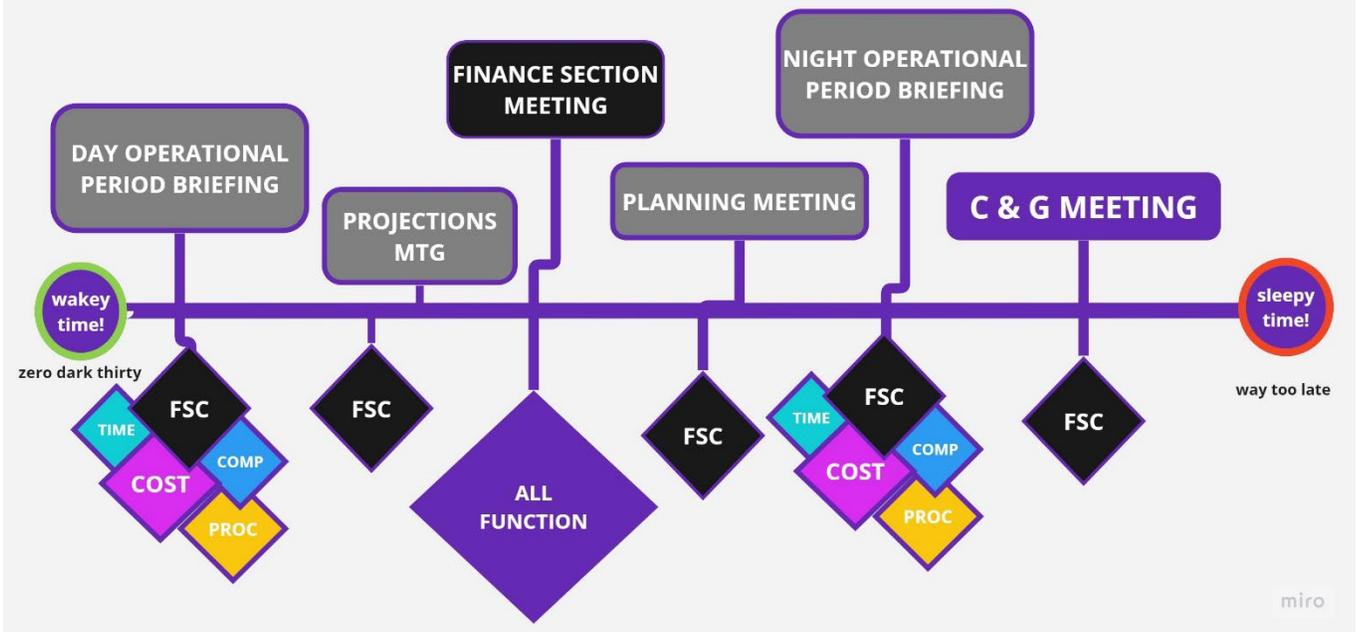


Diagram 11: Finance Day-in-the-Life

FINANCE SECTION: LIFE OF AN ASSIGNMENT

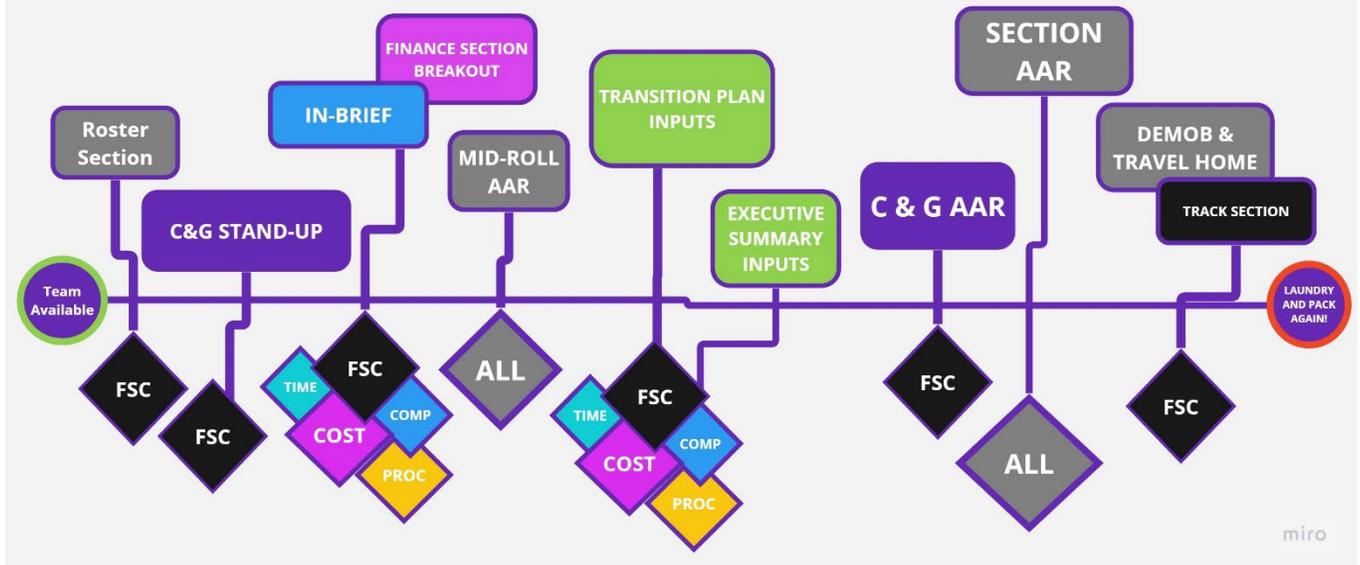


Diagram 12: Finance Life-of-an-Assignment

FINANCE SECTION: INTENT, ROLES, RESPONSIBILITIES, BY POSITION

FINANCE SECTION CHIEF & DEPUTY—FSC1/2

Task: Lead and support the Finance Section, provide accountability, communicate pertinent deadlines, and provide expectations for deliverables.

Purpose: Maintain an organized and accurate Incident financial picture.

End State: Finance documentation for transition to incoming IMT, or back to host unit, is clear, concise, and complete.

Time-Tagged Deliverables:

Daily: Meetings and briefings, IAP inputs (delegated)

Per Incident: Executive Summary inputs, SRA inputs, Transition Plan inputs, final Finance Package, Mid-action review, Finance Section AAR, C&G AAR

Essential Inter-Function Relationships: C&G, LSC, INBA, BUYT

Roadmaps, References, Handbooks: to be populated

COST UNIT LEADER—COST

Task: Collect cost data, run cost analyses, provide cost estimates, provide cost savings recommendations.

Purpose: Inform decision making, ensure incident costs are validated according to Incident cost share agreements and master agreements within agency policy.

End State: Cost records and projections are accurate and current.

Time-Tagged Deliverables:

Daily: Meetings and briefings, Incident cost report, 209 inputs

Per Incident: Pre-transition cost projection(s), Section AAR, Transition Plan inputs

Essential Inter-Function Relationships: Air Ops, Logistics (all)

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

COMP/CLAIMS UNIT LEADER—COMP

Task: Manage all administrative matters pertaining to compensation-for-injury and claims-related activities related to an incident.

Purpose: To support incident-assigned individuals, and act as point of contact for third party claims, in cases where the incident is financially responsible, secure PII for injury and/or loss.

End State: Case files are accurate, as complete as appropriate, and transmitted to appropriate admin processing agency.

Time-Tagged Deliverables:

Daily: Meetings and briefings, maintain unit logs

Per Incident: IWI liaison & documentation, Section AAR, Transition Plan inputs

Essential Inter-Function Relationships: MEDL, Crew Rep(s) and/or DIVS

Roadmaps, References, Handbooks: *to be populated*

PROCUREMENT UNIT LEADER—PROC

Task: Administer financial matters pertaining to vendor contracts and agreements.

Purpose: Ensure compliance with incident agency policy.

End State: All procurement related documentation is complete.

Time-Tagged Deliverables:

Daily: Meetings and briefings, review and approve vendor payment packages

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: LOGS, OPS, BUYT or host unit procurement personnel if BUYT is unavailable

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

EQUIPMENT TIME RECORDER—EQTR

Task: Review emergency equipment shift tickets for adherence to contract/agreement terms and conditions, and to the *NWCG Standards for Interagency Incident Business Management*, PMS 902, regarding pay regulations, on-shift/off-shift time, down time, posting of commissary/deductions, approvals/signatures, and any special considerations in the remarks block.

Purpose: Ensure all documentation is complete and follow-up actions for the jurisdictional agency are documented.

End State: Contractors and cooperators are managed in accordance with the terms and conditions of the agreement/contract.



Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: PROC, LOGS

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

INCIDENT CONTRACT PROJECT INSPECTOR—ICPI

Task: Perform equipment compliance inspections, providing subject matter expertise in the field to the incident supervisor of contracted equipment (e.g., Equipment Manager, Equipment Inspector, Operations personnel) to ensure contract requirements are met.

Purpose: Ensure contract requirements are met.

End State: All contract administration documentation is completed.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: PROC, LOGS, OPS

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

TIME UNIT LEADER—TIME

Task: Lead the TIME Unit to adhere to guidelines in the *NWCG Standards for Interagency Incident Business Management* (PMS 902), regarding work/rest, length of assignment, compensable travel determinations, ordered standby guideline adherence, validating submitted time in accordance with Incident Operations Driving Standards, and reviewing and approving AD payment packages.

Purpose: Produce accurate and timely personnel pay documentation.

End State: All documentation is complete and any jurisdictional agency follow-up actions are documented and communicated. All personnel time documents are closed before resource demobilization, and copies distributed per agency and Incident policy.

Time-Tagged Deliverables:

Daily: Meetings and briefings, 209 inputs

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: FSC, OPS, SCKN, DMOB

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

INBOX MANAGER

Task: Manage incident inbox and distribute communications to appropriate Finance Section role. Organize incoming financial documentation in FireNet. Provide timely and accurate response to email when response is requested.

Purpose: Ensure documentation follows NWCG Naming Convention standards and maintain organized inbox for records management.



End State: Inbox is well-organized and file naming accurate for transition back to host agency.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: FSC, COST, TIME, PROC, COMP

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

PERSONNEL TIME RECORDER—PTRC

Task: Review Crew Time Reports and post personnel time in compliance with agency policy and the *NWCG Standards for Interagency Incident Business Management*, PMS 902.

Purpose: Resolving timekeeping issues by adhering to guidelines in the *NWCG Standards for Interagency Incident Business Management*, PMS 902.

End State: All documentation is complete and any jurisdictional agency follow-up actions are documented and communicated. All personnel time documents are closed out prior to resource demobilization, and copies are distributed per agency and incident policy.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Transition plan inputs, Section AAR

Essential Inter-Function Relationships: Time Unit Leader

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>

INCIDENT BUSINESS ADVISOR—INBA

Task: Serve as the incident business liaison to Area Command, Unified Command, and Multi-Agency Coordination (MAC) group. Provide cost apportionment personnel or additional cost analysis beyond what is provided by the IMT. Make recommendations for improvements.

Purpose: Provide the Agency Administrator (or designee) with an overview of incident business management practices and catalyze potential and/or necessary improvements.

End State: The Incident Finance Package follows the guidelines outlined in the *NWCG Standards for Interagency Incident Business Management*, PMS 902, including: written narrative documenting actions and decisions of the INBA and written documentation on all outstanding items, unresolved issues, problems, etc., along with recommended resolutions.

Time-Tagged Deliverables:

Daily: In brief, daily visits to incident, close out briefing

Per Incident: Close out document to AA

Essential Inter-Function Relationships: AA, IC, FSC, LSC, BUYT

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>



BUYING TEAM—BUYT

Task: Support incident acquisition through coordination with the incident agency administrative staff. Review binders containing the resource orders for completeness.

Purpose: To support the incident acquisition effort.

End State: Documentation is complete and copies of all transactions are included in agency file.

Time-Tagged Deliverables:

Daily: Meetings and briefings, BUYT spreadsheet updates

Per Incident: Inbrief and closeout

Essential Inter-Function Relationships: INBA, PROC FSC, LSC

Roadmaps, References, Handbooks: Geographic Area Supplement <https://gacc.nifc.gov/>



B.V SAFETY FUNCTION SUB-SOG

SAFETY FUNCTION: LEADERS' INTENT & TEAM PHILOSOPHY

Safety Function Mission Statement

Mission: a strongly felt aim, ambition, or calling

The mission of the Alaska IMT Safety Group is the development, promotion, and facilitation of universal risk management principles to help firefighters and fire managers mitigate, or even eliminate, the conditions that lead to accident, illness, injury, and death of incident-assigned personnel.

Safety Function Vision Statement

Vision: the ability to think about or plan the future with imagination or wisdom

The vision of the Alaska IMT Safety Group is to provide leadership in health and safety on Wildland Fire and all-risk IMT assignments by using lessons-learned, from both past and present, to inform decision making, modify behavior, and institutionalize best practices. With an eye to the future, we shift the safety culture of the past, to promote acceptance and buy-in.

Safety Function Values

Values: principles or standards of behavior

- Effective communication
- A risk management perspective on overall incident operations
- Welfare and safety of *all* assigned resources and contract partners
- Positive relations with all incident personnel
- Maintaining a common operating picture with all incident personnel through intelligent safety planning

SAFETY FUNCTION OVERVIEW: A COMMON OPERATING PICTURE

Task: Gather and communicate risk factors and mitigations to influence planning and decision making.

Purpose: To minimize and mitigate risk-exposure for assigned personnel, public, and partners.

End State: Strategic and tactical decisions have been influenced by a risk management perspective.

SAFETY FUNCTION

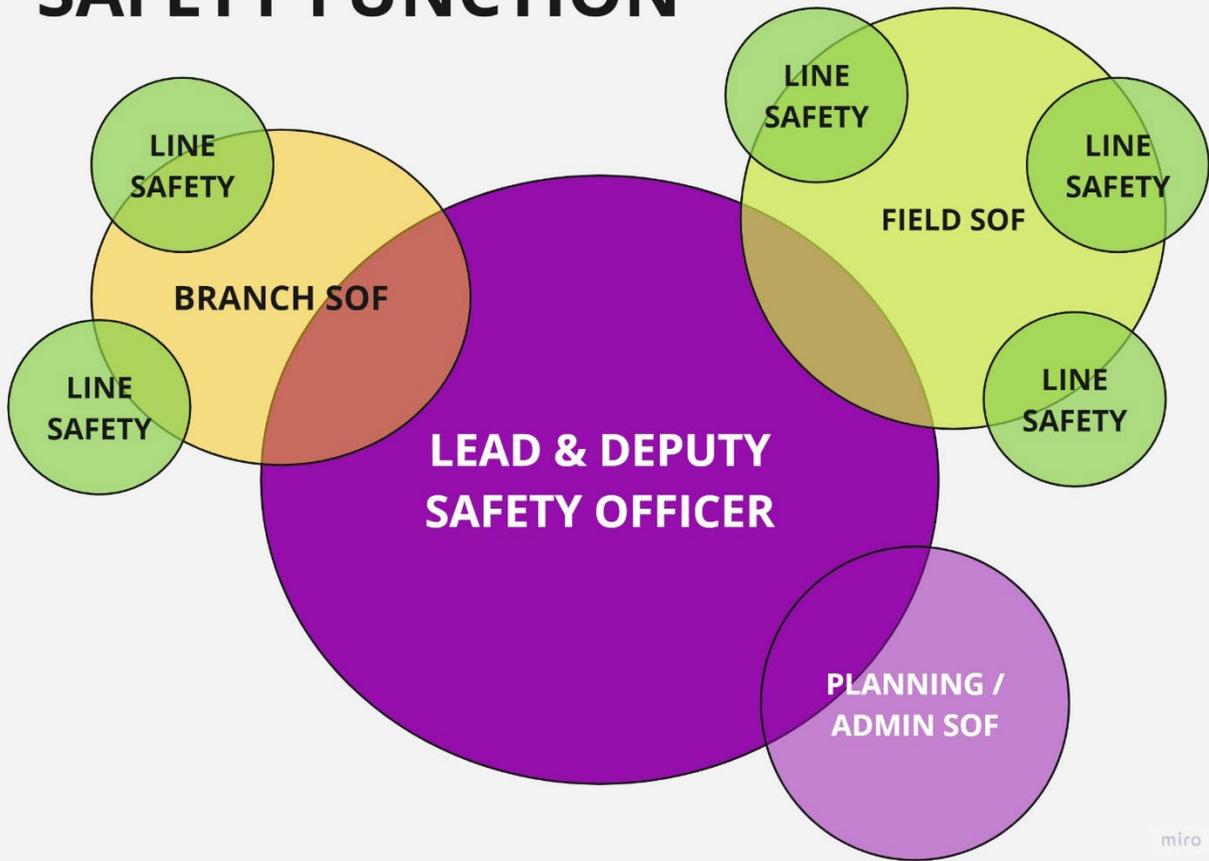


Diagram 13: Safety Function Org Venn

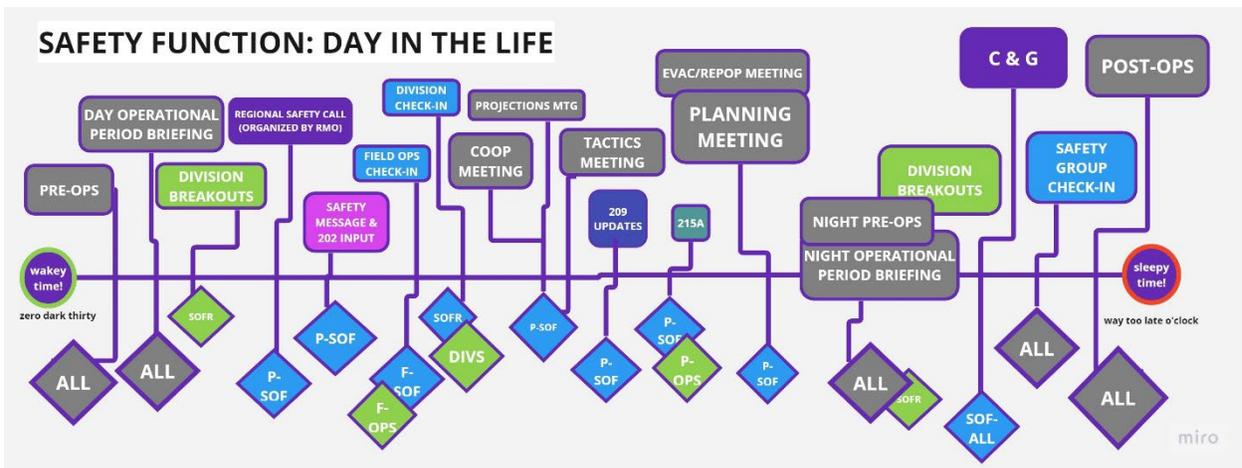


Diagram 14: Safety, Day-in-the-Life

SAFETY FUNCTION: LIFE OF AN ASSIGNMENT

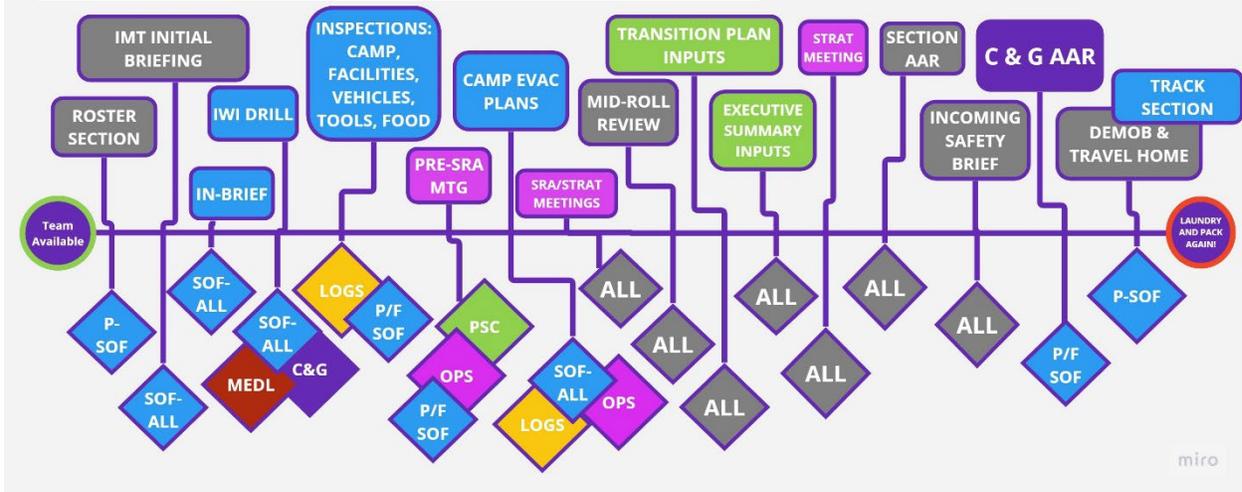


Diagram 15: Safety, Life-of-an-Assignment

SAFETY: INTENT, ROLES, AND RESPONSIBILITIES BY POSITION

PRIMARY AND DEPUTY SAFETY OFFICER—SOF1/2

Task: Monitor overall incident operation from a risk management perspective, and communicate and collaborate with relevant Function leads to implement an effective safety plan for all incident personnel. Provide intent to Field/Branch SOF, maintain a conduit for communication and coordination around hazards & mitigations.

Purpose: To ensure current, top-to-bottom organizational and individual comprehension of hazards, mitigations, and intentionality around risk.

End State: Events of accident, injury, and illness to incident-assigned personnel, cooperators, stakeholders, and the public have been avoided. Safety Issues have been communicated with Field Ops and all incident personnel, and mitigations have been coordinated and accomplished.

Time-Tagged Deliverables:

Daily: Meetings & briefings, documentation, debrief w Lead/Deputy SOF

Per Incident: Evacuation Plan(s), inbrief Line Safeties, Transition Plan inputs, SRA inputs, Incident Summary inputs, accident reviews

Essential Inter-Function Relationships: P-OPS, F-OPS, S-OPS, LOGS, MEDL

Roadmaps, References, Handbooks: to be populated

PLANNING/ADMIN SAFETY OFFICER—SOF1/2

Task: Produce daily safety products that support the plan, and deliver within planning cycle deadlines.

Purpose: To communicate safety concerns to all incident personnel via the IAP.

End State: Planning process timelines have been met and products were delivered on-time.

Time-Tagged Deliverables:

Daily: Meetings and briefings, 215, 202, 209 Inputs, 204 Safety Message

Per Incident: SRA inputs

Essential Inter-Function Relationships: P-OPS

Roadmaps, References, Handbooks: *to be populated*

PRIMARY FIELD AND/OR BRANCH SAFETY OFFICER—SOF1/2

Task: Provide Intent to Line Safeties, conduit for communication and coordination around hazards & mitigations

Purpose: To ensure current, top-to-bottom awareness and understanding of hazards and mitigations

End State: Safety Issues have been communicated with Field Ops, Lead/Deputy SOF, and mitigations have been coordinated with necessary parties.

Time-Tagged Deliverables:

Daily: Meetings & briefings, documentation, debrief w Lead/Deputy SOF

Per Incident: Evacuation Plan(s), inbrief Line Safeties

Essential Inter-Function Relationships: F-OPS & Branch

Roadmaps, References, Handbooks: *to be populated*

Specific Tasks and Responsibilities

- Work closely with Safety Section at ICP, maintain currency and comprehension around incident safety planning, objectives, and hazard mitigations
- Accountability of assigned Line Safeties
- Coordinate with Field Ops and/or LOGS on field activities including camp plans
- Assist with initial briefing of assigned Line Safety
- Establish requirements and expectations of assigned Line Safeties
- Lead development of camp emergency evacuation plans
- Lead in assessing varying levels of preparedness to implement camp emergency evacuation plans, engage in implementation
- Engage in IWI per IWI plan (see Appendix A)
- Gather intel and needs from Line Safeties in the field and communicate to ICP SOF shop
- Report daily to ICP Safety Section Leads on relevant post shift activities and occurrences that are significant or critical in nature.

LINE SAFETY—SOFR

Task: Assess and communicate hazards, identify and apply mitigations in collaboration with line-resources, operational leadership, and Field SOF.

Purpose: Facilitate safe incident operations for all incident personnel.

End State: Hazards have been assessed & communicated, mitigations have been applied and continuously re-evaluated for currency and effectiveness.



Time-Tagged Deliverables:

Daily: Meetings and briefings, debrief Field SOF, accident reports & documentation (204s), coordinate with Operational leadership

Per Incident: Incident Summary inputs, Accident Reviews, Transition Plan inputs

Essential Inter-Function Relationships: OPS leadership, Line-going personnel

Roadmaps, References, Handbooks: *to be populated*



B.VI INFORMATION FUNCTION SUB-SOG: PENDING COMPLETION



B.VII LIAISON FUNCTION SUB-SOG

LIAISON FUNCTION: LEADERS' INTENT & SECTION PHILOSOPHY

Liaison Function Mission Statement

Mission: a strongly felt aim, ambition, or calling

To serve as Incident Command's liaison to engaged agencies, cooperators, and stakeholders by facilitating information exchange around issues of concerns.

Liaison Function Vision Statement

Vision: the ability to think about or plan the future with imagination or wisdom

Be always available to provide accurate and effective interagency coordination consistent with IMT objectives. We work to strengthen relationships through coordination, communication, collaboration, and the facilitation of honest, sometimes difficult, conversations.

Liaison Function Values

Values: principles or standards of behavior

- Forward thinking, and anticipation of interagency needs and questions
- Flexibility, adaptability, and willingness to change
- A positive attitude, encouraging spirit, and sensitivity to morale
- A solid work ethic and the willingness to take on any task to support and strengthen IMT members and IMT effectiveness

LIAISON FUNCTION OVERVIEW: A COMMON OPERATING PICTURE

Task: Act as POC for cooperators and stakeholders, promoting interagency and multi-party coordination and cooperation around incident impact on values and interests, public and private, and evac planning. Schedule and facilitate cooperators meetings.

Purpose: Thorough and consistent communication to, and cooperation with, non-IMT entities from Incident Management Team.

End State: Cooperator and stakeholder interests, concerns, and needs are known, understood, and considered in incident planning and decision making.

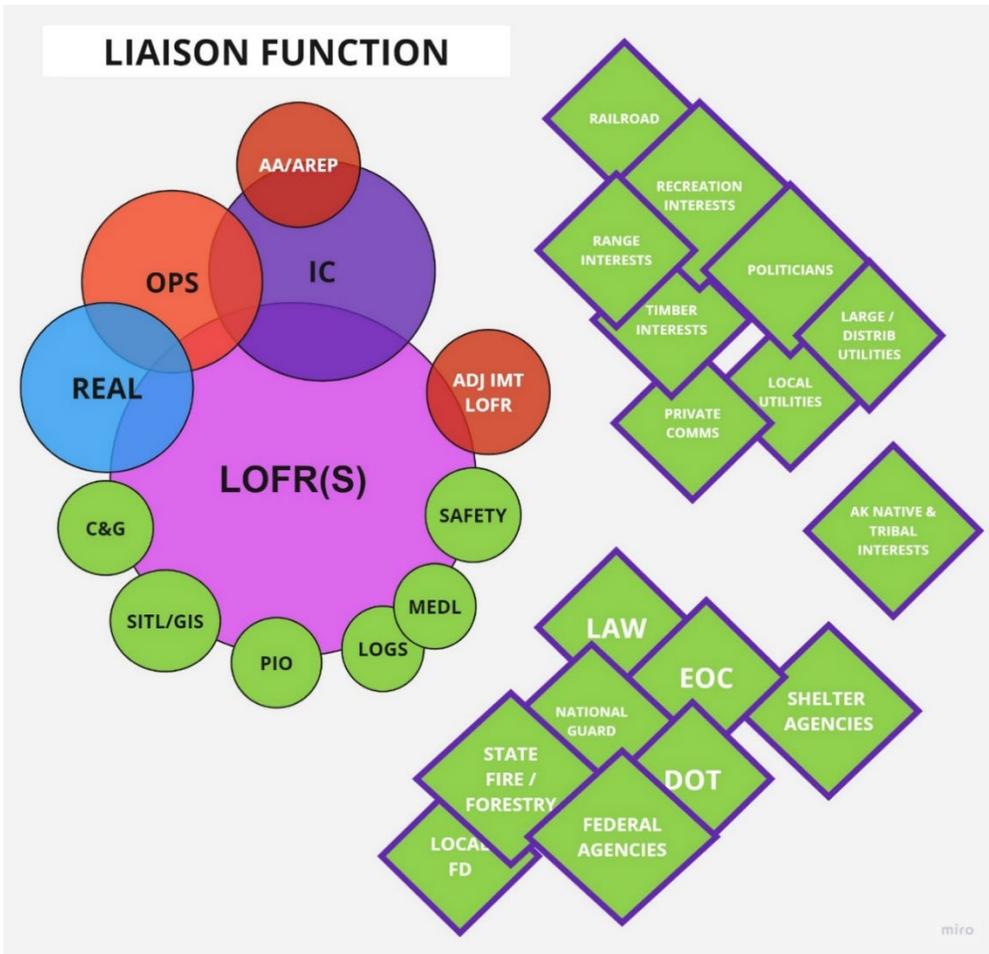


Diagram 16: Liaison Function Org Venn

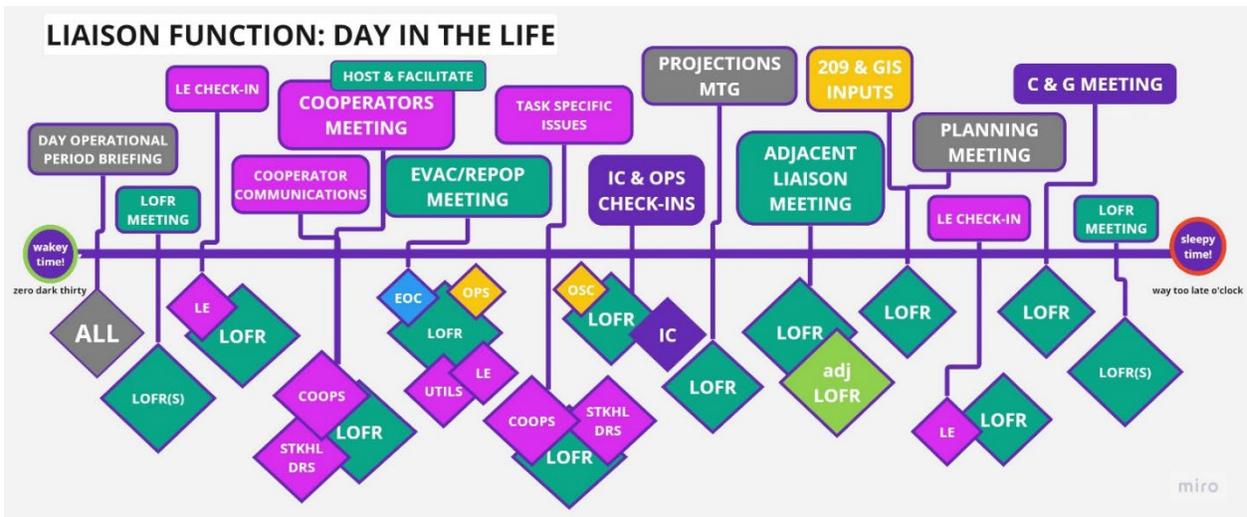
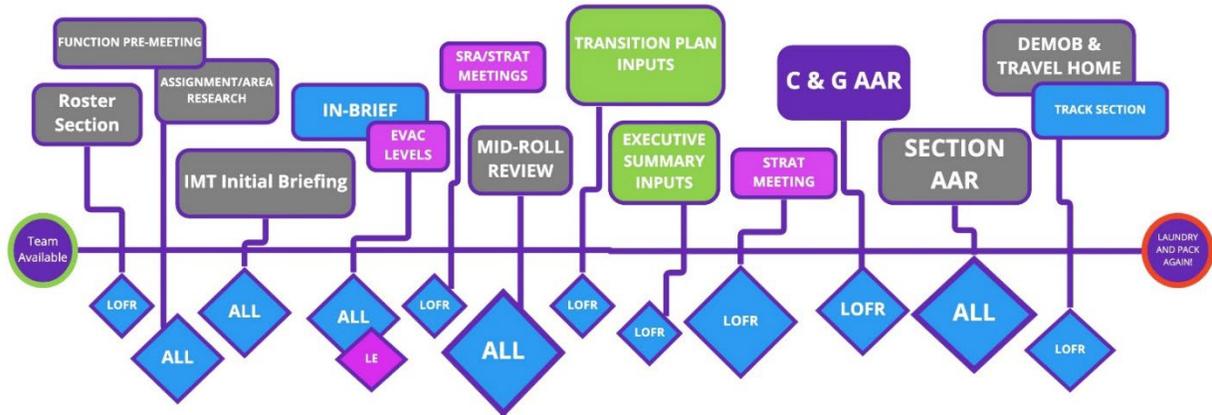


Diagram 17: Liaison, Day-in-the-Life

LIAISON FUNCTION: LIFE OF AN ASSIGNMENT



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Diagram 18: Liaison, Life-of-an-Assignment

SPECIFIC LIAISON FUNCTION TPEs

Task: Cooperators meetings—schedule, coordinate, and conduct.

Purpose: Provide interagency coordination.

End State: Cooperating agencies are fully informed on Incident operations, are an incorporated part of the response team, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Interagency evacuation planning and coordination.

Purpose: Provide interagency coordination of evacuation operations with law enforcement and emergency operation centers.

End State: Agencies involved in evacuation are communicating with the IMT and each other, understand their roles, are fully informed on planned, potential, and ongoing operations that impact evacuation (PACE Model), and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Utility impact coordination.

Purpose: Provide coordination and communication with utility operators around incident impacts and operations.

End State: Agencies involved in utilities impacted by the Incident are communicating with the IMT and each other, are fully informed on planned, potential, and ongoing operations that impact their interests, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Livestock impact coordination.

Purpose: Provide coordination and communication with livestock owners and operators around incident impacts and operations.

End State: Livestock owners and operators are communicating with the IMT to stay informed on planned, potential, and ongoing operations that impact their interests, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Public transportation impact coordination

Purpose: Provide coordination and communication with road and highway agencies on incident impacts and operations.

End State: Agencies involved in roads and highways are communicating with the IMT and fully informed on planned, potential, and ongoing operations that impact roadway travel, including closures, pilot car operations, and restrictions, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Timber impact coordination.

Purpose: Provide coordination and communication with timber ownership on incident impacts and operations.

End State: Timber owners involved in the Incident are communicating with the IMT, are fully informed on planned, potential, and ongoing operations that impact timber interests, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Cooperating agency information consolidation for IMT products and meetings.

Purpose: Provide coordination of Cooperating Agency information for required IMT products and meetings.

End State: IMT SIT, Strategic Plan, PIO, etc, have the necessary information and participation from cooperating agencies for producing IMT products to include “Bubble” maps or charts, ICS-209 inputs, public meetings, and more.

Task: National Guard coordination.

Purpose: Coordinate between National Guard liaisons and IMT.

End State: National Guard liaisons are in continuous communication with the IMT, understand their roles, logistical needs are met, and have a 24/7 point of contact in the LOFR for questions, concerns, or needs.

Task: Local and State emergency management agency coordination.

Purpose: Coordinate between local and state emergency management agencies and IMT.

End State: Local and state emergency management agencies are in continuous communication with the IMT, understand their roles, understand and anticipate evacuation and sheltering needs, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.



Task: State Fire Marshal and/or forest protection agency coordination.

Purpose: Coordinate between IMT, state fire marshal and/or forest protection agency.

End State: State fire marshal or forest protection are in continuous communication with the IMT, understand their roles, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

Task: Native/Indigenous stakeholder coordination.

Purpose: Coordinate with Native/indigenous stakeholders, and Bureau of Indian Affairs representatives, to share knowledge of significant cultural values at risk.

End State: Native/indigenous stakeholders, and Bureau of Indian Affairs representatives, are in continuous communication with the IMT, understand their roles, and have a 24/7 point of contact in the LOFR for any questions, concerns, or needs.

LIAISON: INTENT, ROLES, RESPONSIBILITIES, BY POSITION

LIAISON OFFICER, LEAD/PRIMARY

Task: Overall Coordination of all LOFR activities.

Purpose: Assure all LOFRs assigned to the incident are working effectively, and Incident Command/IMT liaison needs are being met.

End State: Incident Command/IMT liaison needs are fully satisfied and all incident LOFRs are working effectively to support Incident Command's objectives.

LIAISON OFFICER, TASK/GROUP SPECIFIC

Task: Incident specific, but could have LOFRs assigned for evac, EOCs, timber, livestock, etc. See above.

Purpose: Insure effective and timely communication between stakeholders and cooperators.

End State: Stakeholders and Cooperators are informed of IMT actions and planned events.

B.VIII READ LIAISON FUNCTION SUB-SOG

REAL FUNCTION: LEADERS' INTENT & PHILOSOPHY

REAL Function Mission

Mission: A strongly felt aim, ambition, or calling

Serve as a liaison between the Resource Advisor organization and the Incident Management Team to facilitate timely and proactive communication and collaboration regarding natural and cultural resource concerns.

REAL Function Vision

Vision: the ability to think about or plan the future with imagination or wisdom

Be a solution-oriented team member who fosters timely communication, proactive collaboration, and the consideration of natural and cultural resource values in strategic decision making.

REAL Function Values

Values: principles or standards of behavior

- Proactive natural & cultural resource consideration
- A collaborative work environment
- Responsiveness to dynamic incident needs
- A solution-oriented attitude

REAL FUNCTION OVERVIEW: A COMMON OPERATING PICTURE

TASK: Proactively advise on natural and cultural resource considerations.

PURPOSE: Mitigate and minimize impacts to natural and cultural resource values.

END STATE: Natural and cultural resource values were considered in incident management.

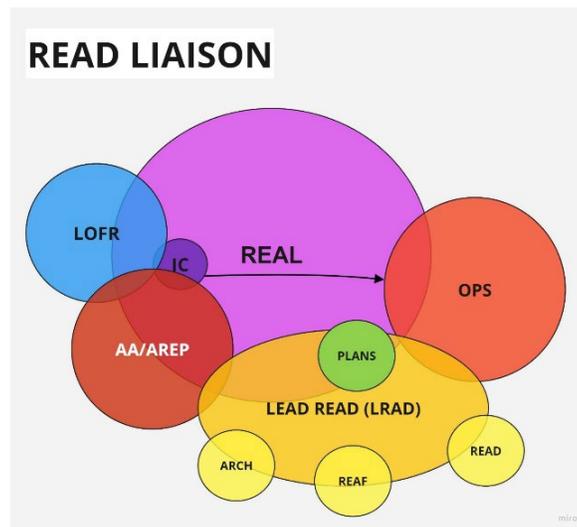


Diagram 19: READ Liaison Function Org Venn

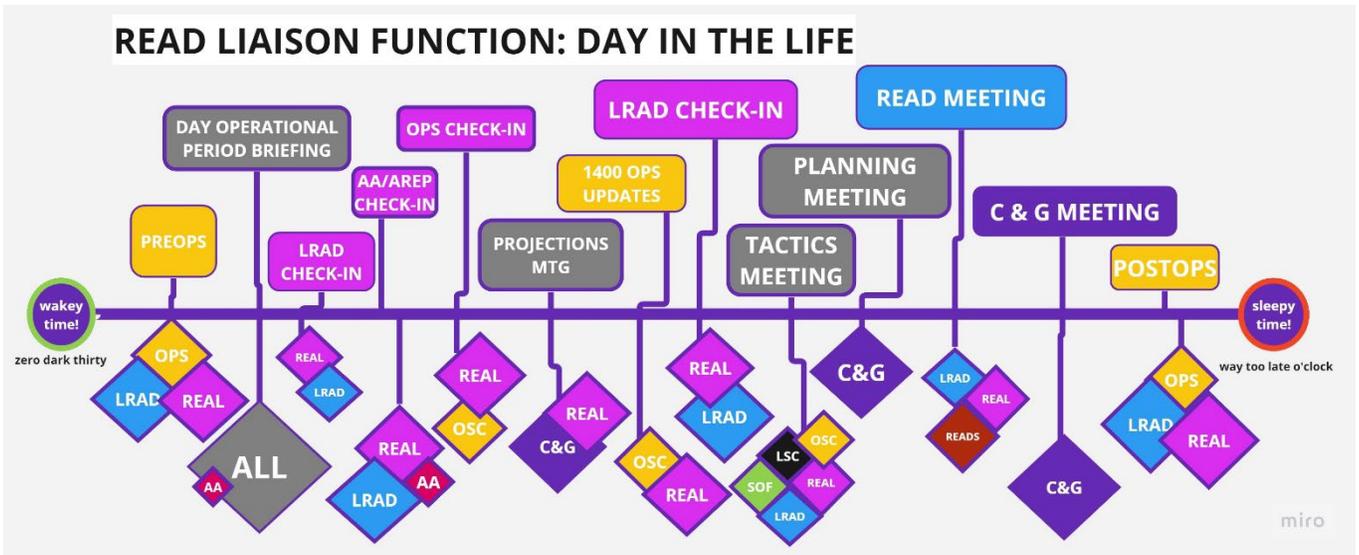


Diagram 20: READ Liaison, Day-in-the-Life

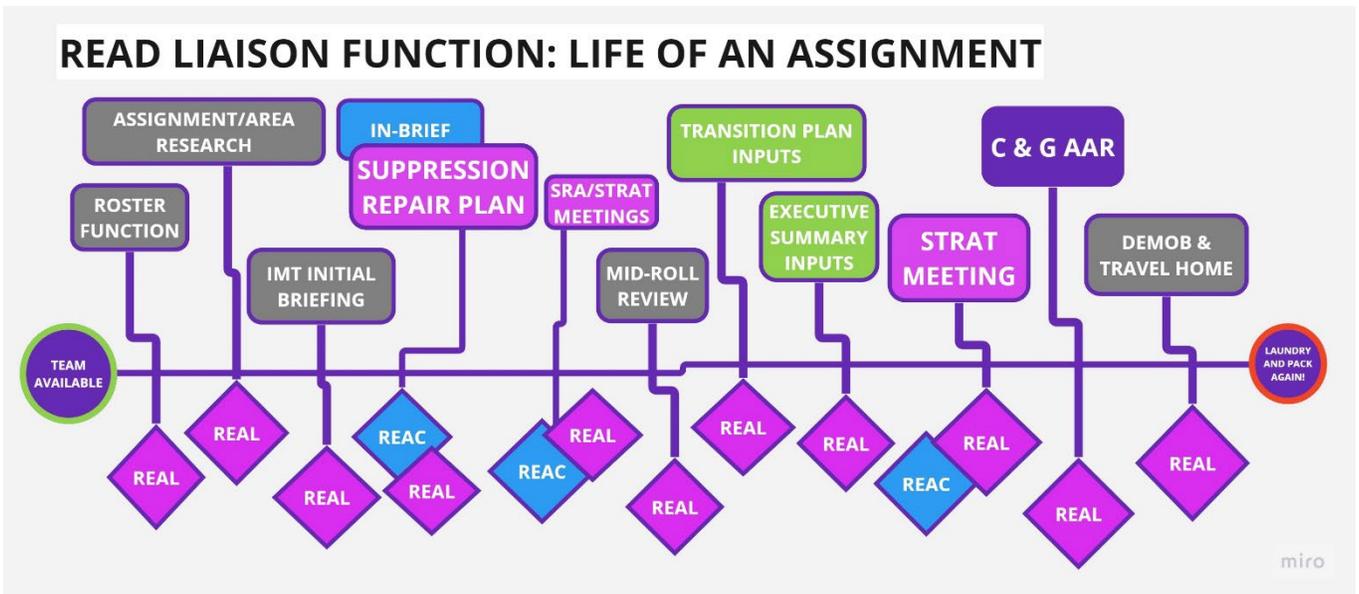


Diagram 21: READ Liaison, Life-of-an-Assignment

READ LIAISON: INTENT, ROLES, RESPONSIBILITIES, BY POSITION

READ LIAISON—REAL

Task: Structure, create, and continuously facilitate dynamic and timely communication and collaboration between the OPS Function, READ group, stakeholders, and Agency Administrators.

Purpose: Land management needs and concerns inform strategic and tactical decision making during all phases of incident management.

End State: Dynamic, timely communication and collaboration were facilitated between READ group and relevant C&G positions. All C&G was kept current and updated.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Suppression Repair Plan support & input

Essential Inter-Function Relationships: IC, AA/AREP, OPS, REAC, PSC, LOFR

Roadmaps, References, Handbooks: to be populated

*Qualifications: experience as a READ/ARCH working with multiple land managers, with excellent communication & facilitation skills. Experience as a REAC is recommended but not required.

LEAD READ/RESOURCE ADVISOR COORDINATOR—REAC

Task: To communicate strategic-level resource considerations and advise on possible management options within the guidelines of LUP, and guidance of AA/AREP

Purpose: To inform and influence resource-conscious planning and decision making in order to minimize and mitigate resource impacts.

End State: Strategic-level resource considerations have been communicated in a timely manner to appropriate IMT positions and stakeholders. REAFs, READs, and THSPs have been appropriately tasked and guided.

Time-Tagged Deliverables:

Daily: Meetings and briefings, IAP inputs (as needed)

Per Incident: Suppression Repair Plan, staffing and ordering

Essential Inter-Function Relationships: AA/AREP, REAL, OPS, READ, REAF, ARCH, CULS, PSC

Roadmaps, References, Handbooks: to be populated

*Qualification requirements are agency dependent, but generally: Lead READ course, successful completion of a trainee REAC assignment and experience as a READ/REAF/ARCH.

REAF/READ/ARCH

Task: Communicate land management needs and concerns in a timely manner to inform tactical decision making. Interpret suppression repair plan and approve repairs. Document during all phases of incident management.

Purpose: To mitigate and minimize incident impacts (both disaster and management action related) to land resources, per intent provided by the AA and REAC.

End State: Tactical-level resource considerations have been communicated to ops group in a timely manner and both Incident (Fire, Flood, etc), and incident management



impacts have been documented and communicated. Suppression repair has been completed to standard as defined in the repair plan.

Time-Tagged Deliverables:

Daily: Meetings and briefings, documentation (214, Field Maps, ARCH specific reporting)

Per Incident: Suppression Repair Plan inputs

Essential Inter-Function Relationships: REAC

Roadmaps, References, Handbooks: to be populated

*Qualification requirements are agency dependent, but generally: Knowledge of resource management, N-9042 (Resource Advisor course) and successful completion of a READ/REAF/ARCH trainee assignment.

OPERATIONS *as part of the READ Liaison Function

Task: Promote and maintain proactive, timely communication around resource considerations and incorporate into strategic and tactical decision making.

Purpose: To mitigate and minimize incident impacts (disaster & management action) to land resources to greatest extent possible.

End State: Management actions have been influenced by land resource considerations to mitigate impacts. Repair has been completed to the guidelines and standards communicated by the suppression repair plan.

Time-Tagged Deliverables:

Daily: Meetings and briefings

Per Incident: Suppression Repair Plan review

Essential Inter-Function Relationships: REAL, REAC

Roadmaps, References, Handbooks: to be populated