



**ALASKA**  
**INCIDENT MANAGEMENT**  
**T E A M**

STANDARD OPERATING GUIDE

*APPENDIX A: ESSENTIAL TOOLS & PRODUCTS*

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## **A.I ALASKA IMT INCIDENT WITHIN AN INCIDENT (IWI) PLAN**

This Incident within an Incident Plan is designed to provide effective command structure and processes for management of an Incident within an Incident (IWI) without disrupting the management of the original incident. As in all emergency operations, flexibility is necessary to allow for the highest probability of success. To that end, each team member needs to know and understand his or her roles and responsibilities so that when the time comes to implement, there is no hesitation or confusion.

Not all IWIs involve medical emergencies; however, the protection of human life is the IMT's highest priority. Therefore, the primary goal of this **Incident within an Incident (IWI) Plan** is to provide incident personnel the guidelines necessary to **locate, triage, extricate, treat, and transport** all injured and ill patients in as quick and a safe manner as possible. Non-medical IWI's will be addressed using this protocol as applicable. Additional considerations for potential Non-medical incidents can be found in the attached document, **Non-Medical IWI Considerations**.

The IWI Plan includes common standards for all IWIs as well as a checklist for each IMT member with an IWI role. It will be reviewed by the C&G on every assignment, will be updated as necessary, and will be signed and dated by the Incident Commander. All IMT members are responsible for reading and understanding the IWI Plan. IMT members with a role in the IWI Plan will use the appropriate checklist to guide their actions during an IWI. The checklists are designed for use in conjunction with the ICS-206 WF, Medical Plan and Medical Incident Report for any medical IWI.

IMT members with identified roles in the IWI Plan are responsible for ensuring their responsibilities remain covered throughout the incident and for delegating those responsibilities if necessary. The IMT IC will delegate responsibilities for any unfilled roles.

At the time of a reported incident, IMT members with a role in the IWI Plan will begin its implementation. C&G will assemble as appropriate at a pre-identified meeting location near the Communications Unit to communicate, share information, coordinate and begin developing a common operating picture to support the IWI and to provide for continuity of ongoing operations as required.

An AAR will be held for each incident that implements these procedures. This review will be facilitated by the DPIC or SOF and will be conducted as soon as practical after the incident.

### **Incident Commander approvals and date:**

_____	_____
_____	_____
_____	_____
_____	_____



## COMMON STANDARDS FOR INITIAL RESPONSE TO AN IWI

**Names of injured or deceased individuals, crew designators, engine numbers, tail numbers, etc. will NOT be transmitted over the radio.**

- The closest or first resource on-scene will oversee the emergency and activation of the **IWI Plan** as the IWI Incident Commander (**IWI IC**). The IWI IC will:
  - Request nearby medical personnel to respond to the scene.
  - Contact Communications and describe the emergency.
  - For medical emergencies the MIR section of the ICS-206 WF Medical Plan or IRPG will be used for initial notification.
  - Oversee the emergency response.
  - Transfer command to a higher-level qualification as needed.
  - Announce any transfer of command clearly to Communications and all resources.
- Radio communication associated with the IWI will take priority over other radio traffic.
- Medical treatment and evacuations have TOP priority. Immediate and clear communication is **CRITICAL** for response, medical triage, treatment and transportation. If warranted, radio traffic will be restricted.
- If a serious injury or serious medical incident occurs at the Incident Command Post or on the road system, call 911 and/or Communications and contact the Medical Unit Leader for assistance. **Those routinely operating within the ICP area are encouraged to keep a logistics radio in their section for use in an emergency.**
- Medical Triage Guidelines are attached to this IWI Plan.
- Deceased individuals and their equipment are not to be moved except to accomplish rescue work or to protect the health and safety of others.
- Personnel not needed at the scene will be relocated or returned to their assigned work area; the scene will be secured for possible investigation and witness documentation.
- No accident related information will be released without approval of the Incident Commander
- Accident and fatality notification processes will be based on policies and procedures of the host and affected agencies. The IMT IC will ensure that these processes are identified at the time of the in-briefing.
- Local cooperator resource availability (e.g. county sheriff, etc.), should be established early in the assignment and activated as necessary during an IWI. This person may assume command of the IWI under local authority.

## IWI CHECKLISTS, BY POSITION



**Incident Commander AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
Incident Commander/ Deputy Incident Commander or designee	Reports and stands by outside Communications or pre-identified IWI meeting room			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies Agency Administrators and Geographic Coordination Center as necessary. Concurs on a course of action for follow up.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains command and control, evaluates the continuity of operations & incident organization.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines need for extended IWI command structure.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates Critical Incident Stress Debriefing for affected personnel.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies employee's home unit if requested by Agency Administrator.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT					

**Safety Officer AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
Safety Officer or designee	Reports to Communications		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Completes Wildland Entrapment/Fatality Initial Report (NFES 0869) with PSC. (Yellow, Red, Black)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines need and assign Safety Officer to report to the scene.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with and assists Medical Unit Leader		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates and initiates the investigation of the incident and recommends the appropriate investigation resources/teams.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates and secures witnesses names, initial statements, and all evidence relating to the accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Obtains sketches and photographs of emergency scene/incident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



	Coordinates investigation with Comp/Claims Unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic update to other safety officers.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations regarding safety.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies Host Unit Safety Officer as necessary		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

***Liaison Officer AKIMT IWI Plan Checklist***

Responsibility	Action	Green	Yellow	Red	Black
<b>Liaison Officer or designee</b>	Reports to the designated IWI meeting area upon notification			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations, Logistics, and Safety to secure scene (as requested).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures coordination with supporting agencies (Ex. Home Unit, chaplain, Medical Examiner).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates security with Operations Section Chief and Safety Officer as necessary.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates securing personal effects of injured personnel.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Contacts local PD/Sheriff for assistance if requested.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures Continuity of Operation within the function.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides Public Safety Info to PIO (Evac, Roadblocks)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Insures that there is a LOFR as a family liaison until transfer is made to a local or home agency.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies agency, law enforcement, and other LOFR's so appropriate security measures can be implemented. Coordinate with Logistics (Security).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					





**Operations Section AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Operations Section Chief or designee</b>	Reports and stands by outside of Communications		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines need and assign Operational personnel to the scene.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains Continuity of Operations within the Operations Section and organizes appropriately.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Air Tactical Group Supervisor for Air-Medical transportation needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IC/DPIC for extended duration IWI command structure.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with and supports, the Safety Officer’s investigation and Law Enforcement agencies involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic updates to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Air Operations Branch AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Air Operations Branch Director or designee</b>	Reports and stands by outside Communications.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates aviation response to the incident, maintaining coordination of communications with helibase.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	If aviation accident, contacts local dispatch center to activate the “Interagency Aviation Mishap Response Guide and Checklist.”		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Branch.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Air Tactical Group</b>	Coordinates aviation resources responding to the incident, maintaining coordination of communications with helibase.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



<b>Supervisor or designee</b>	Provides aerial communication for incident if needed. Coordinates aviation resources, including civilian life-flight aircraft if ordered.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Orders relief Air Tactical Group to maintain the continuity of operations if needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Tactical Group.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Logistics Section Chief AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Logistics Section Chief or designee</b>	Reports and stands by outside Communications for access control.		Upon Yes <input type="checkbox"/> Request	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Report to IWI meeting area.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assigns Logistics runner to standby outside Communications.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Monitors support functions and anticipates additional logistical needs.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides ground transportation as needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates removal of damaged vehicles equipment.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations within section.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Communications Unit Personnel AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Communications Unit Personnel</b>	Determines nature of IWI. If called in via radio, clears the designated frequency of all traffic until determined not to be critical or life threatening.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



(RADO/INCM/COMT)	Confirms identity (IWI) Incident Commander and prompts as necessary for needed MIR info.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides initial notification; the RADO will immediately notify the MEDL, SOF, INCM and COML.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Initiates or confirms group-text (if available) to all C&G that there is a Yellow, Red or Black Medical IWI in progress regardless of the location (camp, base, field).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	For medical IWIs, prompts use of Medical Incident Report (MIR), located in ICS-206 WF and IRPG to gather and scribe initial information from IWI IC.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures IWI is named to differentiate in case of concurrent IWI's.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	INCM closely monitors radio traffic, scribes and assists RADO as needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Is prepared to assist with additional priority phone calls and tasks.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Resumes unrestricted radio traffic when situation is mitigated.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Communications Unit Leader AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Communications Unit Leader or designee</b>	Assures the C&G are summoned to pre-identified meeting location.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assures the MEDL is notified of the incident.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates radio traffic between IWI and other incident needs and Communications Unit as needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Continuously coordinates and supports the incident to accomplish necessary actions and responsibilities within the Comm-room and Comm personnel.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations Section Chief on continuity of operations as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



	Ensures radio traffic is accurately documented.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Prepares narrative package of radio summary for Planning Section (Documentation Unit)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations within the Unit	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Planning Section AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Planning Section Chief or designee</b>	Reports to the IWI meeting area.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Facilitates completion of all IWI documentation including the Wildland Entrapment/Fatality Initial Report (NFES 0869) in conjunction with SOF.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Facilitates the C&G during the implementation of the IWI plan and initiates the process regarding organizational structure changes and/or a separate planning process/cycle. Evaluates need for improvements to process.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Prepares for and facilitates the emergency meeting of C&G members at the IWI Meeting Area.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic updates to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Public Information AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Public Information Officer or designee</b>	Reports to the IWI meeting area		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Designates an IWI PIO.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Collects pertinent IWI information.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



	Coordinates information release with Incident Commander and notifies Agency Public Affairs Officer. Withholds release of personal info until approved by Incident Commander and/or Agency Admin.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations to assign Information Officers to field media inquiries at accident scene, medevac area, and liaise with hospital spokesperson.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with LOFR and Logistics re: roadblocks, evacuations, emergency medical information needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	After approval from IC, coordinates with PSC to arrange a briefing at ICP for incident personnel.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IWI Incident Cmdr. as requested.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

**DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT**

**Finance Section AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Finance Section Chief or designee</b>	Reports to the IWI meeting area		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Contacts Incident Business Advisor	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Arranges for off-incident support through agency channels.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secures incident time records.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines Injured Persons Employment Type and Agency	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides home unit, agency and emergency contact information to IC.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies comp/claims where the patient(s) will be transported, so an appropriate finance member can respond to assist with processing.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



	Assures potential claims information is collected.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Works with the Procurement Leader/Contracting Officer if the injured personnel is a contracted employee	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Work with local agency to activate hospital liaison if needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT					

**Human Resource Specialist AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black	
Human Resource Specialist or designee	Reports to the IWI meeting area			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Collects information to coordinate patient advocacy.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Tracks work shift location of impacted crews/individuals to monitor welfare		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Determines where the crews are staying, who the crew boss'/rep/company contacts are		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Considers the cultural needs of individuals & crew		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Determines if there are direct impacts on the IMT and camp personnel (do they have a close relationship with injured personnel)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Coordinates support services. Works with IC and AA to Order CISM Team within 48-72 hours, if applicable.				Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assists IC in identifying resources for Critical Incident Stress Debriefing.				Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT						

**Medical Unit Leader AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
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<b>Medical Unit Leader or designee</b>	Reports to Communications	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies IC/DPIC, Safety and Finance for Green medical incidents only. <b>IC/DPIC &amp; C&amp;G notifications for Yellow, Red, and Black incidents will be made by the Communication Unit.</b>	Yes <input type="checkbox"/>			
	Coordinates with the COML	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with local Emergency Communications Center, Fire/EMS, Ambulance services and hospitals.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures response of off-site Ground and Air Ambulance services as needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures TRIAGE of patients using Medical Incident Report/206WF.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Supports responding EMTs/Paramedics	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures documentation of patient condition and coordinates with the finance section/ comp & claims and Documentations.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operations within unit.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT</b>					

**Agency Administrator AKIMT IWI Plan Checklist**

Responsibility	Action	Green	Yellow	Red	Black
<b>Agency Administrator or Agency Administrator Representative</b>	Establishes primary spokesperson for agency.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IMT Information Section and Agency Public Affairs Office to develop communications strategy and approval process for media releases.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IC regarding organizational structure for the incident and clarifies agency and IMT roles and responsibilities.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Identifies and notifies all agencies with statutory and jurisdictional responsibilities.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



	Develops or updates Delegation of Authority as needed.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IC and Human Resources to Contact Critical Incident Stress Management (CISM) Team			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Orders and prepares for agency/interagency Accident Investigation Team as needed.			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides the IMT with direction regarding agency and family notifications, and guidance regarding personal needs, claims, and/or employee assistance			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
DO NOT TRANSMIT PATIENT NAME, CREW, UNIT, TAIL NUMBER, ETC. AT ANY TIME DURING THE INCIDENT					

### INITIAL MEDICAL TRIAGE GUIDELINES:

*\*Local EMS Triage & Transportation protocols & capabilities can vary from one area to another.*

#### **RED - Priority 1:**

- **Life or limb threatening injury or illness. Evacuation need is immediately.**
- (Ex: Unconscious, difficulty breathing, bleeding severely, 2<sup>nd</sup> or 3<sup>rd</sup> degree burns more than a 4 palm size area, heat stroke, disoriented.)

#### **YELLOW - Priority 2:**

- **Serious injury or illness, evacuation may be delayed if necessary.**
- (Ex: Significant trauma, unable to walk, 2<sup>nd</sup>-3<sup>rd</sup> degree burns less than 1-3 palm size areas.)

#### **GREEN - Priority 3:**

- **Minor injury or illness, non-emergency transport.**
- (Ex: sprains, strains, minor heat related illness.)

#### **BLACK/DECEASED:**

- **Dead or Dying, will not be transported**
- (Ex: No respirations, massive blood loss or burns)

*\*\*Once medically evaluated, medical triage category can be upgraded or downgraded based on medical assessment and consideration of evacuation resources and transport times \*\**



# NON-MEDICAL IWI CONSIDERATIONS



### ***Aviation Mishap***

- Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Describe the nature of mishap.
- Identify type of aircraft.
- If fire is involved, take appropriate action per training and qualifications.
- Injuries – follow **ICS-206 WF, Medical Plan**.
- Secure and/or isolate the incident area.
- Off-Site – maintain contact with communications, give situational updates as needed.
- Request additional resources if needed.
- If possible, without causing injury to self or others AND situation dictates (fire is imminent, aircraft is going to move), rescue any victims following medical protocols and level of training.
- Reference 2018 Incident Response Pocket Guide “Aircraft Mishap Response Actions” (page 62).
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

### ***Hazardous Material (Haz Mat)***

- Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Isolate, secure the area, and **prohibit** entry.
- Assess nature of release (i.e. gas, liquid or solid).
- Stay upwind/upgrade/upstream.
- Provide information as to possible type of material from:
  - DOT Placard number for vehicles; and/or
  - NFPA 704 (Diamond) Placard for fixed facilities.
- Injuries – follow **ICS-206 WF, Medical Plan**.
- Reference 2018 Incident Response Pocket Guide “Haz Mat Incident Operations” (pages 36-38).
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

### ***High/Low Angle Rescue***

- Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”
- Request the frequency be cleared.
- Assume command and consider assigning tasks.
- Injuries – follow **ICS-206 WF, Medical Plan.**
- Develop a primary plan and consider a contingency (the what if?) (i.e., cannot extricate by ladder, need to use aviation).
- Describe details of rescue and request resources and/or equipment needed.
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

### ***Law Enforcement***

- Contact incident communications and declare nature of emergency, i.e. “Communications – Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Nature of the situation.
- Injuries – follow **ICS-206 WF, Medical Plan.**
- Request any needed assistance.
- Protect yourself and others from harm.
- Move away from the hazard if possible.
- Do not engage subject if possible.
- Do not disturb the scene.
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

### ***Search and Rescue***

- Contact incident communications and declare nature of emergency, i.e. “Communications – Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Provide situational specifics (i.e. a crew member fell and is trapped on a ledge; a hiker lost within the incident area).
- Injuries – follow **ICS-206 WF, Medical Plan.**
- Protect others from being a part of the problem.
- Assess possible rescue options based on training, experience, and available equipment.
- Reference 2018 Incident Response Pocket Guide “Missing Person Search Urgency” (page 42).
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

***Vehicle Accident (Extrication, Haz Mat, and/or Medical)***

- Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Declare and describe the “type” of incident (i.e. vehicle accident, number of victims, description of injuries, extrication needed, and/or fuel spill).
- Type and number of vehicles involved.
- Are these assigned incident resources (equipment/personnel)?
- Injuries – follow **ICS-206 WF, Medical Plan**.
- Fire and or Haz Mat involved?
- Secure the scene.
- Reference 2018 Incident Response Pocket Guide “Vehicle Accident Operations” (page 35).
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

***Wildfire Entrapment, Shelter Deployment, and/or Burnover***

- Contact incident communications and declare nature of emergency, i.e. “Communications – Division A, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Declare the nature of the emergency.
  - Burnover, mass casualty, number of injuries and number of those involved.
- Conduct a personnel accountability survey.
- Injuries – follow **ICS-206 WF, Medical Plan**.
- Size-up situation to include nature of incident, number of injured, patient assessment(s) and location (geographic description and GPS coordinates if possible).
- Develop a primary plan and consider a contingency (the what if?).
- Request resources and/or equipment.
- Secure scene for investigation.
- Reference 2018 Incident Response Pocket Guide “Burn Injuries” (page 111) and/or “Multi-Casualty Triage System” (page 113).
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

### ***Night Emergency Helispot Operations Guidelines***

(Night Vision Goggles NVG)

(Night Vision Systems NVS)

- Identify helispot during day light hours and note hazards.
  - Refer to 2018 Incident Response Pocket Guide “Helicopter Landing Area Selection” (page 50).
  - Increase the Safety Circle and Touchdown pad specifications.
- Identify Helispot Manager.
- Ascertain and communicate latitude and longitude (GPS) of helispot.
- Confirm direct radio communication with aircraft.
- Place and secure a perimeter by hanging or placing glow sticks around a 100’ by 100’ helispot.
- **All headlamps/headlights will be turned off** other than the person assigned to marshal in the aircraft.
- Do not look at aircraft with headlamps on.
- The aircraft marshaler will be positioned to signify wind direction.

### ***Incident Command Post Emergencies***

- Call 911 and Medical Unit Leader for serious injury and/or serious vehicle accident.
- Contact incident communications and declare nature of emergency, i.e. “Communications -Plans, emergency traffic.”
- Assume command and consider assigning tasks.
- Request the frequency be cleared.
- Injuries – follow **ICS-206 WF, Medical Plan**.
- Document all information in unit log.
- Resume unrestricted radio traffic when situation is mitigated.

## **COMMUNICATIONS/MEDICAL**

### ***Incident Emergency Operating Picture***

Upon arrival on the assigned Incident priority tasking is that of the common operating picture to support the IWI and to provide for continuity of ongoing operations as required.

#### ***Agenda Items:***

- Establish IWI Call Group in Teams (based on designated incident position from Alaska Team Groups)
- Obtain IWI Phone for RADO/INCM use and publish phone number
- Obtain Maps and “D” sized 206s for IWI area posting
- Ensure Medical area has Primary Communications setup in their area, MEDL has secondary Communications (night)
- Establish IWI Communications Room Setup
  - Primary Comm.
  - Group phone

- Maps
- “D” sized 206CS 206 WF)
- Phone List, Air Operations Summary & Medical Plan (I
- Establish and setup IWI Support Area (next to or near Communications) for IC, OPS, Air OPS
  - Comm. Radio/speaker system
  - 2<sup>nd</sup> radio for Air to Ground
  - Maps
  - “D” sized 206 WF
  - Awning
  - Tables and Chairs
  - Signage
- Establish IWI Meeting Room for C and G section leaders
  - Comm. Radio/speaker system
  - Spare batteries
  - Functional Check-In form
  - Current IAP
  - Markers
  - Batteries for radio
  - Maps
  - “D” sized 206 WF
  - Paper copies of IWI plan
  - Signage for IWI Meeting Room (facilities)
  - C and G check out Logs radios

## **A.II ALASKA IMT CAMP EMERGENCY PLANNING GUIDE**

The intent of this guide is to establish a common operating picture for the development and implementation of incident specific Camp Emergency Plans and define the associated roles and responsibilities for that Plan with an emphasis on accountability. This guide provides a framework for activating and coordinating a camp **Evacuation** or **Shelter in Place** response should a camp have the potential to be threatened by wildfire or other hazard. All Alaska IMT Command and General Staff (C&G) members and those that may be assigned Camp Leadership roles (as determined by C&G) are responsible for reviewing this planning guide **AND** understanding their respective roles and responsibilities in Camp Emergency Plan preparation and activation. It is recommended that all AK IMT members review or are briefed on this guide for situational awareness.

For the purpose of this guide, a “Camp” is defined as any facility or location used by the Alaska IMT. The Alaska IMT C&G as a whole and specific C&G positions are identified as “Team” positions (e.g., Team C&G, Team Safety, etc.). The functional Camp Leadership is defined as the highest-level leadership (of at least unit leader level, if possible) for each section present at the camp (other than ICP) and are identified as “Camp” positions (e.g., Camp Logistics, Camp Plans, etc.).

### **ROLES AND RESPONSIBILITIES:**

All roles and responsibilities can be delegated or re-assigned as necessary by Team C&G and/or Camp Leadership to accommodate all complexity levels but **MUST** be identified in the Camp Emergency Plan and Camp Leadership Emergency Plan Meeting(s) and be communicated to the Team C&G.

#### **Everyone:**

- Review and understand the Camp Emergency Plan (Evacuation or Shelter in Place) applicable to their camp. Ask questions.

#### **Camp Leadership (Camp Section Leads):**

- Defined as Camp Sections Leads of at least unit leader level. This may be adjusted for smaller camps with lower-level leadership.
- Reviews and understands the Camp Emergency Planning Guide.
- Attends Camp Emergency Planning Meeting(s) (at threat level **Likely/“Get Ready”** or before).
- Develops accountability and notification plans for all personnel within their section (at threat level **Likely/“Get Ready”** or before).
- Distributes Camp Emergency Plan **AND** communicates accountability reporting and notification processes to all personnel (including vendors/contractors within their section (at threat level **Likely/“Get Ready”**).
- Maintains 100% accountability for section at threat level **Likely (“Get Ready”)** and higher.
- Prepares section to evacuate or shelter in place while maintaining critical functions at threat level **Likely /“Get Ready”** and higher.

### ***Camp Logistics:***

- Prepares Camp Emergency Plan(s) with Team Safety, Team Operations and Team Logistics.
- Identifies and validates Evacuation Site(s) and Rally Point/Shelter in Place locations (with Team Safety).
- Prepares Land Use Agreements as needed (or delegates to Team or Camp FACL).
- Prepares camp for wildfire threat (moving equipment, adjusting services, etc.).
- Prepares to support camp personnel with essentials (food, water, etc.) at evacuation site or for duration of shelter in place.
- Ensures communication plan is in place while en route to the Evacuation site (i.e., use of radios or cell phone, and what channel/number to use if needed).
- **If no Camp Plans is present**, will take on all responsibilities listed under Camp Plans.

### ***Camp Plans:***

- Notifies Camp Leadership of initial camp threat level and every change in threat level.
- Coordinates Camp Leadership Emergency Plan Meeting initiated by Team Safety at threat level **Likely (“Get Ready”)** or before if needed.
- Coordinate and/or deliver All-Camp Briefing(s) on Camp Emergency Plan (work with Team/Field Safety).
- Single POC for final Camp Accountability. Confirms accountability with each Camp Section Lead.
- Reports to Team Plans with final Camp Accountability each time it is collected.
- Maintains communication with Team Safety and Team Operations for threat level changes and other direction once the Camp Emergency Plan is activated.
- Relays all information from Team Safety and Team Operations to Camp Leadership.
- **If no Camp Plans is present**, all items listed above will default to Camp Logs.

### ***Team C&G:***

- Approves Camp Emergency Plan(s) and notifies Camp Leadership of plan approval.
- Notifies Section/Unit Leads of initial camp threat level and every change in threat level.
- Distributes Camp Emergency Plan(s) to their Section/Unit Leads at camp threat level **Likely (“Get Ready”)** or before if needed.
- Briefs Section/Unit Leads to coordinate/restrict activities that may impact the affected Camp.

### ***Team Operations:***

- Works with Team Safety on determining the initial camp threat level, daily threat assessments and developing trigger points.
- Assists Camp Logistics in Camp Emergency Plan development and identifying evacuation sites and rally points/shelter in place locations.
- Coordinates with Team Safety and Camp Logistics in selecting the most appropriate Emergency Plan at threat level “Get Ready” if more than one Plan was approved for a single location.



- Provides guidance/input to Camp Logistics on the most effective camp preparations in an evacuation or shelter in place situation (e.g., safest place to move equipment, vehicles, etc.).
- May delegate duties as needed to Camp Operations.

**Team Plans:**

- Notifies Team C&G of initial camp threat level and every change in threat level.
- Single POC for final Accountability Reporting from Camp Plans.
- Reports to Team C&G on Camp Accountability and other pertinent updates from Camp Plan regarding Camp Emergency status.

**Team Safety:**

- Assists Camp Logistics in Camp Emergency Plan development, identifying evacuation sites and rally points/shelter in place locations, and approves final locations. Validates final site selection(s).
- Determines initial camp threat level and re-assesses camp threat level daily (or more frequently if warranted).
- Notifies Team Plans and Camp Plans of initial threat level and any change in threat level.
- Works with Team Operations on trigger points to evaluate or up/down grade camp threat level.
- Initiates Camp Leadership Emergency Planning Meeting(s) with Camp Plans.
- Participates in All-Camp Emergency Plan Briefing(s) or delegates to Field Safety.
- Available to Camp Leadership for additional assistance as needed.
- May delegate duties as needed to Field Safety (if present).

**CAMP THREAT ASSESSMENTS:**

On arrival to the incident, Team Safety will coordinate with Team Operations (and FBAN/LTAN if present) to determine the initial camp threat level (i.e., the probability of camp being impacted by wildfire or other hazard). The camp threat Level will be re-assessed daily (or more frequently if warranted). Threat level is based on the following probabilities:

- *Remote*
- *Possible*
- *Likely (“Get Ready”) (Green)*
- *Highly Likely (“Set”) (Yellow)*
- *Imminent (“Go”) (Red)*

The threat level will be used to trigger specific actions in the Camp Emergency Plan(s).

**CAMP EMERGENCY PLAN DEVELOPMENT PROCESS:**

Camp Emergency Plan(s) will be developed for each camp when the initial threat level is determined to be **“Possible”** or higher. The Plan(s) should be completed and approved by Team C&G within approximately **5 days** of arrival to the incident, or sooner if the initial camp threat level is determined to be Likely or above. Not every camp will require an Emergency Plan (i.e., camp threat level is **“Remote”**).



The Plan is intended for distribution to Team C&G and all Camp Leadership upon approval and then further distribution at threat level **Likely (“Get Ready”)** to all Team positions (as applicable) and all Camp personnel, including vendors/contractors. Follow the process outlined below.

- 1) Initial camp threat level is determined by Team Safety and Team Operations (with FBAN/LTAN) to be **“Possible”** or higher. (If the camp threat level is **“Remote”**, no Plan is needed.)
- 2) Camp Logistics will begin developing the Evacuation or Shelter in Place Plan (or both) on arrival to camp. Input will be provided from Team Operations, Team Safety and Team Logistics.
- 3) Camp Logistics will use the Plan templates provided with modifications as needed.
- 4a) If Evacuation is selected as the best option:
  - Camp Logistics/FACL, Team Safety and/or Team Operations will identify possible camp evacuation locations and rally points.
  - Camp Logistics **AND** Team Safety will scout, validate, and select the final site(s).
  - Camp Logistics/FACL will start the Land Use Agreement (LUA) process with Finance. (Do not activate/open LUA until needed.)
- 4b) If Shelter In Place is selected as the best option:
  - Camp Logistics **AND** Team Safety (with input from Team Operations) will determine the Rally Point and/or Shelter in Place locations. **Note:** The rally point and shelter in place site may be at the same location.
- 5) Camp Logistics will submit DRAFT Camp Emergency Plan(s) to Team Plans for C&G review **within approximately 3 days of arrival to the camp.**

### **CAMP EMERGENCY PLAN APPROVAL PROCESS:**

- 1) Team C&G will review the Plan(s) and identify issues/concerns. Camp Logistics will resolve the issues/concerns (with input from Team Safety, Team Operations and others as needed) and re-submit the plan(s) for final approval.
- 2) Team C&G and Incident Commander (IC) will approve the final Camp Emergency Plan(s) after all issues/concerns have been resolved. This approval should occur within approximately **1-2 days** of receiving the Draft Plan(s) and within approximately **5 days** of arriving at the incident.
- 3) Team C&G will notify Camp Leadership of plan approval.

### **CAMP EMERGENCY PLAN IMPLEMENTATION:**

Beyond the initial camp threat level determined on arrival to the incident, Team Safety will notify the Team Plans **AND** Camp Plans of **every change** in threat level for the duration of the incident.

- Team Plans is responsible for notifying Team C&G and, at threat level **Likely (“Get Ready”)** or higher Team C&G are responsible for notifying their sections/unit leaders.

- Camp Plans is responsible for notifying the Camp Leadership and, at threat level **Likely (“Get Ready”)** or higher, Camp Leadership is responsible for notifying all of their camp personnel.

\*See the [Camp Threat Level Notification Tree](#) on page 7.

### **Camp Threat Level is **LIKELY (“GET READY”)**:**

- 1) Team Safety notifies Team Plans and Camp Plans, who then notify their respective leadership (Team C&G and Camp Leadership) of the camp threat level change to **Likely (“Get Ready”)**.
- 2) Team Safety in coordination with Team Operations, FBAN/LTAN (if present) and Camp Logistics will select the appropriate Camp Emergency Plan if multiple options were approved for the same location (e.g., select Evacuation over Shelter in Place **OR** select Evacuation Site 1 over Site 2).
- 3) Team C&G will distribute the selected plan to their Section/Unit leaders as needed. Section staff should be briefed of the situation in order to coordinate and/or restrict activities like buying team deliveries, incoming/outgoing resources, or other items that may affect the threatened Camp.
- 4) Team Safety and Camp Plans will initiate a **Camp Leadership Emergency Planning Meeting** to:
  - Initiate Camp Emergency Plan.
  - Ensure each Camp Section Lead has reviewed and understands the Camp Emergency Planning Guide **AND** the Camp Emergency Plan itself.
  - Confirm the camp-wide notification plan (who will notify who within each section) and the notification method(s) to communicate “Get Ready, Set, Go” stages and other emergency messages (e.g., phone call, text group, logs radio, in-person, or combination of methods).
  - Ensure each Camp Section Lead has an accountability plan (who will report to who) for **ALL** resources in their section (including names & phone numbers).
  - Consider use of an Alert Signal (e.g., Air Horn blasted three times), how it will be used, and communicate that in the Camp Emergency Plan/All-Camp Briefing.
  - Make minor revisions to the Camp Emergency Plan to provide more situation specific details before Plan distribution to the camp. Any changes must be sent to the Team Plans for distribution to Team C&G.

**NOTE:** Camp Sections with few personnel or no unit leader level presence may be adopted into other sections for notifications and accountability purposes (e.g., there are only 2 Finance personnel in camp, and they are adopted by the Plans section for notifications and the accountability roster). This should be decided at the Camp Leadership Emergency Planning Meeting.

- 5) Camp Leadership will distribute the Plan and notify **ALL** personnel including vendors/contractors (and any off-site service providers) to **“Get Ready”**. Follow your section notification plan.



**Ensure each individual understands the Plan, knows what actions to take to “Get Ready”, knows who will notify them, and knows who they will report to for accountability.** (Use the blanks provided on the Plan Template.)

- 6) Conduct an All-Camp Briefing (lead by Camp Plans) to practice camp notifications and accountability plan, review Rally Point location and evacuation route or shelter in place location (if different than Rally Point) and ask questions.
- 7) Begin camp preparations to **“Get Ready”** to Evacuate (leave camp with little notice) or to Shelter In Place for the duration of the threat. Preparations may include (as applicable) but are not limited to:
  - Move all equipment, vehicles, supplies, etc. (that will remain in place) to the safest location possible, away from the likely direction of threat. (Discuss with Team/Camp Operations and/or Team Safety.)
  - Prepare to support all personnel with essentials (e.g., food, water, access to porta potties, etc.) while sheltering in place or while at the evacuation site.
  - Pack up personal tents/gear or centralize camping areas.
- 8) Limit incoming and outgoing resources to essential functions and maintain 100% accountability for any resources that leave camp (e.g., operational supply deliveries, potable water truck refills, etc.).
- 9) Some camp functions may be limited or unavailable at the **“Get Ready”** stage (e.g., showers, laundry, caterer, etc.)

**Camp Threat Level is **Highly Likely (“SET”)**:**

- 1) Team Safety notifies Team Plans and Camp Plans, who then notify their respective leadership (Team C&G and Camp Leadership) of threat level change to **Highly Likely (“SET”)**.
- 2) Team C&G will notify Section/Unit Leaders as needed. Section staff should be briefed of the situation in order to coordinate and **restrict** activities may affect the threatened Camp.
- 3) Camp Leadership will notify **ALL** camp personnel to report to the Rally Point.
- 4) Camp Section Leads will do an accountability check at the Rally Point and report to Camp Plans. Camp Plans will then report Camp accountability to Team Plans.
- 5) Further instructions will be provided at the Rally Point based on the situation. Instructions may include (as applicable), but are not limited to:
  - Secure all computers, documentation, and other valuable items in vehicles.
  - Line up vehicles and test the evacuation travel communication plan (e.g., command radio & channel, logs radio & channel, or cell phone & contact number) in preparation to evacuate.
  - Set final preparations to shelter in place.

- 6) If Evacuating, Camp Leadership should confirm with Team/Camp Operations or Team Safety that evacuation route(s) and site is still viable.
- 7) All camp personnel should be “Set” to evacuate or shelter in place at this time.
- 8) **NO** non-operational resources are to leave camp. Emergency exceptions may be permitted but **MUST** be approved by Camp Section Lead and communicated to Camp Plans. *All incoming resources/deliveries should be held at ICP or other locations.*

**Camp Threat Level is IMMINENT (“GO”):**

- 1) Team Safety notifies Team Plans and Camp Plans, who then notify their respective leadership (Team C&G and Camp Leadership) of threat level change to **Imminent (“GO”)**.
- 2) Team C&G will notify Section/Unit Leaders as needed. Section staff should be briefed of the situation in order to coordinate and **restrict** activities may affect the threatened Camp.
- 3) Camp Leadership will notify **ALL** camp personnel we will “GO” and provide instructions as applicable.

**3a) If Evacuating:**

- All personnel will line up in vehicles to depart with evacuation travel communication plan in place (if not already instructed to do so).
- Recommend spreading Camp Leadership throughout the evacuation caravan (some at beginning to lead, at middle and at end). Suggest Ground Support representative and/or mechanic (if possible) be at the end to address mechanical issues.
- **BEFORE DEPARTING**, Camp Section Leads will do an accountability check and report to Camp Plans. He/she will report to Team Plans.
- **ON ARRIVAL**, all personnel will report to their Camp Section Leads for accountability at the evacuation site. Camp Section Leads will report to Camp Plans who will report final camp accountability to Team Plans.
- Camp Plans will remain in communication with Team Operations and Team Safety for updates/instructions and will relay all messages to the Camp Leadership/brief all camp personnel as necessary.
- All personnel will remain at the evacuation site until otherwise instructed.

**3b) If Sheltering in Place:**

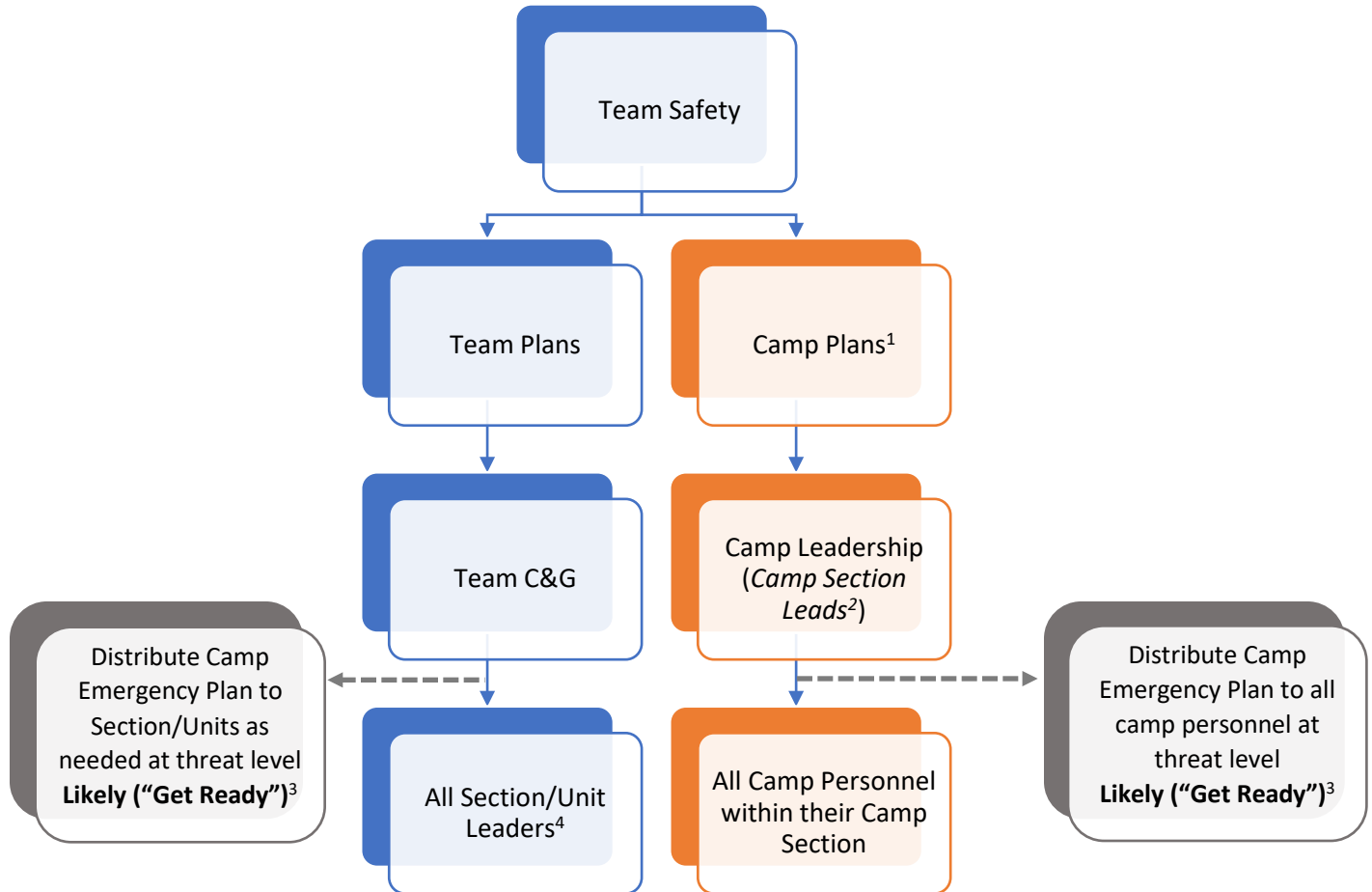
- All personnel will meet at the Rally Point/Shelter in Place location and report to their Camp Section Leads for accountability.
- Camp Section Leads will report to Camp Plans who will report final camp accountability to Team Plans.
- Camp Plans will remain in communication with Team Operations and Team Safety for updates and instructions and will relay all messages to the Camp Leadership/brief all camp personnel as necessary.
- All personnel will remain at the Rally Point/Shelter in Place location until otherwise instructed.

- 4) Most camp functions will be unavailable at this time (e.g., caterers, supply deliveries, etc.). ***All incoming resources/deliveries should continue to be held at ICP or other locations until the threat has passed and camp functions resume.***



## CAMP THREAT LEVEL NOTIFICATION CHAIN:

This diagram shows the camp threat level notification flow beginning with the Team Safety. The Team Safety is responsible for determining the daily camp threat level (in coordination with Team Operations) along with providing notification of every change in threat level (up or down). **Note:** At camp threat level **Likely (“Get Ready”)**, Camp Emergency Plans should be distributed by Team C&G and Camp Leadership along with the threat level notifications.



<sup>1</sup>This will default to Camp Logistics if no Camp Plans of at least unit leader level is present.

<sup>2</sup> Camp Sections with limited personnel or no Unit Leader level representation may be incorporated into another Section for notifications and accountability reporting.

<sup>3</sup>At threat level Likely (“Get Ready”), the Camp Emergency Plan should be distributed beyond the Team C&G and Camp Leadership to the applicable Section/Unit Leaders and ALL camp personnel, along with the threat level notification.

<sup>4</sup>Team Section/Unit Leaders should notify/brief their staff of camp threat levels as needed to coordinate and/or restrict deliveries, incoming resources to the camp, or other items that may affect the impacted Camp.

## HOW TO USE CAMP EMERGENCY PLANNING TEMPLATES:

Evacuation and Shelter in Place Plan templates are provided.

**Select** a template (either Evacuation or Shelter in Place), **replace** the capitalized text in parenthesis and add/edit any details pertinent to the camp or situation. Be specific to your Camp. Include an evacuation route map and rally point location map or shelter in place map on page 2 and any other instructions specific to your situation. If using an Alert Signal (e.g., airhorn), explain how, when and for what purpose it will be used in the Plan.

Before the Plan is distributed to all personnel (at threat level “Likely”), fill in the blanks for the following fields (these can be handwritten):

- **You Will Be Notified By:** Name(s) of the person who will notify each individual of threat level changes.
- **You Will Report To For Accountability:** Name of who each individual should report to for accountability.
- **Travel Communication Plan** (Evacuation Plan Only): Fill in with the communication device (e.g., radio, cell phone, etc.) and designator (e.g., channel, phone number, etc.) that will be used for communicating while traveling from the camp to the evacuation site.

**Example:** The Food Unit Leader is responsible for notifying the Catering staff of Get Ready, Set, Go status. However, the Catering staff is to report to Camp Logistics for accountability. The Camp Emergency Plan is to Evacuate.

- “You Will Be Notified By:” *Food Unit Leader – John Doe.*
- “You Will Report To For Accountability:” *Camp Logistics – Jane Smith.*
- “Travel Communication Plan:” *Logs Radio, ch. 3*

**Optional:** Complete and include the section/unit roster for notification/accountability plans (if not already completed in another document). Consider attaching the **camp phone list** to the Plan for distribution.



## CAMP EVACUATION TEMPLATE



### CAMP NAME – DATE

1. (CAMP NAME) Emergency Plan is to **EVACUATE** to (EVACUATION SITE NAME).
2. **Evacuation Location: (ADDRESS OR BEST DESCRIPTION)**
3. (ROUTE & MILEAGE). See Map on back.
4. The trigger point to begin the evacuation process will be determined by Operations and Safety.
5. Once the trigger point has been reached, “Get Ready, Set, Go” will be implemented.
  - a. **GET READY** – Evacuation is likely. Evacuation plan will be distributed. Notifications will be made to ALL personnel, including vendors, to “GET READY” to leave camp. All-Camp Briefing will be held.
  - b. **SET** – Evacuation is highly likely. ALL personnel will be notified to meet at the “Rally Point”, report to their Camp Leadership for accountability, and await further instructions. Everyone should be “SET” to leave at this time.
  - c. **GO** – Evacuation is imminent. ALL personnel will leave camp for (EVACUATION SITE NAME).
6. When arrive at (EVACUATION SITE NAME), ALL personnel must report to their Camp Leadership for 100% accountability and remain on site.
7. (CAMP ACCOUNTABILITY POC – POSTION & NAME HERE) will remain in communication with Operations and Safety for further direction.

•  
**You Will Be Notified By:** \_\_\_\_\_

**You Will Report To For Accountability:** \_\_\_\_\_

**“Rally Point” Location (in Camp):** \_\_\_\_\_

**Evac. Travel Communication Plan (e.g., radio & channel, cell phone #, etc.):**

\_\_\_\_\_

(MAPS AND DIRECTIONS HERE)  
(OTHER INSTRUCTIONS AS NEEDED)





## CAMP SHELTER IN PLACE TEMPLATE



(CAMP NAME – DATE)

1. (CAMP NAME) Emergency Plan is to **SHELTER In PLACE** at the Rally Point.
2. **Rally Point Location:** (DESCRIBE LOCATION IN CAMP.) See Map on back.
3. The trigger point to begin the Shelter in Place process will be determined by Operations and Safety.
4. Once the trigger point has been reached, “Get Ready, Set, Go” will be implemented.
  - a. **GET READY** – Shelter in Place plan has been distributed. Notifications are made to ALL personnel, including vendors, to “GET READY”. ALL- Camp Briefing will be held. Begin camp preparations.
  - b. **SET** – Camp is highly likely to be threatened by wildfire. ALL personnel will be notified to meet at the Rally Point for additional ALL-CAMP Briefing. Report to your Camp Leadership for accountability. Everyone should be “SET” to Shelter in Place at this time.
  - c. **GO** – ALL personnel will be notified to meet at the Rally Point **AND** report to their Camp Leadership for accountability. Everyone is to remain at the Rally Point until instructed otherwise.
- 
5. Camp Leadership will maintain 100% accountability of all personnel for the duration of the Shelter in Place order.
6. (CAMP PLANS OR DELEGATE) will remain in communication with Operations and Safety for further direction.

You Will Be Notified By: \_\_\_\_\_

You Will Report To For Accountability: \_\_\_\_\_

(RALLY POINT LOCATION MAP/DIRECTIONS HERE)  
(ADDITIONAL INSTRUCTIONS)





## **A.III ALASKA IMT FORWARD OPERATING BASE MODEL**

### **\*2019 INCIDENT NOTES & BEST PRACTICES**

#### **INCIDENT COMMANDER**

Ideally a Deputy IC would be sent to the Forward Operating Base to represent the IMT. If no DPIC is available, the IC should designate a spokesperson, ideally an IMT C&G member, to serve as lead at FOB. The IC should deliver clear intent to the IMT regarding FOB representatives, their authorities, and ensure every IMT member knows the workflow and processes necessary to run a FOB model.

Functional representatives assigned to FOBs should be vetted and chosen carefully. Ideally, a functional rep would have skill sets in multiple section units to accommodate the assortment of needs that arise in the field.

#### **INFORMATION**

##### ***Forward Operating Base (FOB)***

One PIO who essentially wears both the PIO and LOFR hat. ICP PIO and FOB PIO should determine duties and responsibilities in the event of an IWI.

##### ***FOB PIO tasks:***

- Fulfilling the on the ground tasks, including participating in the radio briefing, sending operational intel and inputs back to the PIO at ICP, writing updates and transition documents, trapline both the internal (FOB, helibase) functions, the village, relationship building, and maintenance.
- Curating the photo and video library on behalf of the IMT by using a modern smart phone to take pictures, video clips and receive air drops from fire personnel.
- Call-in radio interviews with the appropriate stations.
- “Tooling Up” to make sure that the high tech functions are able to happen.
  - Best practice to use “Whatsapp” to call and text whenever wifi or data is available. Install and setup contacts/test app before leaving the road system.
  - Use a VPN (Virtual Private Network) to bypass social media filters at public schools etc.
  - Use a quality lapel microphone for interviews, and test before leaving road system.
  - A tripod or gimbal to stabilize digital camera or smart phone.
  - Changing settings to enable Wifi calling before leaving the road system in anticipation of not having reliable cell service.
  - Extra thumb drives to send photos, videos and documents back to the ICP from the FOB.
  - Personal power strip and charging cables.
  - Personal printer.
  - Understanding of how to post to YouTube.



- Have all log-ins and permissions for Firenet (better to be added as a member to the drive), [akfireinfo.com](http://akfireinfo.com), FB, Inciweb or anything else being used.
- Understand how to record a podcast style update on your smart phone, lap top and consider using Soundcloud.
- SD cards and card reader
- Speaker ball as backup for team and for other uses (personal, mood in the FOB, community meetings)

## ICP

Minimum one PIO who takes care of the PAO needs, ICP planning cycle, media needs, AA needs, VIP visits, IWI and serves as the team interface. This PIO is also the advocate for the FOB PIO. In the event that there is no wifi available at the FOB, the ICP PIO serves as the advocate for satellite data to ensure that the Delegation of Authority objectives are met. Sending a spot tracker, hotspot with data plan, rental iPad or other device to support the FOB PIO. Each situation will be different, but the ICP PIO will need to push to overcome any potential barriers, obstacles or “poverty consciousness” issues.

### ***ICP PIO tools/duties include:***

- Laptop, printer, Firenet account, tripod, lapel mic, gimbal, speaker ball, thumb drives
- Posts photos and videos from shared Firenet drive or FOB thumb drives to FB, YouTube, and Inciweb. This requires an understanding of numerous platforms, how they work together, and what to do depending on what the FOB PIO has for connectivity.

**Example:** The FOB PIO can upload video to the google drive but not Facebook. The ICP PIO then downloads and uploads to both FB and YouTube. The YouTube platform is the best for creating 503 compliant captions, and offers non-Facebook users (or those who have it blocked) an alternate viewing platform.

**Example:** The FOB PIO can only upload to YouTube due to lack of Firenet access or other issue/blockage. ICP PIO downloads the video from YouTube and then uploads to Facebook, and determines which link to embed in the [Akfireinfo.com](http://akfireinfo.com) post depending on overall “records retention” strategy that should be developed in coordination with the Public Affairs Officer.

- Has an understanding of operational timing and work arounds that support the FOB PIO. This timing should be consistent so that the FOB PIO can get into a rhythm with their other duties (trapline, radio calls, meeting schedule, field trips to the fireline.) FOB PIOs are often on foot or bicycle.
  - Update should be pushed on a Google Group email list from the Incident Firenet drive as early as possible.
  - Depending on connectivity, update then goes to [akfireinfo.com](http://akfireinfo.com) as a blog post and to Inciweb.





- Work with FOB PIO and IMT members with relevant relationships/social media influence to connect with those in the impacted communities who would be willing to share the IMT messaging on their social media platform. This best practice does not need to be limited to the high tech side. One of the guiding principles of the information strategy should be “Meet people where they are”. Ask questions, find out how the impacted populations get their information, and reach out and find ways to amplify the message.

**Example:** The Beaver Village Council allowed Chalkyitsik PIOs to become “managers” of the Beaver Village Council Facebook page in order to post and cross post messaging. Local influencer can also share to their personal page and/or print and post the pdfs of the update and the map that arrive into their inboxes daily.

- First thing print and post in-briefing and chow areas the National and Alaska situation reports. Separate the Six Minutes of Safety page and post alongside.
- Prepare for AM OPS Briefing by reviewing the situation reports for notable items. Also find a relevant item from fire, national, world or sites of interest to include in-briefing
- Make contact with anyone attending AM OPS Briefing that is not usual fire overhead or personnel. For example village leaders or residents, Agency Administrators, stakeholders, civilians.
- Utilize apps such as “WhatsApp” or web-based text messaging as an effective and efficient way to stay connected with staff in remote locations. Voice calls, texts and photos can be exchanged between FOB and ICP.
- Video Operational updates (these fires have a larger audience then possibly perceived).

***Meeting the Objectives of the Delegation of Authority when operating out of a FOB***

- Timely and accurate information
- Keeping internal and external audiences informed
- Maintaining and strengthening relationships
- Contributing to the transparency and “show the work” mission of the modern PIO unit

**SAFETY**

***Success***

- A SOF2 at the FOB became the focal point for collecting all safety concerns and issues from the field. FOB SOF2 participates in morning operational radio briefings and serves as the information conduit to the ICP SOF2.

***Pitfalls***

- Having command staff totally isolated from the incident limits daily or bi-weekly personal interaction and leaves the ICP SOF2 without a valid perception of the daily operations. Hearing and seeing are two different things. To project a meaningful



message, I believe that a person should actually be a part of the operations, at least occasionally.

### ***Remote Fire Implementation***

- Staffing an incident with senior or qualified SOF at a FOB as stated earlier is critical. The ICP Safety should be provided the opportunity to have personal interaction with the personnel in the field. ICP SOF2 should consider one or two overnight trips to the FOB to gather information and increase situational awareness.

## **OPERATIONS**

### ***FOB***

- Place Field Ops definitely as close to the incident as possible. Planning ops could be located either place but it makes sense to have them at ICP. Communication between Field and Planning Ops is critical to download necessary information throughout the day.
- Trying to keep the footprint small at the FOB is understandable but there are a few key positions that must be at the FOB: D-IC, OPS, OPS t or DIVS, ASGS or AOBD, INCM, MEDL or MEDL t, Logistics position or two, PSC3 or leader position, Finance position, STAM (AK), PIO, SOF.
- Housing for pilots at the FOB was challenging. Borrowing aircraft from local unit saved the day. Space at BLM Field Stations station was tight. Finding alternate housing options was a huge hurdle.

### ***Communications***

- Base radio from the field to the ICP is desired but not necessary. Commo between the field and FOB is necessary.
- Radio briefings with ICP is nice but not required if it can be facilitated at the FOB.
- Meetings over the phone worked as long as both sides of a functional area were communicating prior. A better system would be nice.
- Video briefings/updates sent to the ICP kept the Planning OPS informed. Also used to brief the ATGS prior to them launching to the incident. Video briefings were used to update the Agency Administrators.
- Satellite Wifi is critical for long-distance success. Being able to communicate between ICP and FOB would have been much more difficult with satellite phones only. We used to operate with limited calling opportunities but more is expected of teams these days.

### ***Resource Ordering/Demobilization***

- Aircraft ordered from the L-48 must have ability to stay 21 days. Costs for a 14-day assignment only is not worth the cost of flying them up.
- Crew kits for T2IA and T1 crews should be different than standard EFF Bags.



Unnecessary items become a hassle for the staging area. Crew kits for the established crews should include yellow tarp, tools, saws, cookware, visqueen, fusees, bug dope, head nets.

- Crews need to fly from town to FOB with red bags and tools. Too many crews early on did not receive their bags or kits and were useless for a couple of days.
- Operations need to plan for time-delay in receiving resources, especially those traveling from the L48.
- Demobilization also needs 3-day planning as well.
- When a team is demobing crews to the L48, involve the Duty Office as to what they need. They were initially left out of the plan during the demobing of the Cornucopia Complex.

### ***Transfer of Command***

- Allow the team to take full control of the assigned fires. Trying to go in 'softly' allowed for confusion of processes (ordering, fixed-wing flights, etc.). Rescind Delegations of Authority of ICT3s. If the reason for ordering a T2/T1 team is to make things easier on the zone or expanded dispatch, allow the team to have control as they see fit.

### ***Zone Considerations***

- Zone SOPs need to be given at each team in-brief. When the last Black team took control of the combined complexes, there were two different demobilization plans. Other discrepancies were discovered as the week progressed.
- Zone SOPs need to include: phone numbers, ordering processes for supplies, aircraft, medical calls, etc.
- With AFS on an Army Base, there are extra layers of clearance and access. Zone/Duty Office SOP's will help DMOB through the process. Don't try to make up a process without including the Duty Office.

## **AIR OPERATIONS**

Air Operations should be structured similar to Operations. Having a 'FOB AOBD' alongside the Field Ops. Then have a second AOBD working as a 'Planning/ICP AOBD' sitting with Planning Ops in Fairbanks. This is due to the complexity and amount of aviation support in AK. Unfortunately, it's very difficult to have any aviation oversight or situational awareness of the air operations when the AOBD is sitting in Fairbanks. The ASGS would be used as needed in the forward bases.

### ***Best practices***

- Have a single point of contact (aka Flight Coordinator) at each FOB and one in Fairbanks to schedule and coordinate all logistical air flights (AOBD would still order and coordinate tactical missions).



- Planning AOBD would review and monitor the daily DOP so the FOB AOBD could focus on fire operations. There needs to be an easy standard for DOP requests. ICP AOBD would then be able to personally work with the local dispatch and AICC.
- Order a standard category Recon/Logistics fixed-wing aircraft on the 'pre-order.' This is the same as ordering helicopters, helibase trailers and other incident required items. In AK this would be a multi-mission capable aircraft and would be valuable to both operations and logistics.
- Implement the 'Fuel Boss' for support of remote fueling sites.

## **PLANNING**

### ***IMT Configuration***

- Forward Operating Bases
  - A FOB is established in a village to support an incident while the ICP and IMT C&G are positioned in town.
- C&G counterparts
  - Ideally each function would have a representative located at a FOB.

### ***Operations Briefing Radio Simulcast***

- Depending on communication capabilities, morning operations briefings can be facilitated and hosted at the FOB. The remainder of the IMT can listen to the briefing via telephone from Town.
- Radio briefings are generally the rule off the road system in Alaska. Most operational resources are located at spike camps, and support personnel in camp or ICP. Using a handheld radio while briefing a live audience serves both purposes. Briefing while holding a handheld radio can be awkward for some, and it takes a bit of practice to manage both the live audience and clearly communicate to the field.
  - PA adapters for handheld King radios are available. Contact AFS Communications for information on procuring one.

### ***Communications***

- Short video clips taken at FOBs and sent back to functional counterparts improve the sense- making of distant counterparts back in town. It really helps paint a picture of what the FOB and surroundings look like, making it easier to sympathize with challenges and make decisions.

### ***IAP Distribution***

- IAPs are produced either at ICP or FOB, depending on E-Isuite and printer availability at FOB. If they are produced in town, they are sent to FOB on fixed-wing flights. QR codes with link to FTP will allow WiFi connected locations to download electronic IAPs.

### ***Projections Meeting***

- An operationally led projections meeting is a useful tool for IMT C&G. This allows



Operations to “paint a picture” of activities planned for the next 72 hours, and each item is recorded on an easel pad in front of the group. Logistics follows Operations lead and plans appropriately to support operations in the coming days. This improves logistical readiness and ability to support operations, as tactical supplies and equipment can take 48-72 hours to procure and make it to FOBs in Alaska.

- Meeting with your functional counterparts via telephone and other cooperating sections *prior* to this meeting ensures readiness, smooth flow, and a timely meeting.

### **Local Briefings**

- Information and intel gathering: Attending the daily UYT dispatch, or local area dispatch office morning briefings are helpful to stay connected with the local office and visit face-to-face with counterparts in expanded.

### **Web-based Products**

- The Daily Operations Plan (DOP) is posted by UYT dispatch (only on the internal website) and a good tool to reference for daily flight schedules to/from FOBs. Additionally, if the state is in PL 4 or higher, a daily Alaska Multi-Agency Coordinating (AMAC) Group/AICC product should be posted. This should contain incident priorities, (tactical) aircraft assignments, and NICC jet schedules, if applicable. This product has been called “coffee notes” in the past.

### **Communications**

- Voice over IP (VOIP)
  - Although cellular service may be limited to certain carriers or non-existent in rural Alaska, a decent WiFi connection at a school or Tribal Hall will allow some IMT members to use VOIP while connected to WiFi. It is important to note that WiFi (VOIP) assisted calling be enabled on your “smart” device while in good cell service before arriving in Villages or locations not covered by cell service.
- Email
  - Email accounts, hosted in Firenet incident account or otherwise, are important to establish and assign to FOB personnel. Two users can work out of the same account to exchange information between ICP & FOB.

### **IT**

- Computers & Printer/Copiers
  - A few computer workstations, one for each functional representative, and at least one copier/printer should be setup at FOB.

### **E-Isuite**

- How to remotely access E-Isuite
  - An E-Isuite site server listens on IP port 59123 for data connections. There needs to be an inbound firewall rule on the E-Isuite server that allows clients to



connect on that port. For clients that are not located at ICP there are multiple options for connecting remotely. On one incident, a port forwarding rule was applied to the school

firewall. This rule was restricted to the inbound IP address of the Village School ISP.

- For E-Isuite printing to work all clients (remote and local) must use the same URL to access the E-Isuite site server. To accomplish this you must know the public IP address assigned by the ISP servicing the ICP. On this incident this was coordinated with the IT department of the ICP host location (school, etc.).
- If you have any additional questions you can contact the Alaska IMT ITSS.

### ***GISS Mapping and Distribution***

- Facilities in rural Alaska often lack the space and infrastructure (bandwidth) needed to support efficient GISS operations and map production, and if internet is available, often “drain” the usage/service for other functions.
  - Remote map production: placing GISS and map production in town is feasible. Although there is a bit of time lag getting maps to field personnel – it is accepted as best practice if it cannot be supported closer to the incident.
- Alaska Known Sites Database (AKSD)
  - It is important to get a briefing from state geospatial representatives to get direction on their expectations for using and updating the AKSD. This has also become a standard assigned incident objective delegated by agencies. Be sure the incident SITL and GISS contact these reps at the beginning of assignment to ensure proper workflow.

### ***Naming Conventions***

- FOB, Base Camp, Spike Camp, Staging Area, etc....
  - Avoid naming with a similar designator (ex: using the same fire name) than the incident or ICP. Unique naming established early will ensure supplies and equipment are delivered to the correct location.

### ***Strategic Planning***

- Strategic Planning Meetings are attended by Agency Administrators and hosted by the IMT. Ideally they would be held every 72 to 96 hours, or as strategic updates are needed, during the life of the incident. The updates provide AAs and IMTs a common operating picture, and serve as a platform to discuss incident strategies going forward.

### ***Village/Incident Flight Planning & Incident Demob***

- Logistical flights to/from FOBs and/or staging areas are coordinated with dispatch or expanded. Determining who performs this, and establishing a workflow is important for logistics flights to run smoothly. An (Alaska) Staging Area Manager or designated ‘Flight Coordinator’ is appropriate. The ICP DMOB coordinates flights to points beyond the incident jetport, while the logistics flight coordinator facilitates “internal” flights



to/from FOBs.

## **FINANCE**

### ***Briefing***

- Invite the entire section to attend so everyone gets the same message.
- Time recorders at briefing to collect CTR's and shift tickets – also be able to get questions answered – if any from resources.
- Briefing at remote location is a radio briefing and the finance personnel also attends the briefing.

### ***Functional Representative***

- FOB finance personnel also collect the CTRs and shift tickets.
- The FOB finance and ICP Finance use the same email address for correspondence with each other as well as sending emails to whomever. This is monitored frequently. Because this mail box is used by multiple people. For remote demobs, getting signatures and questions answered, it is very important for everyone using this mail box to manage their messages and keep the inbox current and old messages filed. This is how we operate for our daily business.
- Essential – have qualified finance personnel in forward operating base to be successful. This person or people are the ones making contact with the resources.
- Communication is high priority when a forward operating base is used. Someone monitoring this email account is critical. Phones don't always work.
- If resources are not listed in the IAP for demob, always make sure a general message was generated for the demobed resource before processing financial record.
- Finance Chief attends the daily meetings along with the C&G from ICP and counterparts at the forward operating base.
- Meet with or correspond with INBA on a daily basis – time dependent on INBAs schedule.
- Using Remote demobing – all financial processing is completed at ICP with all information being sent from the forward operating base via email and then hard copies flown in and delivered to Finance section at ICP.
- All COST is accomplished at ICP.
- COMP and Claims are processed as needed. All the forms should be completed and forwarded to COMP at ICP for completion.

### ***General Process***

- Offer an INTERIM payment to ALL resources after 14 shifts.
- Email Forest Service casual pay 288s to Albuquerque Service Center. This needs to be done regularly- hold no longer than 3 days.



- Send BLM casual pay 288s to Alaska Fire Service for processing.
- For State of Alaska EFFs and State of Alaska employees – give 288s to resource to take to their area office for processing. Make sure you have used the state accounting code.
- All contract and service payments are given to Alaska Fire Service for processing and payment if you are at a BLM incident in the Fairbanks area.

## **LOGISTICS**

The main objective of this document is to provide guidelines for the Logistics Section of any team that is ordered to manage a remote operation in the future. Several items will have to be determined early on and listed below are some key components that could help make the mission a success. Following the key components are the explanations and the supporting documents for a few mission critical sections.

### ***Key Components for Success***

- Pre-planning – Early Decisions
- Connections with Village Chief
- Forward Operating Base (FOB)
- Potable Water Source
- Transportation
- Contingency Plan – Food and water
- Redundant Supply Chain
- Communications
- Medical
- Supporting Documentation for Communications, Medical and Food Order form

### ***Key Component Summary***

#### ***Pre-planning – Early Decisions***

- Determine right at the beginning of the team’s deployment the surge capacity of a given remote operation for facilities and infrastructure to support fire operations. If it is going to overwhelm the local community a strategic approach to setup one or several Forward Operating Bases (FOBs) should be established. ICP locations are typically roadside in major cities located in schools, fairgrounds and other municipal facilities that can accommodate the critical infrastructure needed to support team functions. The intent would be to provide basic Logistical functions at the FOB with full support from the ICP. Both areas of logistics (the FOB and ICP) requires team members to perform multiple roles and remain flexible in any given task. Having team members with knowledge in other areas of logistics will contribute to the team’s success. This concept allows only mission critical players to be at the FOB and diminishes the amount of overhead needed. Example of Logistical functions at ICP versus FOB - LSC or trainee can





be sent to Remote Village followed with a SUPL, INCM, MEDL and FACL keeping the impact at the FOB minimal but effective. At the ICP in town, a LSC, ORDM, FUDL, COML, FACL and MEDL. This could provide the functional support for a small contingent of Logistics in the field. Keep in mind that the FOB is in a small community and an extended stay FOB can wear out its welcome. We should always strive to maintain good relationships.

### ***Connections with Village Chief***

- The Village Chief is the best point of contact for providing information and Intel on available resources and contacts within the community to aid in Logistics and Fire Operations. This also addresses the cultural sensitivity and awareness to show respect for their authority and leadership within their community.
- Local hiring needs to be coordinated through the host zone and Village Council.

## **FORWARD OPERATING BASE (FOB)**

With help from the Village Chief or local point of contact find a building to setup and operate as a FOB, if possible a functional airstrip, and potential pilot sleeping should also be sought. Work in close coordination with the Village Chief securing approved land to acquire an agreement for crew camping, supply area, helibase and necessary Land Use Agreements as needed.

### ***Potable Water Source***

First priority would be to obtain a water test from the local Village if available, or order a test if needed. Add a secondary filtration system to ensure improved taste and safety. Use this water source to fill cubies for crews instead of hauling as air freight that could increase transport costs and take up critical space/weight needed for other supplies. This will also mitigate safety concerns for the operation as multiple flights increases exposure and risk.

### ***Transportation***

Hire local resources for transportation and camp needs, make sure to get EERAs in place. Rental equipment could be very difficult to send to a FOB, however local villagers may have four wheelers with trailers, bicycles, pickup trucks, dozers and flat bottom river boats to rent to the fire. Local transportation agreements are important and require less logistical support.

Demands of fire operations will accelerate the necessity of replacement parts for equipment. A best practice would be to request an exception from the IBA to purchase needed parts for repair and then fill out the necessary Comp/Claims paperwork later. Understanding that this is not a normal practice but will greatly enhance the efficient repair of critical equipment needed for operations. The delay in turnaround time from the ICP in town to remote villages can impact daily operations quite significantly.



Having a GSUL or EQPM at the FOB would benefit the team (just the first couple of days of operation) to help secure the necessary equipment, resources and complete inspections for EERAs.

The use of bicycles at the FOB is an effective mode of transportation.

### **Air**

Assign a flight coordinator to place and track all personnel flights to/from ICP/FOB. Obtain a Daily Operating Plan (DOP) for planning purposes. Make sure to have a clear process set up with the local Dispatching Center that would allow email and communication coordination on flights.

### **Contingency Plan – Food and water**

Secure two to three days' worth of water, food, fuel (in addition to the 3 day Alaska Standard) and necessary items to continue operations if smoke/weather restricts supply flights at the FOB. This should be ordered and prepared to go with initial overhead if possible to FOB to establish a good baseline to support operations. Backhaul excess as soon as conditions permit.

### **Redundant Supply Chain**

Create a redundant supply chain from ordering to delivery, this will help eliminate supplies or orders slipping through the cracks or repeat orders.

### **Supplies**

- A best practice would be to have all orders placed from the FOB to the ORDM at ICP, ORDM will number each order for future tracking and send to Expanded. Expanded will send to the Warehouse or Buying team. Assign an RCDM to track the orders from ordering to transport at the RAMP. The RCDM attaches a copy of the original order before air transport, this will ensure supplies go to the right crew. The RCDM will prioritize the deliveries based on priority or critical needs. The FOB would contact the LSC at ICP with delivery priorities.

### **Fresh Food**

- Ordering starts with crews to DIVS, then to FOB Logistics, documenting orders from each crew on food order forms (see attached form). The order is then compared to actual crew numbers listed in the IAP and cross checked to make sure no orders were missed or duplicated. Orders are then sent to expanded dispatch with a follow up phone call from ICP ORDM to verify the order was received and verify numbers from the field. When the order arrives at the warehouse the RCDM verifies the order again with the original order and then sends it to the plane as a priority order. Upon arrival at the FOB the deliveries are cross checked another time with original order and then sent to the field. Using a track and delivery method with an order coming from the field allows for fact checking the numbers to avoid errors.



### ***Communications***

- Do not assume that traditional radio nets can or need to be established to include a remote ICP, or that traditional line briefings and communications responsibilities can or should be replicated for distant and often minimally staffed fires. Always staff remote FOB communication units with INCM or COML, not unsupervised RADOs or COMTs.
- See Supporting Documentation Section for further details.

### ***Medical***

**See Supporting Documentation Section for details**

## **SUPPORTING DOCUMENTATION**

### ***Medical Unit***

Provide an incoming Medical Unit Leader with a best practice approach to facilitate the delivery of Emergency and Non-Emergency medical care on incidences within Alaska in an economical, efficient and safe procedure

### ***AK Medical Unit Overview***

The Bureau of Land Management's Alaska Fire Service (AFS) and the State of Alaska's Division of Forestry (DOF) jointly offer incidents, field stations, and staging areas; a program that provides Emergency Medical Services and limited occupational health related medical care. The name of this program is the Alaska Interagency Wildland Fire Medic Program (AK FMP). This program consists of carefully selected & specially trained Emergency Medical personnel (Fire Medics), medical equipment and supplies. This program can provide standardized medical care anywhere in the State of Alaska. The Fire Medic Program is a State certified Emergency Medical Provider Service.

### ***Key Concepts***

Prior to arrival in Alaska, the incoming MEDL is contacted by the FMPC and given a quick run- down on the situation and a face-to-face meeting is scheduled to provide a detailed operational introduction to incident medical support in Alaska. It is desirable that incoming MEDLs be introduced to and if possible, visit AK FMP cache operations. All medical equipment and supplies to support incidences are facilitated through these caches. The unique medical supply ordering procedures will be covered at that time.

All out-of-state resources are required to watch the set of Alaskan Orientation videos. These videos introduce personnel to the unique aspects of incident operations in Alaska. A packet (USB thumb drive) is given to the incoming MEDL with all pertinent AK FMP publications. These include, but are not limited to, FMP policy documents,



standard operating guidelines, standing orders and protocols, kit inventory lists and appropriate forms. These items help explain the day-to-day field operations of the program. The incoming MEDL will be able to receive and check out appropriate medical kits for direct ICP support if not already on site. AK Fire Medic positions are filled with the most qualified and experienced Emergency Medical Technicians/Paramedics available. Medics used in this program are carefully selected, experienced and professionally competent, and practicing, licensed or certified by the State of Alaska. They are approved by the Program's medical director/physician sponsors.

Reciprocity: The State of Alaska EMS office is the certification authority for EMTs and the State of Alaska medical board is the licensing authority for paramedics. Any questions about reciprocity for out-of-state EMTs and paramedics can be directed to Lezelda Fiebig 907.414.9349. It is the FMP's practice to seek and receive reciprocity of all out-of-state EMT/PM's before they are deployed to the field. This process normally starts before the resource leaves their home unit, and is completed before their arrival in Alaska.

### ***Traditional Medical Unit Operations***

Most traditional Team Assignment ICP locations are roadside and the medical unit will be located in these locations, ie; schools, fairgrounds and other municipal facilities. Traditionally, there will be one MEDL and a trainee can be ordered to fill the purpose of getting more trained MEDL in Alaska via the priority training program as well as reducing the workload for the MEDL on large incidents. The MEDL will order Line Medic Personnel as appropriate to staff the Divisions and contract local ambulance services if available. All Medical Emergencies generally runs through a command channel all the way to ICP for the MEDL to activate and coordinate the transport of patients to definitive care.

There is only one lead MEDL that will handle all medical emergencies, orders from the medics, daily accountability, patient visits, work with ICP personnel to provide required paperwork, order required medical overhead and consolidate ordering and distribution for supplies from the field and the orientation of arriving medics. Communications to and from the field to the medical unit and other incident positions is a critical factor. Communications on Alaska incidences normally require a variety of equipment including regular VHF radios, cell phone (with boosters as needed) and satellite phone equipment (with a station support as needed), along with reliable and effective access to the Internet.

### ***Forward Operating Base Medical Unit Operations***

If a remote Forward Operating Base is established away from the main ICP, make sure to establish a Medical Unit in that location. In order to establish a chain of command to avoid confusion for medical personnel and incident personnel alike, either have a dual



MEDL role with two MEDLs. (General concept here being there is only one ICP. There may be other physical locations like spike camp, staging area, branch operations) One for operations and one for planning. There is only one lead MEDL. That position will normally be at the ICP filling the plans position. The operations MEDL will handle all medical emergencies, orders from the medics, daily accountability and patient visits. The planning MEDL will work with ICP personnel to provide required paperwork, order required medical overhead and consolidate ordering and distribution for supplies from the field and the orientation of arriving medics. An incident with this model definitely needs two MEDL's, you might be able to incorporate a MEDL(t) depending in the training/strength/experience thus far of the MEDL(t). If only one MEDL is available, alternate contingencies would have to occur to set up an effective operation. The MEDL may be better suited to be at the remote location, but would need connectivity and communications to handle all other duties necessary to function successfully. Additional resource help might include trainees, FMP Lead Medics or IMSM.

## **LESSONS LEARNED FROM CHALKYITSIK & CORNUCOPIA COMPLEXES**

- Check-in with the FMP as early as possible upon notification of assignment.
- Review all documents and policies/procedures on paperwork and ordering of medics and supplies before leaving for ICP.
- Place resource requests ASAP, but make sure to contact FMPC first so that FMPC can start looking at available options and begin reciprocity process for possible out-of-state medics.
- Make a note that there are only a very few private Ambulance companies for hire in Alaska depending on your geographic location.
- More information will be available through the FMP or Home Unit.
- Run a Mock Medical Exercise early on in the incident to flush out communication problems or holes in current the Medical plan.
- Track Medical equipment issued to the fire, if needed request a copy of the issuing documentation from the FMP.
- Closeout with the FMPC to ensure all equipment, medications and paperwork is accounted for and a clean package can be handed off to the next incoming MEDL or to the Home Unit.

### ***Communications Unit***

#### **Locate IMT COML at ICP, multiple COMLs in field as needed**

- The Incident Command Teams COML responsibilities are focused at the ICP, and needs to be based there. If the complexity of the incident requires it, field based COMLs may be attached to the team and located in Forward Operating Base (FOB) Base Camps to provide unit management, support and coordination for communication operations: there is no deputy position for COML, so the multiple COMLs need to be identified as FOB or ICP COMLs with responsibilities



clearly understood. If a position needs to be in three places at one time, get three people.

### **Locate INCM at any FOB. No RADO without INCM at FOB Base Camp**

- The minimum level of oversight in ICS is Manager: a RADO should not be unsupervised or expected to perform without qualified supervision. Consequently, the minimum communication unit position in a remotized expanded incident should be Incident Communication Manager (INCM), a qualification needed to ensure that the fireline is adequately supported and that policies and procedures are followed. The INCM and the RADOs are the operational unit of the Communications Unit in direct support of the fireline and medical emergencies. The INCM is able to determine if further staffing with RADOs is required due to workload or night fireline operations. Note that communications staffing with only an INCM is limited to 17 hours: adding an off-shifted RADO could provide up to twenty hours. Placing a RADO in swing or night shift can provide 24-hour coverage but will require day sleeping capability

### **If no Communications Unit in FOB Base Camp**

- Operations and Medical are responsible for monitoring fireline emergency communications normally handled by INCM. If no Medical unit, then Operations is responsible. If too much impact to Ops, order INCM. If the situation prevents the presence of a communication unit on site, the responsibility of emergency communication acknowledgement and response will need to be clearly established, defined and briefed to all personnel on that incident location. “Call Operations on Command”, “Call Safety on Command” and/or “Call Medical Unit Leader on Command” instead of “Call XYZ Base Camp Communications on Command” needs to be clearly understood by the line. It is better to get an INCM in place, but merely because the incident is being managed by a Type 2 or 1 Organization does not prevent using the same simplified communications systems that are normally used on a Type 3 or IA Incident. If all that is needed is someone to answer phones and/or monitor that there is traffic on the radio and alert Ops or Med, a local hire can fill that need with minimal impact of the FOB: you do not have to be a qualified RADO to talk on the radio so long as no tactical or emergency traffic is being handled by the person filling the messaging position.

### **Use proper ICS for all radio communications to anchor understanding of roles**

- If a communication unit is in place, it should be properly addressed on the radio as “Base Camp XYZ Communications” if in a shared communications net, or just “Communications” if on its own net: it should never be addressed as “ICP Communications”. Operations is Operations, Medical is Medical. Confusion over what is ICP and what is not breeds more confusion.



### **Emergency Contact**

- Immediately establish the appropriate responsible location for emergency contact and response and brief and re-brief all personnel so that they understand the plan, especially if non-standard. Remoted communications is inherently fragile and at risk of technological failure as well as difficult to support. All fireline support (Command) communication should be controlled and staffed as close to the fireline as possible, with the fewest possible components. Responsibility for emergency support should be delegated to the closest feasible organization in order to provide best support for the fireline. If medical emergencies are reported on Command directly to the Medical Unit at a minimally staffed FOB Base Camp, personnel need to understand that clearly.

### **Avoid linking together Command Repeater nets**

- It results in overwhelming Operations and the fireline with radio traffic that is not relevant to them. If the Team has delegated emergency response to FOB Base Camps, there is no need for the ICP to be tied into the Command Radio net. Once any communications network is established is must be staffed and maintained: avoiding duplication results in reduce personnel and clear command and control from the appropriate location. Build communications systems around real needs and not just “wants” based on past practices. If no identifiable need exists for ICP to access radio, do not build in that capability.

### **Provide satellite phones to all parties remote from cell or Command Repeater coverage**

- Just as cell phones have become crucial to communications in most areas, satellite phones can be crucial in remote Alaska locations: the infrastructure currently provided by commercial communications is far better than any system that fire provides. DIVs need satellite phones should repeaters fail due to delayed COMT response to remote fly-to repeater sites.

### **All Communication Technicians should be directly managed by a COML**

- Not on standby in the field. COMTs in ICS work directly for the COML and should not be positioned in a remote field location or expected to coordinate activities without COML management. It should not assumed that a COMT can perform the duties of a COML in developing priorities and coordination of duties, much less serve as a Lead: there is no “Lead” or Manager level for COMTs in ICS.

### **Use modern technology**

- To overcome distance even if it changes the format of communications. Use existing telephone links with reservable AFS conference bridges to connect participants via cell and satellite phone pathways. Avoid fragile long range radio backbone systems.



- The best way to communicate a briefing is face-to-face: when that is not feasible the fire community has implemented radio briefing directly over incident Command Repeater. Fireline personnel may be located outside of Command Repeater range due to distance or terrain, especially in site and allotment protection missions. Remoted fires in Alaska are often so removed from each other that each needs its own tailored briefing, which may require multiple briefings, generated from the FOB Base Camp, supported as needed by the ICP.
- Fireline briefings can be accomplished to remote areas through the use of a telephone bridge with all interested parties dialing in on hardline, cell or satellite phones, with external speakers attached as needed and/or interfacing with actual Command Repeater frequencies.

#### **Know cell phone coverage and local carrier**

- Activate internet connectivity before going to the field. Many villages now have cell systems, but not all cell phones will work on that system. IT will generally try to activate router based internet cell phone access in Base Camps to allow localized cell phone coverage, but the internet connectivity on the individual phone must be activated before going to the remote site. Do not expect multiple “hard line” phone lines in village Base Camps locations.

#### **IMT COMLs should evaluate conditions in the field, not reports of condition**

- IMT COMLs should visit FOB Base Camps that do not have a COML to evaluate conditions and needs and to communicate directly with personnel there and on the fireline: assuming that communication needs are being addressed based on other people’s reports is not good enough, and Alaskans will often accept conditions that should rather be addressed and improved.

#### ***Ensure that the field understands real limitations***

And develops alternatives that are viable with their situation and location.

Solutions and capabilities that exist in the Lower 48 may simply not be feasible in remote Alaska. Alternative solutions require flexibility and expectations need to be adjusted to both physical and financial limitations.



