

INCIDENT MANAGEMENT TEAM EXPECTATIONS

The following document is representative of the expectations of a formal Incident Management Team of incoming resources assigned to a large wildland fire. This document discusses SAFETY, CONDUCT & BEHAVIOR, OPERATIONS, LOGISTICS, and FINANCE. It is included here to help familiarize LAFD personnel operating at a large incident with what is normally expected of them at such an incident. Most Federal and State agencies, and some County agencies, routinely operate in this environment and are already familiar with the items discussed in this handout.

This particular document is from the OLD FIRE (October-November 2003), which was managed by a Type I Incident Management Team (Mortier). The LAFD sent two Type I engine strike teams and an Agency Representative to this incident.

The OLD FIRE burned 91,281 acres north of San Bernardino City. Six lives were lost along with 970 structures were lost.



EXPECTATIONS

WELCOME TO THIS INCIDENT AND THANK YOU FOR YOUR COOPERATION!

This document is provided to all resources assigned to this incident to ensure the expectations and procedures are understood. If you have any questions about these expectations contact your supervisor or a member of the Incident Management Team's Command and General Staff (C&G). Any adjustments are subject to approval by a member of the Incident Management Team's C&G.

SAFETY

Everyone assigned to this incident can expect an assignment that follows all safety rules and regulations. Every person is expected to perform his or her duties in compliance with all known safety practices at all times. Anything less is unacceptable.

Emphasis areas - The most recent emphasis in the safety arena is the implementation of what is known as the Thirtymile Accident Prevention Plan. There are several mandatory action items that will be strictly enforced on this fire. These action items are in addition to or enhance existing safety practices. These actions, in concert with all the existing safe practices, work together to result in a safe work environment.

- **Work-Rest Cycles** - The 2-for-1 work-to-rest ratio is mandatory. For every two hours of work, you will be required to rest for one hour. Every effort shall be used to limit work periods to a maximum of 16 hours. The appropriate member of the C&G shall approve any work over 16 hours in advance, and provide justification on pay document prior to submitting to IC for signature. During the extended attack and fire team transition, work exceeding the 24-hour initial response period must be approved by the IC and Agency Administrator and documented.
- **Position Qualifications** - Personnel shall only be assigned to positions for which they are qualified. Proof of qualifications shall be provided prior to being assigned to any fire line position. Non-fireline positions may be filled based on the word of the employee pending home unit confirmation, which must be requested immediately.

Contract dozer operators, tactical water tender operators and contract fallers must provide proof that they have received fire shelter training. If not, this training must be received prior to going to work on the fire line.

- **Ten Standard Orders and Eighteen Situations** - Inspections shall be conducted by the Incident Management Team to insure compliance with the 10 Standard Fire Orders and mitigations of the 18 Watch Out Situations. Results of these inspections shall be documented.

- **Performance Evaluations** - Fireline individual overhead evaluations and crew performance evaluations shall include discussion of compliance with the 10 Standard Fire Orders and mitigations of the 18 Watch Out Situations.
- **Disengagement** - When the implementation of planned strategy and tactics cannot be implemented safely, fireline overhead shall disengage resources from the affected area until strategies and tactics are adjusted to ensure actions are in full compliance with the 10 Standard Fire Orders and all of the 18 Watch Out Situations.

CONDUCT AND BEHAVIOR

- **Use of Motels** - When a fire camp is available, the use of motels at government expense must be approved by the Incident Commander in advance.
- **Alcohol and/or Drugs** - Alcohol and/or illegal drugs are NOT allowed within the incident environment. Local Law Enforcement Officials will be called to deal with apparent civil/criminal violations. Each employee has the responsibility to be ready, willing, and able to perform the duties for which they are qualified.

Incident management officials do not have the means to determine if the consumption of such substances impair the judgment or performance of an individual. In order to protect the involved employee and others on the incident, people assigned to this incident who are observed consuming alcohol or drugs, on or off duty, are assumed to be unfit for duty.

- **Sexual Harassment** - We expect everyone assigned to the incident to act in a professional manner. Inappropriate actions or comments will not be tolerated. You have the responsibility to stop inappropriate actions or comments immediately upon becoming aware of such. What we PERMIT, we PROMOTE. Sexual harassment must be reported to the Human Resources Specialist, or Incident Commander if a Human Resources Specialist has not been assigned. When outside of your designated sleeping area, you are required to wear at least a shirt, appropriate shorts, and shoes or sandals. If you need clarification of these expectations, contact the Human Resource Specialist before you assume that your interpretation is correct.

Expected Behavior Around Inmates - On some incidents inmates are used for various assignments, both in camp and on the fire line. Inmates are assigned specific areas in which to work and sleep. You shall keep out of inmate sleeping areas. Innocent actions on your part may result in serious consequences for an inmate and yourself. For example, under state law, it is a felony to communicate with any prisoner or give or receive any letter, writing, reading matter, or item without the permission of the custodial officer in charge. All incidents involving inmate behavior that you feel may be inappropriate must be reported to the Security Manager.

OPERATIONS

Operational Briefings

- Briefing times will be posted.
- Attendance at operational briefings is required for all available fire line overhead, including Single Resource Bosses and above, and Trainees.
- Dozer operators, Water Tender operators, and fallers shall also attend unless represented by a Single Resource Boss or Strike Team Leader.
- Division specific briefings will be conducted in designated areas immediately following.
- The Operations Section Chief will inform the principal assistants (Division Group Supervisors and/or Branch Directors) of any additional specifics regarding briefing/debriefing procedures.
- Branch / Divisions will review CIIMT 3's *Division Supervisor Expectation's Document* prior to their first operational period.

Engagement/Disengagement

- The 10 standard firefighting orders are firm rules of engagement and will be followed. Everyone assigned to this incident can expect an assignment that follows all safety rules and regulations.
- Staying aware of your situation is critical. This includes Geographic area briefings, Incident briefings, and management of the 18 Watch-Out Situations, LCES
- Follow the Risk Management Process in the "Incident Response Pocket Guide".

Debriefing

- Branch Directors/Division/Group Supervisors will report to their Supervisor and Situation Unit at the conclusion of the operational period for debriefing, with emphasis on the accomplishment of objectives.
- All Unit Logs (ICS-214) will be turned in after the debriefing to Documentation showing accomplishment and/or special incidents that occurred during the occupational period, including 10 standard fire orders and 18 watch-out situations compliance requirements.

Performance Evaluations

- Fireline individual overhead and crew performance evaluations will be completed when there is superior or unacceptable performance or when requested by supervisor or subordinate.

LOGISTICS

ALL PERSONNEL WILL WASH THEIR HANDS PRIOR TO EATING AT THE DINING FACILITIES

- **Special Needs** - If you, or your crew, have any special needs (i.e., vegetarian meals or supplies not provided), let the Logistics Section Chief know. Your request will be considered and an attempt will be made to meet your needs, if deemed appropriate.
- **Supply** - All accountable supply items will only be issued to overhead or to the designated leader of the crews. Identification will be required prior to issuance. See instructions posted at the Supply Unit, on **ISSUE OF EQUIPMENT AND EXCHANGE PROCEDURES** (i.e. fire resistant clothing).

FINANCE

- **Crew Time Reports/Shift Tickets** - Ensure all time is accounted for and recorded each shift. Time records are to be signed by the next level supervisor or the individual responsible for supervising the equipment.
- **Crew Time Reports (SF-261)** - To be completed and signed by the next level supervisor for ALL RESOURCES assigned to incident. This serves as documentation only for agencies not being paid on a FIRE TIME REPORT (OF-288,) to ensure adherence to work/rest cycles and shift lengths.

Command and General Staff shall approve any work over 16 hours in advance, after the initial 24-hour period, and provide justification on pay document prior to submitting to IC for signature.

Meal breaks NOT TAKEN require an explanation in the remarks section of the SF-261. CONTRACT CREWS are an exception, according to their agreement.

- **Shift Tickets (OF-287)** - To be completed and signed by Government Representative supervising the equipment and contractor or contractor representative for each piece of equipment and submitted daily. Ensure that all equipment has been inspected, and inspections and the contract are on file.
- **Injuries/Claims** - Ensure that all injuries and potential claims are reported to the Compensation/Claims Unit for completion of appropriate paperwork. Contract claims will be handled by the Procurement Unit Leader.

We look forward to working with you as a valuable member of this effort. If you have any questions or feedback, please feel free to contact any Command & General Staff member.

HAL MORTIER
INCIDENT COMMANDER