

## CHAPTER 1 ORGANIZATION

### 1.1 ORGANIZATION

a. Technical specialists are activated when personnel with special skills are needed to support incident operations. The number of Specialists assigned will vary based upon the needs of the Incident Commander and Planning Section Chief. When activated, Specialists normally report directly to the Planning Section chief (see Figure 1-1 below).

b. The activities and procedures described in this manual pertain to the following positions (additional Specialists may be added):

1. Water Resources Specialist
2. Environmental Specialist
3. Resource Use Specialist
4. Training Specialist
5. Fire Behavior Specialist

Command System Organization

Planning Section Chief

Resources Unit Leader

Situation Unit Leader

Documentation Unit Leader

Demobilization Unit Leader

Technical Specialists

Water Resources

Resource Utilization

Environment

Training

Fire Behavior

Etc.

Figure 1-1 Technical Specialists and Planning Section Organization

## CHAPTER 2 CHECKLISTS AND PROCEDURES

The checklist of activities presented below should be considered as a minimum requirement for each of the Specialist positions. Users of this guide should feel free to augment this list as necessary. Note that some items are one time actions and others are on-going throughout the duration of the incident.

### 2.1 WATER RESOURCES SPECIALIST

#### 2.1.1 CHECKLIST

- a. Report to and receive briefing and special instructions from Planning Section Chief.
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies presently in effect.
- c. Collect and validate water resource information within the incident area.
- d. Prepare information on available water resources.
- e. Establish water requirements needed to support fire suppression actions.
- f. Compare incident control objectives, as stated in the plan, with available water resources and report inadequacies or problems to Planning Section Chief.
- g. Participate in the preparation of Incident Action Plan when requested.
- h. Respond to requests for water information.
- i. Maintain Unit Log (ICS Form 214).
- j. Collect and transmit records and logs to Documentation Unit at the end of each operational period.

#### 2.1.2 PROCEDURES The primary responsibility of the Water Resources

Specialist is to provide information on the location, type, and number of water resources and provide liaison with private and public sources of water. Major activities performed by the Water Resources Specialist are stated below. Following each responsibility are procedures for implementing the activity.

##### a. Participate in Planning Section Activities

1. Attend Planning Section operational planning meetings.
2. Provide information and advice concerning water resources as requested.
3. Receive applicable portions of Incident Action Plan.

b. Collect Information on Area Water Resources

1. Review available data to obtain general information about water resources in the incident area.
2. Verify accuracy and completeness of data (as necessary) by contacting water companies and owners of private water sources.

c. Prepare Report on Availability of Water

1. Prepare information on water availability and provide this information to the Situation Unit for display and dissemination.
2. Obtain information from pre-attack planning material consisting of maps and pictorial diagrams of water systems.
3. Record information on map(s), (e.g., location and type of water source, access routes to the sources) while other information may be provided in narrative format (e.g., total capacity of water sources, recovery rate).

4. Collect the following information:

(a) Type, number, and availability of water sources  
(NOTE: Permission of owner is required for use of private water sources)

- hydrants
- tanks
- pools
- private water tenders
- reservoirs
- lakes
- streams

(b) Location of water sources

(c) Access routes to water sources (location and condition)

(d) Capacity of available water

- gallons per minute (gpm)
- total gallons

(e) Recovery rate (gallons per minute)

d. Establish Water Requirements

1. Receive and review Incident Action Plan and other attachments to the Incident Action Plan, as applicable.
2. Determine the amount of water required to support the planned and alternative fire suppression actions.
3. Determine the amount of water required to support planned Logistics Section activities, e.g., potable water, watering non surfaced roads, etc.
4. Identify potential water problems.
5. Notify Planning Section Chief of problems and take appropriate action to correct water shortages by arranging for water delivery, main switching, pumping between systems, or employing other techniques.
6. Record action taken on Unit Log (ICS Form 214).

e. Respond to Special Water Supply Problems

1. Keep informed through own initiative or receive notification of water supply problem.
2. Evaluate reported problem to determine appropriate action.
3. Notify Planning Section Chief of recommended action, if appropriate, otherwise take independent action.
4. Record action taken on Unit Log (ICS Form 214).

2.2 ENVIRONMENTAL SPECIALIST

2.2.1 CHECKLIST

- a. Report to and receive briefing and special instructions from Planning Section Chief.
- b. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies.
- c. Collect and validate environmental information within the incident area by reviewing pre-attack land use and management plans.
- d. Determine environmental restrictions within the incident area.
- e. Develop suggested priorities for preservation of the environment.
- f. Provide environmental analysis information, as requested.
- g. Maintain Unit Log (ICS Form 214).
- h. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.

2.2.2 PROCEDURES The primary responsibility of the Environmental

Specialist is to provide information about environmental restrictions. The major activities of the Environmental Specialist are stated below. Following each responsibility are procedures for implementing the activity.

a. Participate in Planning Section Planning Activities

- 1. Attend Planning Section operational planning meetings.
- 2. Provide information and advice concerning environmental values as requested.
- 3. Receive applicable portions of Incident Action Plan.

b. Collect Area Environmental Information

- 1. Determine current incident area from the Situation Unit and potential fire area from Fire Behavior Specialist.
- 2. Review area data, including pre-attack land use and management plans to identify environmental values located in the incident area (e.g., watershed values, damage potential).

3. Validate accuracy of environmental value information using personal knowledge and by contacting other authorities as appropriate.
4. Assemble and record collected information.

c. Develop Suggested Priorities for Preservation of the Environment

1. Develop priorities for preserving the environment using the general control objectives of the Incident Action Plan.
2. Advise incident planners concerning environmental impact of alternative strategies in the preparation of the Incident Action Plan.

d. Provide Environmental Information

1. Receive request for environmental information.
2. Review request to determine if data needed to satisfy request was assembled.
3. Identify source of data (if not assembled).
4. Obtain any additional data needed.
5. Supply information to requesting party.
6. Record action taken on Unit Log (ICS Form 214).

2.3 RESOURCE USE SPECIALIST

2.3.1 CHECKLIST

- a. Report to and receive briefing from Planning Section Chief.
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.
- c. Collect information on incident resources as needed.
- d. Respond to requests for information about limitations and capabilities or resources.
- e. Maintain Unit Log (ICS Form 214).

f. Collect and transmit records and logs to Documentation Unit at the end of each operational period.

### 2.3.2 PROCEDURES The primary responsibility of the Resource Use

Specialist is to provide information about the limitations, capabilities, and restrictions of resources. Major activities performed by the Resource Use Specialist are stated below. Following each responsibility are procedures for implementing the activity.

#### a. Participate in Planning Section Planning Activities

1. Provide information and advice concerning use of resources as requested.
2. Receive applicable portions of Incident Action Plan especially portions dealing with assignment of resources.

#### b. Collect Information on Incident Resources

1. Contact Resource Unit to obtain additional information about the types of resources assigned to the incident and their specific assignments.

#### c. Respond to Requests for Information

1. Receive and respond to requests for information about limitations, capabilities, restrictions, or special instructions on the use of a specific resource (e.g., inmate crews, bulldozers, etc.).
2. Review request to determine if information needed to satisfy request is available.
3. Obtain any additional data needed.
4. Supply information to requesting party.
5. Record action taken on Unit Log (ICS Form 214).

## 2.4 TRAINING SPECIALIST

### 2.4.1 CHECKLIST

a. Report to and receive briefing and special instructions from Planning Section Chief.

- b. Inform Planning Section Chief of planned use of trainees.
- c. Review trainee assignments and modify if appropriate.
- d. Coordinate the assignments of trainees to incident positions with Resources Unit.
- e. Brief trainees and trainers on training assignments and objectives.
- f. Coordinate the use of unattached trainees.
- g. Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.
- h. Ensure trainees receive performance evaluation (as appropriate).
- i. Coordinate with head of ICS Evaluation Team on observed training needs within the ICS, if required.
- j. Monitor operational procedures and evaluate training needs.
- k. Respond to requests for information concerning training activities.
- l. Maintain Unit Log (ICS Form 214).
- m. Transmit Training Specialist records and logs to Documentation Unit at the end of each operational period.

2.4.2 PROCEDURES On multi-jurisdiction incidents, the Training Specialist position will be designated by the Unified Incident Command and will normally be from the agency with the greater jurisdictional responsibility.

Training officers from the cooperating agencies will be assigned to the designated incident training specialist.

The primary responsibilities of the Training Specialist are to 1) ensure that training assignments are implemented, 2) monitor operational procedures, and 3) evaluate training needs. Major activities performed by the Training Specialist are stated below. Following each responsibility are procedures for implementing the activity.

a. Participate in Planning Section Planning Activities

- 1. Attend Planning Section operational planning meetings.

2. Provide information concerning the use of trainees and training objectives.
3. Receive and review Incident Action Plan.

b. Develop and Implement Assignment of Trainees

1. Obtain roster of all trainees assigned to the incident.
2. Compare training assignment roster with list of Incident Command System Units activated.
3. Modify assignment list, if necessary, and coordinate with Resources Unit.
4. Inform Section Chiefs and Unit Leaders of trainee assignments
5. Brief trainees and trainers on training responsibilities and objectives.
6. If possible, monitor trainees while on the job and provide assistance and advice to trainees and trainers with approval of unit leader.
7. Detect any misassignment of trainees or trainers and arrange for proper reassignment.
8. Develop a roster of trainee assignments which includes:
  - (a) Name of trainee
  - (b) Unit assignment and position assigned within the unit
  - (c) Name of trainer

c. Respond to Requests for Information

1. Receive and respond to requests for information concerning planned and on-going training activities.
2. Review request to determine if information needed to satisfy request is available.
3. Obtain any additional data needed.
4. Supply information to requesting party.

5. Record action on Unit Log (ICS Form 214).

d. Ensure Trainees Receive Performance Evaluation Covering their Assignment(as appropriate)

2.5 FIRE BEHAVIOR SPECIALIST

2.5.1 CHECKLIST

- a. Establish weather data requirements.
- b. Verify dispatch of meteorologist (NOAA).
- c. Confirm that mobile weather station has arrived and is operational.
- d. Inform meteorologist about weather data requirements.
- e. Forward weather data to Planning Section Chief.
- f. Collect, review, and compile fire history data.
- g. Collect, review, and compile exposed fuel data.
- h. Collect, review, and compile information about topography and fire barriers.
- i. Provide weather information and other pertinent information to Situation Unit for inclusion in Incident Status Summary (ICS Form 209).
- j. Review completed Incident Status Summary report and Incident Action Plan.
- k. Prepare fire behavior prediction information at periodic intervals or upon request of Planning Section Chief.
- l. Maintain Unit Log (ICS Form 214).

2.5.2 PROCEDURES

The Fire Behavior Specialist is responsible for establishing a weather data collection system, and to develop required fire behavior predictions based on fire history, fuel, weather, and topography information.

The Fire Behavior Specialist relies upon a number of elements of the incident command system for information needed to develop predictions of

fire spread:

1. Meteorologist for weather reports and forecast.
2. Agency dispatch center for past fire history data (previous years).
3. Initial Attack Commander's Briefing report (ICS Form 201) for current incident fire history data and incident situation.
4. Situation Unit and Operations personnel for data on exposed fuels.
5. Situation Unit for information about incident topography and fire barriers and current incident situation.
6. Agency Dispatch Center for fire spread prediction information (or by local computer terminal, if available).

The major activities of the Fire Behavior Specialist are listed below. Following each activity are procedures for implementing the activity.

a. Obtain Unit Work Materials

1. Pick up unit work materials such as topographic maps, forms, logs, manuals, and supplies from the Planning Section Kit.
2. Kit is transported to Incident Supply Unit by the responsible agency.

b. Attend Incident Briefing

1. Attend briefing (if possible) and receive copy of Incident Briefing Form (ICS Form 201).
2. Obtain information on fire origin, wind characteristics, fuel type and age, fine fuel moisture, slope, fire status and suppression activities.

c. Establish Weather Data Requirements

1. Determine geographical area for which detailed weather data is required by reviewing current situation summary (Incident Briefing report) and from Planning Section Chief's briefing.
2. Obtain time intervals at which weather data is required from Planning Section Chief.

3. Give instructions to meteorologist and weather observers.
4. Repeat procedures as situation demands.

d. Activate Weather Information Collection System

1. Verify dispatch of NOAA mobile weather station through incident Communications Center.
2. Verify that mobile weather station has arrived at the incident and is operational through personal contact with the meteorologist.
3. Verify the availability of a communications link for receiving weather data by coordinating requirements with Communications Unit.
4. Receive regional and local weather reports and forecasts from the meteorologist and weather observers.
5. Evaluate information for compliance with established weather data requirements.
6. If the information is adequate, transmit a copy to Planning Section Chief for display and planning purposes, and for inclusion in the Incident Action Plan.

e. Prepare Incident Weather Summaries and Forecasts

1. Analyze regional and incident weather data.
2. Prepare appropriate weather summary and forecast.
3. Display weather information on Incident Command Post display.
4. Display wind speed, wind direction, humidity, and other information required by the General Staff.

f. Collect Incident Fire History Data

1. Contact the following (as appropriate) to obtain initial attack data (time fire started, time of first arrival of fire suppression resources), fire barriers, topography, weather data, and suppression action information.

- (a) Agency dispatch center(s)

(b) Relieved initial attack Commander's Briefing report

g. Collect Information Concerning Prior Fire History and Exposed Fuels Data

1. Obtain regional characteristics data.
2. Review maps to indentify exposed fuels in the incident area.
3. Verify completeness of fuels map by contacting Operations supervisory personnel and Environmental Specialist and through reports from Situation Unit.
4. Compile and record fuels data.

h. Collect Information About Topography and Fire Barriers (Other than fire barrier information relating to current fire suppression actions.)

1. Obtain fire barrier information from Situation Unit.
2. Obtain topography information from map.

i. Obtain Current Situation Status

1. Initially, obtain relieved initial attack Commander's Briefing report and later obtain current situation status information from Situation Unit.

2. Request any required additional situation status information from Situation Unit.

3. Compile and record collected information.

4. Receive Incident Action Plan for information concerning probable control operations and strategies. If plan has not yet been prepared, contact Planning Section Chief for this information.

5. Receive modifications to current Incident Action Plan from Planning Section Chief.

j. Prepare Fire Behavior Prediction

1. Receive desired fire prediction intervals from Planning Section Chief during briefing. Suggested intervals are 1, 2, 4, 6, 8 and 12 hours.

2. Use fuel, fire history, weather, topography, barrier, situation status and suppression action information to produce fire behavior predictions for specified time periods using best available technique.
3. Transmit predictions to Planning Section Chief and Situation Unit.
4. Repeat procedures in accordance with specified time intervals and upon occurrence of significant events.

k. Support Preparation of Incident Status Summary

1. Provide weather information and information about potential hazards that might result from weather conditions or fire behavior to Situation Unit.
2. Information is provided normally by meteorologist and unit leader and is used by Situation Unit to complete the Incident Status Summary Report (ICS Form 209).

l. Respond to Special Requests

1. Receive requests for fire behavior information (including weather).
2. Determine nature of request.
3. Prepare fire behavior prediction on weather information requested.
4. Transmit information to requesting party.

m. Maintain Unit Log

1. Record Fire Behavior Unit activities on Unit Log (ICS Form 214).
2. Submit log to Documentation Unit, through Planning Section Chief, at the end of each operational period.
3. Attach any maps or overlays that will assist Documentation Unit in reconstructing the incident history.