

Incident Management Team Protocols

POPULATION PROTECTION

The Population Protection Protocols identify individual responsibilities for all Command and Staff positions, and Team interaction responsibilities between positions.

Responsibilities and Team interactions are divided into 3 distinct periods on an incident:

Initial Assignment = the period from initial assignment through the first full operational period following delegated takeover by the Team;

During Assignment = the period from the second full operational period to the time another Team is on site and transitioning, or the time when the Team is actively transitioning back to the delegation agency; and,

Transition/Demobilization = the period from transition through demobilization.

Many of the responsibilities listed may be delegated to deputies or other qualified staff, provided all members of the Command and General Staff are aware of the delegation.

The Planning Section Chief maintains a CD containing Population Protection Plan examples, job aids, and reference materials.

INITIAL ASSIGNMENT

IC: Determine if populations are involved or are at risk at the incident, or are at risk from actions associated with the incident. Communicate determination to Command and General Staff.

Request that representatives of the entities with population-protection jurisdiction attend the initial briefing with the agency administrator(s).

Make sure the Team's population-protection role is spelled out in the Delegation of Authority and/or other written documents authorizing Team actions.

Ensure that the Team has clear direction concerning initial-attack responsibilities relative to population protection.

Determine the entities that may have structure protection and/or suppression responsibilities within the area potentially affected by the incident.

Meet with entities that have population-protection jurisdiction to determine the Team's role and responsibilities for population protection relative to the Delegation of Authority and in-place services (Fire Department, Sheriff, Police, County Commissioners, Mayors, Tribal Councils, Red Cross, Disaster and

Emergency Service personnel, etc.). If available, request a local liaison. Communicate results to Command and General Staff.

Consider unified command with affected jurisdictions.

Request authorization to determine population protection zones and evacuation stages (part of the Population Protection Plan). Local jurisdictions remain responsible for implementing evacuation stages and for providing support for evacuees.

Develop incident objective(s) to direct and measure the Team's response to population-protection responsibilities (determined with the local jurisdictions).

SOFR: Immediately evaluate hazards and risks associated with population-protection resources operating on the fire ground.

Develop mitigation measures for identified hazards and risks and implement in coordination with OSC and local jurisdictions.

Provide initial safety briefing to population-protection resources operating on the fire ground (some resources on the fire ground may not be directly assigned to the incident).

IOFR: Determine information responsibilities of the Team relative to the host agency(s) and population-protection jurisdictional entities.

Develop a Communication Strategy to address the Team's information responsibilities. Communicate the strategy to the Command and General Staff.

PSC: Determine if a local Emergency Operating Plan exists and obtain a copy if it does (this Plan may already identify evacuation authorities, operating processes, etc.). Determine if local government entities have declared an emergency and, if so, obtain a copy of the declaration. Determine if a local Emergency Operations Center has been, or could be, established. Obtain copies of Mutual Aid Agreements, Cooperative Agreements, contracts, or other documents that describe working agreements between multiple jurisdictions involved in the incident.

Obtain local fire department planning maps.

Facilitate Population Protection Plan (POPPRO) development with jurisdictional entities (examples are attached, but realize that there are various formats across the country; the Team will need to accommodate the local format). Obtain sections of the POPPRO Plan drafted by other functions (OSC, LSC). Outside entities most likely to develop the POPPRO Plan are the local DES Coordinator, local Sheriff or Police Chief, and/or Tribal Council Representative.

If needed, develop an Initial Attack Agreement to facilitate safe coordination of both structure and wildland fire resources.

Establish who on the Team is authorized to determine trigger point/events, and who has the authority to change evacuation stages and contact the local jurisdictions to implement. Communicate results to Command and General Staff and affected jurisdictional entities.

OSC: Develop incident tactics to address the population-protection objective(s) prepared by the IC.

Develop the Structure Protection Plan (examples attached). Publish the Plan with the POPPRO Plan.

Determine population-protection-zone boundaries and establish trigger points/events for the evacuation stages (utilize Fire Behavior Analyst). May be asked to explain to local jurisdictions how the Team will determine when trigger points have been reached.

List specific population-protection action objectives and division/group assignments in the Incident Action Plan (IAP). Assignments are usually listed on ICS form 204.

Provide PSC with the details needed to prepare the Initial Attack Agreement (if needed).

FSC: Obtain cost agreements established between jurisdictional entities involved with population protection. If none exist, facilitate development.

Establish a process to track the resource times and costs for population-protection resources.

Begin documenting structures/improvements threatened.

Establish a process for damage assessment and receiving claims.

LSC: Develop a Population-Protection Traffic Plan (may be integrated into the Incident Traffic Plan). Publish the Plan with the POPPRO Plan and IAP.

Designate and sign evacuation routes.

Establish access control points and develop staffing plan with local jurisdiction entities (other entities are usually responsible for staffing, depending on road ownership and jurisdictional authority, but will usually need help planning for adequate evacuation staffing levels).

Determine Communication Plan for population-protection resources that compliment the Incident Communication Plan (consider preauthorized State or Federal mutual-aid radio frequencies already programmed in local population-protection resource equipment). Publish with the POPPRO Plan and IAP.

DURING ASSIGNMENT

IC: Request that representatives of the entities with population-protection jurisdiction attend the Strategy/Planning Meetings.

If unified command is established, coach unified commanders concerning overhead team procedures and population protection. Establish an environment for unified command to succeed. Balance leadership with cooperation.

Meet with entities that have population-protection jurisdiction to update them on incident and population protection status.

Authorize changes in population protection zones and evacuation stages (part of the POPPRO Plan). Local jurisdictions would remain responsible for implementing evacuation stages.

Request that the personnel authorized by local jurisdictions to implement Stage 3 evacuations or higher respond to ICP to coordinate activities if Stage 3 or higher evacuations are implemented during the incident.

Evaluate incident objective(s) and, if necessary, modify to direct and measure the Team's response to population protection responsibilities.

Attend and participate at town meetings.

SOFR: Evaluate hazards and risks associated with population-protection resources operating on the fire ground. Be prepared for accident response/investigation including hazardous materials.

Ensure that the Medical Plan can adequately handle response needs for population protection resources.

Provide at least one field Safety Officer to Divisions and Groups with population protection assignments. This Safety Officer should be familiar with hazard and risk mitigation measures for wildland-fire interface and intermix zone tactics.

Develop mitigation measures for identified hazards and risks and implement in coordination with OSC and local jurisdictions. Make sure to discuss measures during operational period briefings.

Provide regular safety briefings to population protection resources operating on the fire ground, regardless of whether they are assigned directly to the incident or not.

IOFR: Encourage and facilitate town meetings and trap lines to affected populations. Outreach to the local communities.

Develop and update population-protection fact sheets and talking points. Provide these to Command and General Staff, access-control-point personnel, host agency(s), and local jurisdictions.

Provide press releases and facilitate media involvement as identified in the Communication Strategy.

PSC: Work with the other jurisdictions.

Provide IAPs to and coordinate with local jurisdictions and Emergency Operation Centers.

Daily validate the POPPRO Plan and document changes in evacuation zone locations, evacuation stages, Communication Plan, Traffic Plan, and/or Structure Protection Plan.

Document determination of trigger point events and implementation of actions authorized by the POPPRO Plan.

Document POPRO action results daily on the Incident Status Report (form 209).

OSC: Adjust incident tactics to address population-protection objective(s) prepared by the IC.

Ensure safe coordination of actions on the fire ground for resources involved with population protection, but not directly assigned to the incident. Develop contingency plans. Do not allow independent action (requires tact and innovative thinking).

Ensure safe coordination of initial attack for both structure and wildland-fire resources that may be responding to new starts within the area affected by the incident.

Implement the Structure Protection Plan. List specific population-protection action objectives and division/group assignments in the IAP (usually on the 204s).

Give the LSC plenty of lead-time to provide necessary support personnel and equipment for structure protection.

Evaluate and adjust population-protection-zone boundaries and evacuation stages trigger points/events (utilize FBAN) based on changing conditions (this includes determining when to let populations back in).

When trigger points/events happen that change evacuation stages, contact the local jurisdiction(s) responsible for evacuations and have them implement the appropriate evacuation stage(s).

FSC: Facilitate completion of cost agreements if none exist. Track cost apportionment.

Establish agreements for staging resources, utilizing private water sources, land helicopters, etc. BEFORE the Team starts using them.

Report on times and costs of the population-protection resources to Command and General Staff.

Document structures/improvements threatened.

Unless otherwise provided for, receive and process claims.

LSC: Evaluate Population-Protection Traffic Plan and modify as needed.

Ensure adequate equipment inspection for population protection resources assigned to the incident.

Maintain adequate access control points and facilitate staffing plan with local jurisdiction entities (other entities are usually responsible for staffing, depending on road ownership and jurisdictional authority).

Evaluate Communication Plan for population protection resources. Change if necessary and publish changes by amending the POPPRO Plan and displaying in the IAP.

TRANSITION/DEMOBILIZATION

IC: Request that representatives of the entities with population-protection jurisdiction attend the Transition and Close-out Meetings.

If unified command is established, coach unified commanders through the transition and demobilization process concerning population protection.

Request POPPRO authorization be transferred to the new Team by the local responsible entities.

If prepared, develop incident objective(s) for the multiday IAP to direct and measure the new Team's response to population protection responsibilities.

SOFR: Brief the new Team on identified hazards, risks, and mitigation measures associated with population-protection resources operating on the fire ground.

Encourage the new Team to provide regular safety briefings to population-protection resources operating on the fire ground.

IOFR: Provide the new Team with a copy of the Communication Strategy. Encourage the new team to facilitate town meetings and run trap lines to affected populations.

Provide the new Team with the latest population-protection fact sheets and talking points.

Introduce the appropriate members of the new Team to key contacts.

PSC: Facilitate preparation of an amendment to the POPPRO Plan that transfers the authority in the Plan to the new Team's Incident Commander.

Provide the new Team with copies of the local Emergency Operating Plan, Mutual Aid Agreements, Cooperative Agreements, contracts, or other documents that describe working agreements between multiple jurisdictions involved in the incident.

OSC: Ensure a smooth transition for resources operating on the fire ground with the new Team.

Provide the new Team with a copy of the Structure Protection Plan. If prepared, list specific population-protection action objectives and division/group assignments in the multiday IAP (usually on the 204s).

Explain population-protection-zone boundaries and trigger points/events for the evacuation stages (utilize FBAN) to the new Team. Describe the process for notifying the local jurisdiction when an evacuation trigger/event occurs.

FSC: Provide the new Team with a copy of the cost agreements and status of the cost apportionment.

Report on times and costs of the population-protection resource to both teams.

Finalize documentation on the structures/improvements threatened.

Finalize claims received (to the extent practical before the Team Demobilizes from the incident).

LSC: Provide the new Team with a copy of the Population Protection Traffic Plan.

Brief the new Team concerning specialty equipment that is assigned or utilized on the incident.

Brief the new Team on adequate access-control points and facilitate a staffing plan with local jurisdiction entities (other entities are usually responsible for staffing depending on road ownership and jurisdictional authority).

Provide the new team with the Communication Plan for population protection resources.