



Incident Response Department Fire Operations Protocols

April 2021

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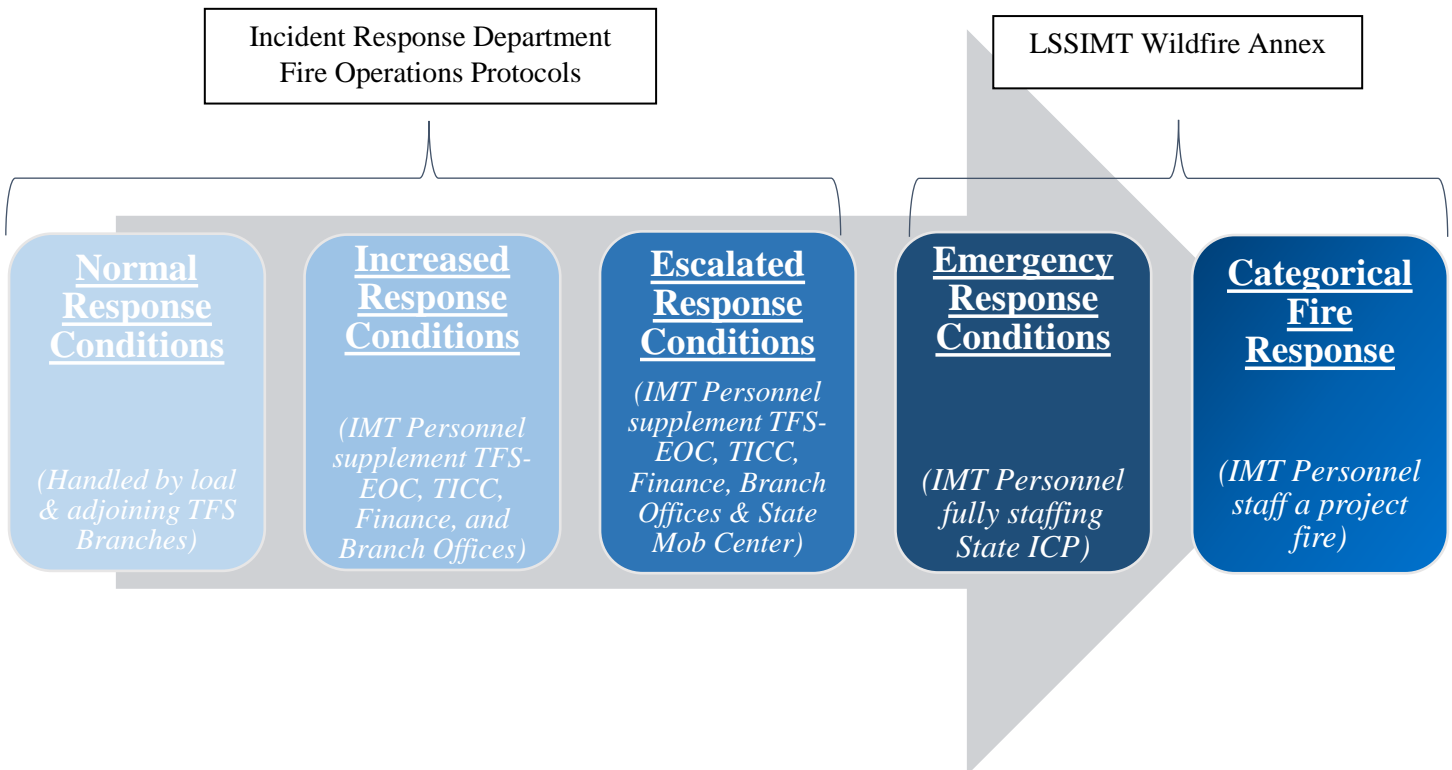
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Introduction

During normal fire conditions, the TFS Forest Resource Protection Division (FRP) and TFS Branches are capable of handling fire operations and management of those resources with the adjoining branches and with little to no help of outside resources. However, when fire conditions deteriorate, these TFS Branches may need additional suppression resources in order to carry out the agency’s mission to provide protection of the lives, property and resources of the citizens of the state. This will require added Incident Management Team personnel to integrate within the existing TFS organization, to provide effective management of those resources and the state’s fire season or incident.

These Incident Management Team (IMT) personnel may operate from the TFS Emergency Operations Center (EOC), State Incident Command Post (ICP), a specific fire’s ICP, State Mobilization Center (SMC), TFS Office Location, or other facility or location that is to be determined. Depending on the state’s operational tempo and because of the size of the state and the potentially different areas of the state that are impacted, the IMT personnel may be working in a combination of these facilities. No matter the location, it will be critical for them to work together and with the existing TFS organization to provide effective incident management for the fire season or the incident.

The first step in the state’s elevated fire response is generally spread out IMT response, utilizing the TFS EOC, TICC, and field offices for the mobilization and management of suppression resources. When more resources are needed, this may include the State Mobilization Center for specific resources to check-in and demobilize from this location. As operational tempo increases and more resources are required, this may expand to the establishment of a State ICP – typically located in McGregor or Merkel. As a single incident grows in both size and complexity, this may require and additional IMT organization to manage the single incident. The **Incident Response Department Fire Operations Protocols** cover Normal to Escalated Response Conditions and the **LSSIMT Wildfire Annex** will cover Emergency Response Conditions, as well as Categorical Response Conditions for Wildfire and IMTs.



Purpose

The purpose of this document is to provide clear and efficient operational guidance to ensure that all personnel operate consistently under a common operating picture; utilizing like practices and resources for incident management and day to day fire/incident operational support across the Department of the Agency.

TFS Command and General Staff

TFS Chief of Fire Operations

The Incident Response Department Head (or designee) will serve as the Chief of Fire Operations and will establish the incident priorities and needs, scope of incident complexity, and the management goals and objectives. This position will also determine the activation of incident support functions, set the incident's operational period, and determine the need for daily meetings and conference calls. This position should operate from the TFS EOC, Incident Command Post (ICP), or State Mobilization Center (SMC). The location will be determined by the state's operational tempo.

TFS Safety Officer

The State IC will determine when a State Lead Safety needs to be activated due to incident complexity. When a State Lead Safety is activated, they should work with the Branches and Regions, to ensure adequate safety personnel are ordered and staffed, and to assist with development of safety messages and briefings. The State Lead Safety position may operate remotely or virtually, or it may be collocated with the TFS-EOC, ICP, or SMC.

TFS Public Information Officer

The TFS Lead Public Information Officer (PIO) generally serves as the State PIO. This is determined by FRP's rotation schedule. The State PIO reports to the Chief of Fire Operations, as it relates to initiating, responding to, and dissemination of press releases or incident related talking points. The State PIO should work with the various Branches and Fire Staff within each region to ensure adequate informational needs are met, and to assist with developing messages if needed. This position may operate remotely or virtually, or it may be collocated TFS-EOC, ICP, or SMC.

TFS Liaison Officer

Liaisons are utilized as necessary, based on local incident needs, operational tempo and incident complexity. We will utilize the TFS Land Owner Liaison program to fulfill this function, as needed. This position should normally operate remotely or virtually, or located on-site at various localized incidents. This position may also operate at the TFS-EOC, ICP, or SMC.

TFS Planning Section

The purpose of the TFS Planning Section is to collect, evaluate, and disseminate operational information pertaining to the incident. This Section maintains information and intelligence on current and forecasted situation, as well as the status of resources assigned to the incident. The TFS Planning Section prepares and documents Incident Action Plans and incident maps, and gathers and disseminates information and intelligence that may be critical to the incident. The incident will dictate the expansion of this section. Normally, this section will be supervised by a Planning Section Chief (PSC), however if there is no PSC, they shall report to the Chief of Fire Operations.

Intelligence Specialist (INTS) & Situation Unit Leader

The Intelligence Specialist or Situation Unit Leader position will be filled at the TFS-EOC when certain trigger points are met that demands expanded intelligence gathering, analysis, documentation, and dissemination. This position will provide Senior TFS Leadership with intelligence products that will assist in strategic and tactical decision-making, as well as logistical forecasting. This position will work within the Planning Section.

Planning Module & E-ISuite Data Entry

If requested, the Planning Module will enter incident check-in data into E-ISuite for IAP development and financial tracking. This data will be provided, submitted, and validated using ArcGIS and Survey 123, and will come from remote check-in locations across the state. They will also be responsible to implement a demobilization plan. The initial module may be staffed with one person that is qualified as a RESL, DMOB, PSC, or a strong SCKN, upon initial incident start up. Additional resources may be ordered or required to assist in keeping up with the pace of a developing incident. Additional positions may include RESL, SCKN, DMOB, or PSC. This module will be located in Hudson, nearby or adjoining the Finance Section, and TICC. Please reference [Attachment 1 – 204 Guidance](#), [Attachment 2 – Planning Module](#), [Attachment 3 – Incident Check-in Using Survey 123](#) for more details on planning processes.

TFS Logistics Section

The purpose of Logistic Section is to support operations and incident support functions for the overall incident. The Logistics Section Chief (LSC) will report to the State IC. If this position is not filled, a logistical subordinate position may manage the needs of the section and report to the Chief of Fire Operations or Branch Fire Staff, if supporting a single branch. This will depend on current branch staffing, incident complexity, and the operational tempo. The LSC (or subordinate logistical position) should be collocated with the Chief of Fire Operations at the TFS EOC, ICP, or SMC. If this is not required, this position should be located near or adjoining the TFS Finance Section and TICC, near Hudson.

Supplies and S#s for Equipment Repairs

Email IMTLogistics@tfs.tamu.edu with the attached fillable 213 ([Attachment 4](#)) with who, what, when, where, and why and general description of justification. Upon receipt of the requesting 213 for an S#, the incident

Logistics staff will email the requester an S# or follow-up questions/justification in a timely manner (i.e., less than 24 hours).

NOTE: If group meals are necessary for incidents past the 72-hour timeline, an S# must be approved and have a sign-in sheet for who received the meals in order for those meals to be covered by the incident and not the hosting unit's IDC account (aka 2# acct). For more information on meals please see [Finance Section, Incident Business Guidance, Meals](#).

Fire Incident Support Services

For issues concerning the below categories, please contact the Incident Response Fire Operations Support Services at IRDFOSS@tfs.tamu.edu:

- Fleet Services
- Radio and Communications Support
- Agency Cache Items
- Support Trailers (water handling, Zumro tents, Western Shelters, specialized supplies)
- Mobile Command Posts, etc.

All items above should be coordinated with the TFS Fire (Incident) Support Services through either the appropriate Program Coordinator or the appropriate Lead Specialist.

TFS Finance Section

The purpose of the Incident Business Support is to provide administrative support for the incident and to manage the recording and documentation requirements of time, costs, compensation, and claims. The section also provides guidance for best management business practices, which follows the [NWCG Standards for Interagency Incident Business Management](#) and other guiding resources.

Time

- Crew Time Reports (CTRs) will be kept daily by each TFS employee, and ready to be sent to TIME (Incident Finance) and the local time keeper, if requested. A break must be shown, unless the resource responds to an Initial Attack fire, where there could not be a break, in which case it must be justified and signed off by the Branch Assistant Chief RFC or Branch Fire Coordinator.
- CTRs must be signed by the incident supervisor (e.g., Task Force Coordinator, Assistant Chief, ICT3, or applicable Section Chief). If the incident supervisor is not located on-site or nearby, the resource may have the home unit supervisor sign the CTR, when they return to the home unit.

Equipment

- Shift Tickets should be kept daily for each piece of equipment on the incident and should be kept by the employee responsible for the equipment. These should also be ready to be sent to TIME, if requested. Make sure to include the equipment make and model, 2WD or 4WD, LP#, Unit #, Type, etc.

- Use hours of actual use of equipment (clock hours).
- Chainsaws, pumps and generators should be tracked (hours of use) on their own shift ticket if used for multiple days/shifts.
- If requested to send in CTRs and/or Shift Tickets, please email these to IMTFinance@tfs.tamu.edu

Incident Business Guidance

- Meals – If the IC for a single fire decides to provide meals, the resources receiving the meals must deduct that cost from their M&IE. There is not a choice on if the meal is accepted or to claim per diem. Provided meals are documented and sent to Incident Finance.
- Tips - TFS does not reimburse voluntary tips and gratuity.
- Lodging – Rooms should not exceed GSA rate. If there is no lodging to be found at the GSA rate, the resource should request an in-excess lodging letter from the incident. The request should include an explanation of why the rate was exceeded and a copy of the receipt.
- Taxes - Resources should use their federal tax exemption or the State of Texas Hotel Occupancy Tax Exemption form at their hotel. At the very minimum, no one should be paying State tax.
 - If a state (versus federal) resource fills an order, they can still use our tax form. They are operating and performing duties set forth by a Texas State agency.
- Mode of Transportation – The resource order states how the resource should travel to the incident. If the person chooses a different mode of transportation, they will need to submit a cost comparison showing how it was the greatest advantage to the incident. TFS reserves the right to exclude associated costs if a different mode of transportation is utilized other than what is listed on the resource order.
- Rental Cars – The most economical vehicle should be used for the job. If an upgrade is necessary, the incident must approve the request before the upgrade occurs.
- Supplies - An S# is mandatory to charge to the incident for anything outside of M&IE, lodging, and fuel. If there is no incident-approved S# accompanying the charge, TFS will not reimburse the cost. Please see the [Logistics Section, Supplies and S#s](#) for more details.
- Baggage Fees – All personnel, regardless of position, are held to the national standard for the number of items and weight limitations.
 - TFS will reimburse the first checked bag. A second bag will have to have an associated S#. (see below for the exception)
 - If there are overweight bag fees, an S# from the incident is required for TFS to reimburse the sending agency.
 - If the resource ordered is a direct fireline position, they are allowed 2 checked "bags." (Per the National Mobilization Guide – 1 frameless, soft pack, not to exceed 45 pounds, and 1 web gear, not to exceed 20 pounds.)

- Laundry - TFS does reimburse laundry expenses; however, there is a limit to \$1/work day (this does not include travel days).
 - *Example: Resource has 14 workdays. TFS will only reimburse up to \$14 for laundry.*
- ATM Fees - TFS does not cover ATM fees when a federal resource chooses to use their travel card to pull out cash.
- Third-party Fees – Use of unauthorized web-based travel service is prohibited and will not be covered by the incident. (Expedia, Hotels.com, etc.).

NOTE: To submit any of the following forms below for tire damage or equipment repairs please review [Attachment 5](#) (Equipment Repair Guidance) and [Attachment 6](#) (Tire Replacement Guidance) before submitting to imtlogistics@tfs.tamu.edu and iba@tfs.tamu.edu

- [OF-289 TFS Property](#)
- [TFS Tire Replacement Order Form](#)

TFS Operations

Fire operations will be coordinated within each Branch by the Assistant Chief RFC or Branch Fire Coordinator, under the supervision and direction of the TFS Chief Regional Fire Coordinator who serves as the incident's Operations Section Chief, in adherence to the most recent version of the [TFS State Fire Operations Plan](#).

Response authority and command and control have been delegated by the Division to the regions/branches to safely and effectively manage fire operations up through a Type 3 level of complexity under normal conditions. Because FRP Division is accountable for all fire and emergency response activities and outcomes, its involvement will increase as needed based on risk and fire complexity. For more details on command and control and strategy for operational fire plans, please reference the [TFS State Fire Operations Plan](#).

Attachment 1 – 204 Guidance

IRD resources will have designators that follow the national standard for typing, followed by agency assigned unit numbers with the leader, contact info, number of personnel assigned to that unit, and last workday. Additionally, **a place for the Resource Order included.**

Additionally, we referenced the abbreviated Task Force naming convention, utilizing the Home Unit, ETX, and TIFMAS reference when listing resources on the 204, etc. (e.g., SV-DOZ2 9672, SV-TPL4 9670, SV-ENG3 9630)

State/Interagency Strike Teams or Task Force will use the Branch, Resource Type, Sequential Number (example CBTF-1, CBST-1, PBTF-3, WBST-2, etc.) addressing the Branch needs, State Ops needs, as well as to requirements of the various IMT support functions.

Below is currently the strike teams or task forces working home unit reference by an abbreviated TF location convention, and the ETX and TIFMAS reference used in the past see table below:

An abbreviated TF naming convention will reference IRD/ETX/TIFMAS strike teams or task forces working from the home unit. See table below:

TF Location	Naming Convention
Smithville	SV-TF
Ft. Stockton	FS-TF
Fredericksburg	FB-TF
Merkel	MK-TF
McGregor	MG-TF
Lubbock	LB-TF
Amarillo	AM-TF
Childress	CH-TF
Brownwood	BW-TF
Mineral Wells	MW-TF
San Angelo	SA-TF
Burkburnett	BB-TF

East Texas Operations		
ETX-OPS	South Region	ETX-SR
ETX-OPS	Central Region	ETX-CR
ETX-OPS	North Region	ETX-SNR

TIFMAS Resources		
North Branch	TIFMAS	TFMS-NB-ST1
South Branch	TIFMAS	TFMS-SB-ST1
East Branch	TIFMAS	TFMS-EB-ST1
Central Branch	TIFMAS	TFMS-CB-ST1
Northwest Branch	TIFMAS	TFMS-NWB-ST1
West Branch	TIFMAS	TFMS-WB-ST1
South Branch	TIFMAS	TFMS-SCB-ST1
Panhandle Branch	TIFMAS	TFMS-PHB-ST1

Texas EMTF Wildland Support Resources		
REM	Rapid Extrication Module	
WPU	Wildland Paramedic Unit	
MEDL	Medical Unit Leader/Medical Incident Support Team	
TX EMTF Region 1	TX EMTF	TXEMTF-1-REM
		TXEMTF-1-WPU
		TXEMTF-1-MEDL
TX EMTF Region 2	TX EMTF	TXEMTF-2-REM
		TXEMTF-2-WPU
		TXEMTF-2-MEDL
TX EMTF Region 4	TX EMTF	TXEMTF-4-REM
		TXEMTF-4-WPU
		TXEMTF-4-MEDL
TX EMTF Region 6	TX EMTF	TXEMTF-6-REM
		TXEMTF-6-WPU
		TXEMTF-6-MEDL
TX EMTF Region 7	TX EMTF	TXEMTF-7-REM
		TXEMTF-7-WPU
		TXEMTF-7-MEDL

TX EMTF Region 8	TX EMTF	TXEMTF-8-REM
		TXEMTF-8-WPU
		TXEMTF-8-MEDL
TX EMTF Region 9	TX EMTF	TXEMTF-9-REM
		TXEMTF-9-WPU
		TXEMTF-9-MEDL
TX EMTF Region 11	TX EMTF	TXEMTF-11-REM
		TXEMTF-11-WPU
		TXEMTF-11-MEDL

Equipment Typing		
Dozers	The <u>typing number</u> should follow the naming. e.g., an Engine could be ENG3 or ENG6	DOZ2
Tractor Plows		TPL4
Motor Grader		GRD
Engines		ENG3
Tactical Tenders		TT1

EXAMPLE 204

6. Resources Assigned this Period						
Strike Team/Task Force/ Single Resource Designator	RO #	Leader / Name / Designator	Phone #	Num. Per	Last Shift	Remarks
ICT3	O-93	Brooks, Michael	875-963-5623	1	8/23	
Smithville Task Force						
Lead SVTF #9601		Curles, Colton ICT4 (t)	512-627-4719	1	Local	
TPL4 SVTF #9694		Ham, Chris TPOP (t)T	512-237-8396	1	Local	
DOZ2 SVTF #9692		Grauke, Donnie DZIA	979-702-0334	2	Local	
ENG3 SVTF #9693		Decker, Nathan ENGB	979-555-5555	3	Local	
Bastrop IA						
TFLD		Willingham, Steve	979-571-4097			
HEQB	O-275	Wolf, Kelby	903-261-6902	1	8/30	
TPL4 TN-TNSC #8831	E-38	Eggert-Michael, Josh TPOP	423-667-9082	2	8/28	
TPL4 TN-TNSC #2931	E-39	Lemons, Ken DZIA	423-358-3884	2	8/23	
Hutto Strike Team						
STEN FL-LFS	O-227	Jacobson, Robert	810-531-9654	1	9/5	
ENG 6 FL-MIR #4565	E-143	Canada, Trevor ENGB	321-704-8521	2	9/5	
ENG6 AR-AOC #301	E-144	George, Cody ENGB	501-987-6532	3	9/5	
ENG6 SC-CRR #964	E-145	Odegard, Derrick	218-856-3258	3	9/5	

BLANK 204

DIVISION ASSIGNMENT LIST		1. Branch		2. Group			
		3. Incident Name		4. Operational Period Date: _____ Time: _____			
5. Operations Personnel							
Assistant Chief RFC		Regional Fire Coordinator					
Task Force Coordinator		Regional Fire Coordinator					
PIO		Regional Fire Coordinator					
6. Resources Assigned this Period							
Strike Team/Task Force/ Single Resource Designator	RO #	Leader / Name / Designator	Phone #	Num. Per	Last Shift	Remarks	
8. Special Instructions							
Establish a unified command with local FD. Base tactics on forecasted and observed weather. Brief all personnel on tactics. Remain vigilant/Don't get complacent. Coordinate with local fire departments.							
Severe Weather is of concern. Fire Conditions may dictate your actions. Priorities should be Safety of Firefighting resources and the public, evacuation, direct attack if possible, then fire control.							
<u>When communicating with aircraft or dispatch, Degrees Decimal Minutes format should be used</u>							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Travel	159.2850	TFS	Compact	Interoperability between local, state, federal fire agencies	154.2800 T 156.7 Tx	TFS	VFIRE21 (Other VFIRE channels can be used.)
Tactical Div/Group	Determined by local IC	Interoperable	Multiple	Air to Ground Primary	159.3000 T 114.8	TFS	AIRGRND1
Prepared by			Approved by		Date:		Time

Attachment 2 – TFS Planning Module

Purpose:

Efficiently enter incident check-in data into E-ISuite, develop an IAP if requested, and develop and implement a demobilization plan. This position may be staffed with one person that is qualified as a RESL, DMOB, PSC, or strong SCKN upon initial incident start up. Additional resources may be ordered or required to assist in keeping up with the pace of a developing incident. Additional positions may include RESL, SCKN, DMOB, or PSC. The incident will dictate expansion and additional needs.

Location:

The Planning Module will be located in Hudson nearby or adjoining ICP Finance and TICC.

Supervision:

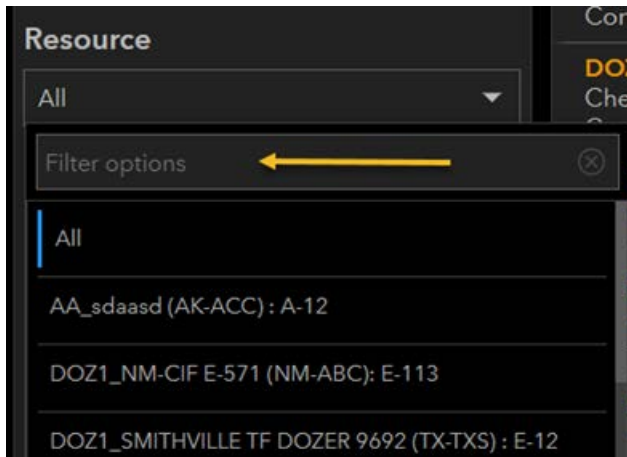
Members of this module will report to the IC if a PSC is not in place and will work in conjunction with Operations, Logistics, Safety, Incident Commander, and remote check-in staff to complete the functions assigned to this unit.

E-ISuite Data Entry:

Resources assigned to this module are responsible for entering check in data submitted and validated at remote check-in locations across the state into E-ISuite.

Process:

1. Access the [Check-in Editor Dashboard for E-ISuite](#)
This application only shows resources that have been approved by the remote Status Check-in Recorder and are pending entry into E-ISuite. (Contact Tiffany Pate, Jimmy Mullis, Javier Vara, or Curt Stripling if you have trouble accessing the application.)
2. Filter the Resource List
 - a. First, Select the Incident you want to work with by using the filters located on the left side of the application window.
 - i. This will filter the resource list to only show resources for the selected incident, but more importantly, it will prevent you from accidentally selecting and entering resources that belong to other incidents.
 - ii. The default sort order of the Resource list is oldest to newest based on initial date of entry.
 - b. Optionally, use the remaining filters to continue refining the resource list.
 - i. Hint: Dropdown lists can be filtered using a text string search. Select the dropdown arrow next to the filter to show the “Filter options” search bar and start typing in keywords. This is especially useful if you need to quickly lookup a specific resource by name, order number, etc.



3. Entering resources into E-ISuite
 - a. The Resource Details list in the center of your screen shows the resources needing entry.
 - b. Click on the resource you will be entering into E-ISuite.
 - c. The map automatically shows a pop up window with the information about the selected resource. Click the pdf file under attachments (scroll down if you don't see it) to display the ICS 211 information for the resource.
 - i. Print 2 copies of this PDF
 - d. Copy/Paste or manually enter the information into the E-ISuite Check-in Module.
 - e. Once entered, go to the Survey123 section of the dashboard and complete the process by flagging the resource as entered into E-ISuite >> check YES and then click SUBMIT. This will remove the resource from the pending list of resources.
 - i. **IMPORTANT: VERIFY THE RESOURCE NAME AT THE TOP OF THE FORM IS CORRECT BEFORE SUBMITTING THE RECORD.** If it doesn't match, you will need to reselect the correct resource.
4. After the resource has been entered into E-Isuite and you have printed 2 copies of the PDF file for the resource:
 - a. Provide one copy to Finance
 - b. File the second copy based on O/E/C#
 - i. Files should be in descending order within each section of a 3 ring binder. The binder will have three sections including Overhead, Equipment, and Crews.
 - ii. Put a label on the binder indicating the Incident Name, Incident #, and beginning and ending date of the incident.
 - iii. This binder will go with the incident documentation at the conclusion of the incident.
5. An additional Survey 123 Check-in Viewer Dashboard is available that populates data for all resources that have been checked into E-ISuite if needed. Finance may use this dashboard in viewing check/in data.

IAP Development:

Members in this module will collect inputs from the field resources and different IMT sections in developing a plan based on incident complexity. The IAP may be a collection of 204's formatted into

one cohesive document or as complex as a standard IAP. “Resources assigned” on the ICS 204 should be formatted and consistent with the naming convention that has been approved by the IC and Operations. The approved naming convention is included in the Planning Module Documents folder. The IC and/or PSC will determine the complexity of the IAP and all required documents and forms to be included.

Demob

Once the planning module is established in Hudson, a Demob Plan will be developed to ensure safe and efficient demobilization of resources. Demob directions will be included in the IAP. Resources may demob remotely from the field but must complete all required steps as set forth by the planning module. Incident Commander may cancel remote demobilization at their discretion.

Developing a Demob Plan:

1. A standard editable plan is included for reference and can be used to complete this requirement.
2. Once the plan is edited to fit the incident needs, submit the plan for signatures.
3. File the signed Demob Plan in the incident documentation box.

Demob Instructions:

1. Process for submitting a Demob request.
2. Demob Release Request Form.
3. Contact number/email for Demob.
4. List of resources with LWD’s within 7 days from the IAP being developed.
5. Finance directions and needs.

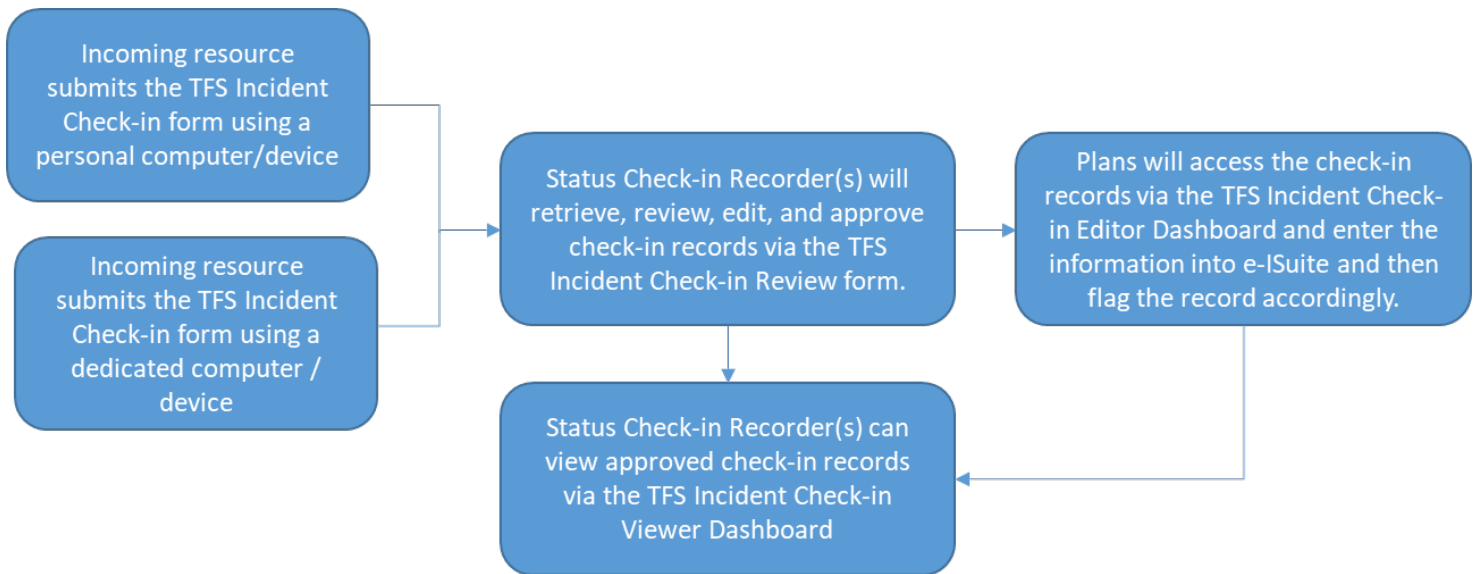
E-ISuite:

1. Enter the resource as “pending demob” once the demob request has been received.
2. Print the ICS 221 single page sheet from E-ISuite and notate which sections the resource will need to close out with.
 - a. If all sections needing signatures are not located at the same facility as the planning module, the planning module will contact the appropriate section for approval to release. The planning module will sign for them and notate who approved the release, date, and time on the ICS 211.
3. At a minimum the resource will need to close out with Finance/Logistics prior to demobing.
 - a. The plans module will verify with Finance/Logistics before resource is released from E-ISuite.
4. Enter all pertinent data in the demob section in E-ISuite. Remember to include flight, ground travel, and any other information available or needed for reference.
5. After all information is filled out in E-ISuite and signatures are obtained on all required sections of the ICS 221, mark the resource status as “D” in E-ISuite and file the ICS 221.
6. Email a copy of the “Demob Request” sheet to TICC once all of the above steps are complete so they can release the resource from the incident.

Attachment 3 – TFS Incident Check-in Using Survey 123

The purpose of this document is to provide guidance to the Status Check-in Recorder on setting up an incident check-in station using ArcGIS Online and Survey123.

High-level Check-in Workflow using Survey123



1. Checklist of the things the Status Check-In Recorder will need









a. ArcGIS Online Account

- i. If you are a TFS employee, you can create an account by simply signing-in to Survey123. Open Survey123 and select “Sign-in with ArcGIS Online” and then select the option to sign-in with “Your ArcGIS organization URL”. When
- ii. prompted, enter TFSGIS (<https://tfsgis.maps.arcgis.com>) and select Continue. Then choose the Texas A&M Forest Service sign-in option, which will direct you to the TFS Single Sign-On (SSO) web page where you will enter your full TFS email address and associated password.
- iii. For non-TFS employees, you can [request a free account through NIFC](#) if you meet certain criteria.
- iv. Contact TFS GIS Support if you need assistance creating a new account - GISsupport@tfs.tamu.edu.

b. IMT CHECK-IN/DEMOB Group Membership

- i. You need to be a member of the IMT Check-In/Demob group within the TFS AGOL organization in order to access secure content (e.g. surveys, dashboards, etc).
- ii. To request access to the group, send an email with your AGOL username to GISsupport@tfs.tamu.edu.

- c. Computer or mobile device capable of running Survey123 for ArcGIS
 - d. Internet access
 - e. Printer
 - f. Scanner
2. Setting up Survey123 on the Status Check-in Recorder's Computer/ Mobile Device
- Ideally, the Status Check-in Recorder should have their own dedicated computer/ mobile device (i.e. one that is not shared with incoming resources). A separate computer/mobile device should be setup for incoming resources.
- a. Download the LATEST version of the Survey123 Field App to your device
 Survey123 can be used on any computer, smartphone, or tablet, so choose the device you're most comfortable with. The method for downloading the Survey123 field app will be slightly different depending on whether you are using the desktop app on a computer or the mobile app on a smartphone or tablet.
 - i. Download Survey 123 on a Mobile Device: If you will be using Survey123 on a smartphone or tablet, you can download the mobile app straight from an app store on to your device. Just open your app store and search for "Survey123" to get the free app or upgrade to the latest version.
 - ii. Download Survey123 (Field App) on a Computer: Go to <https://bit.ly/2Xkyx04> to open the Survey123 Website. Under the Survey123 Field App section, click on the appropriate platform to download the app onto your computer. NOTE: Be sure to download the Survey123 Field App - NOT Survey123 Connect.
 - b. Download the TFS Incident Check-In and TFS Incident Check-In Review forms listed in the table below. The easiest way to download the forms is to scan the QR code and follow the instructions. Alternatively, you can download the surveys using the traditional method described below.
 - i. Start Survey123.
 - ii. Using the menu icon at the upper right, sign in with your ArcGIS organizational account.
 - iii. Select Download Surveys from the same menu.
 - iv. Select the survey you need to download. In this case, select the TFS Incident Check-In. Once the download is complete, select OK. Then select the TFS Incident Check-In Review survey. Once the download is complete, select OK.
 - v. Select the back arrow to return to the gallery of surveys on your device.
 - vi. Select the one of the surveys you just downloaded to open it.
 - vii. Select Collect.

NAME	DESCRIPTION	QR CODE / URL
<p>TFS Incident Check-In Survey</p> 	<p>Incoming resources will fill out and submit this form to initiate the incident check-in process. After the form is successfully submitted, incoming resources will need to provide a copy of all required documentation to the Status Check-In Recorder to complete the check-in process.</p> <p>This survey does not require a login.</p> <p>When setting up a computer/mobile device for incoming resources, make sure you are logged out of the Survey123 application so that users do not have access to your secure surveys. You may also want to setup Guided Access if you let incoming resources use your iOS device.</p>	 <p>https://bit.ly/399BVQW</p>
<p>TFS Incident Check-In Review Survey</p> 	<p>A form used by the Status Check-in Recorder to retrieve, review, edit, and approve check-in records submitted by incoming resources.</p> <p>The Status Check-in Recorder is responsible for collecting copies of all required documentation from an incoming resource and creating a file to attach to their check-in record.</p> <p>This survey requires a login and membership to the IMT Check-In/Demob Group.</p>	 <p>https://bit.ly/3sj6gVQ</p>
<p>TFS Incident Check-In Viewer Dashboard</p> 	<p>A dashboard application used by the Status Check-In Recorder and other approved users to view and filter check-in records after they are approved.</p> <p>This application requires a login and membership to the IMT Local Check-in group or IMT Plans Check-In/Demob Group.</p>	 <p>https://bit.ly/3w6Eyxz</p>
<p>TFS Incident Check-In Editor Dashboard for E-ISuite</p> 	<p>A dashboard application used by Plans to filter, select, and view check-in records so that they can enter the information into e-ISuite. Once the information is entered into e-ISuite, the record is flagged accordingly.</p> <p>This application requires a login and membership to the IMT Plans Check-In/Demob Group.</p>	 <p>https://bit.ly/3u1O3MG</p>

Attachment 4 – Fillable 213 General Message Form

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Attachment 5 – Equipment Repair Guidance & OF-289



Can my equipment repair be charged to the incident?

The same question comes up every time we have an incident number. "Can I get an S# to charge the incident for the repair of my equipment?" Unfortunately, there is no way to give you a 100% answer because the determination is genuinely a case-by-case basis depending on the circumstances.

Gone are the days when we used to use fire suppression funds from project fires to repair and replenish our inventory and gear. No longer can we take advantage of project fires in this manner. Since most items are provided by home units using preparedness funds, **we will not use the project fire codes to replace or repair anything damaged due to normal wear and tear.** The home unit needs to plan for and replace things that are wearing out, not the fires.

Each case of equipment repair is reviewed based on the written documentation provided. The claim starts as not covered by the incident. It is the equipment operator's responsibility to prove that the cause for the repair is directly attributable to the incident, not operator error. **So the first step in determining who pays is on the operator to provide complete written documentation using the form OF-289, which includes: Incident # & name, RO#, operator's description of events, type of terrain, name of the fire that claim occurred on, pictures, witness statement, and Incident supervisors comments.** You will submit this write-up to imtlogistics@tfs.tamu.edu and iba@tfs.tamu.edu. A determination will be made, and you will be notified in as timely a manner as possible.

In general, we are trying to determine if the repair's cause is directly attributable to the incident and not due to the operator's negligence. On the OF-289 form, the cause of the claim should be detailed and able to pinpoint quickly. Not to oversimplify, but this should be something along the lines of "that tree limb," "that rock," "that hole," "that road to the incident," "the bad fuel from the incident vendor," etc. specifically caused the damage. With that being said, if the operator was negligent leading up to the claim, it will not be covered. The incident is not responsible for damage that occurs outside of the scope of the operator's assigned task and/or training.

I hope this helps clarify a sometimes murky situation. Email iba@tfs.tamu.edu or imtlogistics@tfs.tamu.edu if you have any questions.

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO. [O#, A#, E# or C#]	2. ID NO. (FORM of-288, Emerg. Firefighter Time Report) Not Applicable
		3. ISSUED TO (Name and Address) (Individual Name [point of contact], Home Unit & Address, email and telephone numbers – fax, cell, work, etc.)	
4. ISSUING OFFICE OR CAMP			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE (Mark one with "X") <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property No. if applicable) If request is for such items as parts of an equipment or vehicle, include approximate year of age of equipment.)			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: (Be specific – date, place, division on fire; be descriptive of damage, loss, how did it occur, etc.)			
10. SIGNATURE		11. DATE	
12. Witness report: (Be specific –date, place, division on fire. Be descriptive of damage, loss, how did it occur, what did you see, etc.)			
13. SIGNATURE		14. DATE	
15. Fire Boss or Property Control Officer comments regarding loss or damage: See TFS ATTACHMENT TO OF-289. Do not fill out this block.			
16. SIGNATURE	17. TITLE	18. DATE	

TFS ATTACHMENT TO OF-289

Claim # _____ **Claimant Name:** _____ **Claimant RO#** _____

Incident Supervisor Name and Incident Position: _____

Comments (provide complete and legible knowledge of damage/destruction and how it was caused by the incident):

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Subject Matter Expert Name: _____

Ground Support Communications Computer Specialist Other: _____

Comments (provide justification in support of decision):

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Return form to: _____ **(FSC or COMP)**

Finance – Review package for documentation and completeness. Forward package to approver.

Incident Agency Representative Name and Position: _____

(IBA or delegate. *Note: This final approval may be delegated to the IMT IC or FSC*)

Decision:

Not Approved Approved

Approved with the following contingencies:

Signature & Date: _____

Contact Phone: _____ Email: _____

Sent to Dispatch (Date): _____ Resource Order Assigned: **S**-_____

Attachment 6 - Tire Replacement Guidance & Order Form

TFS TIRE REPLACEMENT GUIDANCE

Replacement Tire(s) must meet vehicle specifications for size, load rating, speed rating and mission (i.e. off-road use). The incident **will not** cover tires that were manufactured **more than 3 years** before the request date.

Follow this procedure for replacement at the incident's expense when the resource believes the incident caused the damage:

Completion of Form OF-289, Property Loss and Damage, with the Texas A&M Forest Service Attachment. This form can be found in the TFS IMT Toolbox.

The resource requesting the replacement must complete the form with specific documentation regarding how the incident caused the tire damage/destruction.

All additional documentation and signatures **MUST** be obtained (witness, supervisor, subject matter expert) prior to submission for approval.

Photos **MUST** accompany the request whenever possible.

Form OF-289 with TFS Attachment and all supporting documentation shall be presented to the approving official (i.e. Incident Business Advisor). Approving officials should take into consideration all provided documentation, statements, and photos when making an approval determination. Refer to the document titled [Federal Agency Vehicle Property Damage – Incident Response Frequently Asked Questions for guidance on incident tire replacement, and the definition for normal wear and tear of tire.](https://www.nwcg.gov/sites/default/files/ibc_property_damage_faq.pdf) (https://www.nwcg.gov/sites/default/files/ibc_property_damage_faq.pdf)

Tires will be covered only when accompanied by the following:

Approved Form OF-289 with TFS Attachment

Tire Replacement Information (S#) Form. Resource order shall contain the number of tires approved, vehicle description for which tires are being purchased, tire vendor name/location, and purchasing method (buying team name, purchaser name, etc.)

Tire Replacement Information Form

IncidentName: _____

IncidentNumber: _____

Date of Order: _____ **Time of Order:** _____

Name of Requestor at Incident (print): _____

Resource Number of Requestor (crew or equipment): _____

Vehicle Description (year, make and model):	
Vehicle License Number:	
Vehicle Ownership (vendor name or name of Government agency):	
Telephone (vendor or Agency Office):	

Tire Size and Type:	
Number of Tires:	
Rim Required or Available?	
Acceptable Alternatives:*	
Suggested Tire Vendor (if known):	
Delivery Location at Incident:	

Date Needed: _____ **Time Needed:** _____

S Number:

PURCHASING CONTACT FOR INCIDENT:

Name: _____

Phone Number: _____