

# Texas A&M Forest Service Mission Ready Package Catalog



February 2020

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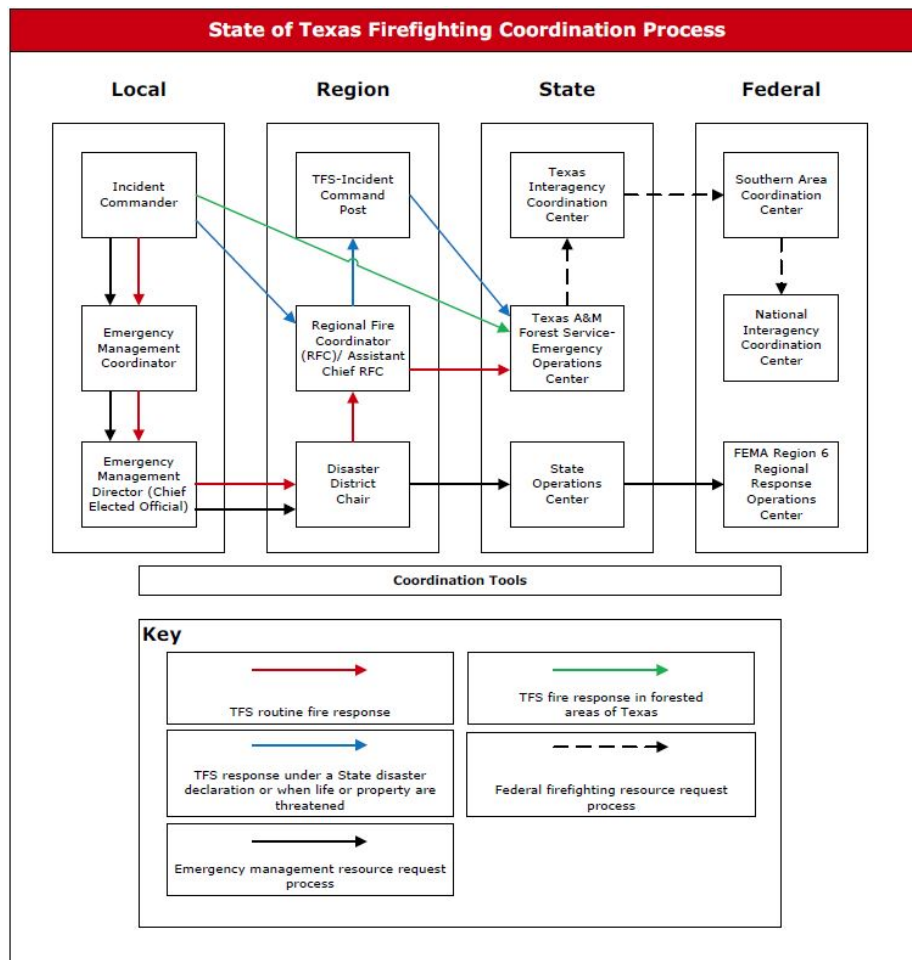
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# Overview & Purpose

The State of Texas Emergency Management Plan establishes a comprehensive, All-Hazards approach to enhance the ability of Texas to manage domestic incidents. This plan is comprised of the Basic Plan, Emergency Support Function (ESF) Annexes, and Hazard Annexes. The Texas A&M Forest Service (TFS) and cooperative support agencies participate in the coordination effort and through the Texas Division of Emergency Management (TDEM).

The Firefighting Annex (ESF #4), identifies TFS as the primary link between firefighting resources and TDEM. During disasters and other major emergencies, TFS coordinates and represents state firefighting support to TDEM and other responding agencies. The purpose of ESF #4 is to provide state support of the detection and suppression of wildland, rural and urban fires resulting from, or occurring with, an All-Hazard incident, requiring a coordinated state response for assistance.

TFS will coordinate firefighting activities and provide personnel, equipment and supplies in support of local and state area agencies involved in wildland, rural, and urban firefighting operations. Local and regional mutual aid must be exhausted before state assistance is requested, except situations where lives and property are immediately threatened. If resources or information cannot be provided by Disaster District Committee (DDC), the DDC Chairperson will send a State of Texas Assistance Request (STAR) to the State Operations Center (SOC) for resolution.



# Resource Ordering

When mutual aid becomes expended, the local response organization should designate an incident commander who is responsible for all incident activities, including the development of strategies and tactics and the ordering and release resources. This Mission Ready Package (MRP) Catalog is designed to help streamline the ordering process and to help bridge the gap of understanding of what resources TFS is able to provide to local jurisdictions, during All-Hazard incidents. These resource components are not definitive, but are organized to act as a guide to local jurisdictions in the resource ordering process. The MRP Catalog is broken down into two sections: 1.) Incident Management Components and 2.) Operational Components.

The Incident Management Components play an essential role in the management of, and response to, local/regional/state emergencies, natural disasters and public events. Please refer to the appropriate Incident Complexity Analysis Document (All-Hazard or Wildfire), to consider incident complexity factors or contact your local TFS or TDEM Representative for assistance.

## Incident Management Components are:

- 1.) Lone Star State Incident Management Team – Type II (Long Team Configuration)
- 2.) Lone Star State Incident Management Team – Type II (Short Team Configuration)
- 3.) Lone Star State Incident Management Team – Type III
- 4.) Regional Incident Management Team – Type III
- 5.) Texas All-Hazards Planning Module
- 6.) Texas All-Hazards Finance/Reimbursement Module
- 7.) Post-Fire Assessment Team
- 8.) Urban-Tree Assessment Team

The Operational Components consist of tactical personnel and equipment, qualified to carry out wildfire and All-Hazard missions. Resource ordering coordination responsibility will be carried out by TFS to the local jurisdiction. These may come in the form of firefighting support, logistical support, chainsaw work, debris removal, emergency road clearing, etc.

## Operational Components are:

- 1.) TIFMAS Taskforce/Strike Team
- 2.) TIFMAS HazMat Taskforce
- 3.) Handcrew/Module/Squad
- 4.) Saw Module/Saw Squad/Saw Team
- 5.) TFS Operational/Logistical Support Equipment
- 6.) TFS Command Post



# Incident Complexity

The NIMS Guideline for the National Qualification System defines Incident Complexity as the Incident criteria determined by the level of difficulty, severity, or overall resistance faced by incident management or support personnel while trying to manage or support an incident to a successful conclusion or to manage one type of incident or event compared to another type.

Incident Complexity is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy. Incident complexity is considered when making incident management level, staffing, and safety decisions.

Incident complexity is assessed on a five-point scale ranging from Type 5 (the least complex incident) to Type 1 (the most complex incident).

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Area involved, jurisdictional boundaries
- Availability of resources

Complex Incidents are larger incidents with higher incident complexity (normally Type 1 or Type 2 incidents) that extend into multiple operational periods and rapidly expand to multijurisdictional and/or multidisciplinary efforts necessitating outside resources and support.

# All-Hazards Incident Complexity Analysis

\*This chart is a guide and should NOT be used as an absolute\*

<b>Name of Incident:</b>		<b>Date:</b>	
<b>Kind of Incident:</b>		<b>Completed by:</b>	
YES = A likely factor - NO = Not likely a factor			
<b>1. Jurisdictional boundaries (Check One)</b>		<b>YES</b>	<b>NO</b>
Incident is within a single local political jurisdiction			
Incident is within two adjoining local political jurisdictions			
Incident is within more than two adjoining local political jurisdictions			
Incidents encompass more than two non-adjoining local jurisdictions (Incident Complex)			
Incident is within local government and state/tribal jurisdictions			
Incident is within local government and federal jurisdictions			
Incident is within only a state/tribal jurisdiction			
Incident is within only a federal jurisdiction			
<b>2. Threat to life (persons who requires responder assistance) (Check One)</b>			
Less than 10 persons			
Less than 100 persons			
Greater than 100 persons			
<b>3. Threat to property (Check One)</b>			
Incident is not getting larger			
Incident is getting larger but is not extending beyond existing perimeter			
Incident cannot be contained within the existing perimeter			
<b>4. Area (location) involved (does not include property value) (Check One)</b>			
Less than one acre/square block (not likely to extend beyond)			
Less than one acre/square block) (likely to extend beyond)			
Less than ten acres (not likely to extend beyond)			
Less than ten acres (likely to extend beyond)			
Less than 360 acres/square miles (not likely to extend beyond)			
Greater than 360 acres			
Greater than 1000 acres			
<b>5. Population Impact (Check One)</b>			
N/A			
Less than 100			
Less than 500			
Greater than 500			
<b>6. Number of homes and business evacuated or may be evacuated (Check One)</b>			
N/A			
Less than 25			
Less than 100			
Greater than 100			

<b>7. Values at risk (Check One)</b>	YES	NO
Additional losses should be less than 100,000		
Additional losses should be less than 1,000,000		
Additional losses should be less than 10,000,000		
Additional losses should be less than 100,000,000		
Additional losses will exceed 100,000,000		
<b>8. Threat to environment (Check One)</b>		
Environmental issues will only be during the incident		
Environmental issues will be mitigated within one year of the incident		
Environmental issues will last more than a year of the incident		
<b>9. Weather (Check One)</b>		
Forecast indicating no impact on incident operations		
Forecast indicates no significant relief		
Forecast indicates worsening conditions		
<b>10. Organizational complexity (Check All Applicable)</b>		
The Incident will go beyond the initial operational period		
Written Incident Action Plan is needed for each operational period		
Less than 25 incident personnel		
Less than 100 incident personnel (Type 3)		
Less than 250 incident personnel		
Less than 500 incident personnel (Type 2)		
More than 500 incident personnel (Type 1)		
Three or more Division or Groups will be needed		
Branches will be needed		
Substantial Air Operations will be needed		
Night operations will be needed		
Special support/operations personnel will be needed (Health, Power, Public Works, Hazmat, other)		
<b>11. Media/Social Impact Significant Media Impacts, Social networks (Check All)</b>		
Local Media is or will be at the Incident		
Regional Media is or will be at the Incident		
National Media is or will be at the Incident		
Social Media Networks will need to be monitor and replied to		
IC will be established		
Regular Public Meetings will be needed		

<b>12. Resource Ordering (Check All Applicable)</b>	<b>YES</b>	<b>NO</b>
Number and kind of local resources available will not be sufficient		
Resources from assisting, cooperating or mutual aid agencies are needed		
Resources from outside the area are needed		
There are state resources at the incident or will be needed		
There are federal resources at the incident or will be needed		
There are numerous spontaneous volunteers		
There has been or expected a large amount of donated supplies		
There is or will be a need for private/contracted resources		
There is a single point to order resources		
There are multiple points to order resources		
There is an activated local EOC		
There is a local MAC/Coordination Center		
There is a State MAC/Coordination Center		
There is a Regional MAC/Coordination Center		
There is a National MAC/Coordination Center		
Local resources will need to be available to deal with other emergencies that are not related to this incident		
<b>13. Political/Economic Sensitivity (Check All Applicable)</b>		
The kind of incident		
The location of the incident		
Cost of incident mitigation will be significant		
High Potential for Incident Growth and/or Escalation of the Event		
Critical Infrastructure Damaged and/or Compromised (Electricity, Water, Sewer etc)		
Transportation Ingress/Egress compromised effecting Travel Routes		
Hazardous Materials Present in Large Quantities		
High Volume of Debris Present		
Local Municipality, City, or County Disaster Declaration has been made or is needed		
Governor's Emergency or Disaster Declaration has been made or is needed		
Governor's and Presidential Stafford Act Disaster Declaration has been made or is needed		
There are preexisting controversies with the public that will be a factor in the management of the incident		
There are preexisting relationships with response resources that will be a factor in the management of the		
<b>14. List Other issues</b>		

**\*Greater than 8 'Yes' answers** would probably indicate a need for a Type 3 Team (Subtract Shaded Boxes)\*

**\*Greater than 15 'Yes' answers** would probably indicate a need for a Type 2 Team (Subtract Shaded Boxes)\*

**\*More than 20 'Yes' answers** would probably indicate a need for a Type 1 Team – Please consult with your TFS or TDEM Representative.

# Wildland Fire Complexity Analysis

The Wildland Fire Risk Complexity Assessment should be used to evaluate firefighter safety issues, assess risk, and identify the appropriate incident management organization. Determining incident complexity is a subjective process based on examining a combination of indicators or factors. An incident's complexity can change over time; incident manager should periodically re-evaluate incident complexity to ensure that the incident is managed properly with the right resources.

## Instructions:

Incident Commanders should complete **Part A** and **Part B** and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete **Part C** and provide the information to the Agency Administrator.

## **Part A: Firefighter Safety Assessment**

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	

Logistical support for the incident is inadequate or difficult.	
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## Part B: Relative Risk Assessment

Values				Notes/Mitigatio
<b><u>B1. Infrastructure/Natural/Cultural Concerns</u></b> <b>Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high.</b> Considerations key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.	L	M	H	
<b><u>B2. Proximity and Threat of Fire to Values</u></b> <b>Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</b>	L	M	H	
<b><u>B3. Social/Economic Concerns</u></b> <b>Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high.</b> Considerations impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.	L	M	H	
Hazards				Notes/Mitigatio
<b><u>B4. Fuel Conditions</u></b> <b>Consider fuel conditions ahead of the fire and rank this element low, moderate, or high.</b> Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture	L	M	H	
<b><u>B5. Fire Behavior</u></b> <b>Evaluate the current fire behavior and rank this element low, moderate, or high.</b> Considerations intensity; rates of spread; crowning; profuse or long-range spotting.	L	M	H	
<b><u>B6. Potential Fire Growth</u></b> <b>Evaluate the potential fire growth, and rank this element low, moderate, or high.</b> Considerations Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.	L	M	H	
Probability				Notes/Mitigatio
<b><u>B7. Time of Season</u></b> <b>Evaluate the potential for a long-duration fire and rank this element low, moderate, or high.</b> Considerations time remaining until a season ending event.	L	M	H	



<b><u>B8. Barriers to Fire Spread</u></b> If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.	<b>L</b>	<b>M</b>	<b>H</b>	
<b><u>B9. Seasonal Severity</u></b> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.	<b>L/ M</b>	<b>H</b>	<b>VH /E</b>	
Enter the number of items circled for each column.				

### Relative Risk Rating (circle one):

<b>Low</b>	Majority of items are “Low , with a few items rated as “Moderate
<b>Moderate</b>	Majority of items are “Moderate , with a few items rated as “Low
<b>High</b>	Majority of items are “High ; A few items may be rated as “ Low or

### Part C: Organization

Relative Risk Rating (From Part B)					
Circle the Relative Risk Rating (from Part ).		<b>L</b>	<b>M</b>	<b>H</b>	
Implementation Difficulty					Notes/Mitigation
<b><u>C1. Potential Fire Duration</u></b> Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note This will vary by geographic area.	<b>N/A</b>	<b>L</b>	<b>M</b>	<b>H</b>	
<b><u>C2. Incident Strategies (Course of Action)</u></b> Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high. Considerations Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.	<b>N/A</b>	<b>L</b>	<b>M</b>	<b>H</b>	

<b><u>C3. Functional Concerns</u></b> <b>Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate).</b> Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/ or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.	N/A	L	M	H	
<b>Socio/Political Concerns</b>					<b>Notes/Mitigation</b>
<b><u>C4. Objective Concerns</u></b> <b>Evaluate the complexity of the incident objectives and rank this element low, moderate, or high.</b> Considerations clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.	N/A	L	M	H	
<b><u>C5. External Influences</u></b> <b>Evaluate the effect external influences will have on how the fire is managed and rank this element low, moderate, or high.</b> Considerations limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre-existing controversies/ relationships; smoke management problems; sensitive political concerns/interests.	N/A	L	M	H	
<b><u>C6. Ownership Concerns</u></b> <b>Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element low, moderate, or high.</b> Considerations disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.	N/A	L	M	H	
<b>Enter the number of items circled for each column.</b>					

**Part C: Organization (continued)**

**Recommended Organization (circle one):**

<b>Type 5</b>	Majority of items rated as “N/A; a few items may be rated in other categories.
<b>Type 4</b>	Majority of items rated as “Low, with some items rated as “N/A, and a few items rated as “Moderate or “High”
<b>Type 3</b>	Majority of items rated as “Moderate, with a few items rated in other categories.
<b>Type 2</b>	Majority of items rated as “Moderate, with a few items rated as “High”
<b>Type 1</b>	Majority of items rated as “High”; a few items may be rated in other categories.

**Rationale:**

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the “Notes/Mitigation” column to address actions for a specific element, and include these mitigations in the rationale.

Name of Incident \_\_\_\_\_ Unit(s) \_\_\_\_\_

Date/Time \_\_\_\_\_ Signature of Preparer \_\_\_\_\_

# Indicators of Incident Complexity

Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The following are common contributing indicators for each of the 5 complexity types.

## Type 5 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> <li>Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene</li> <li>For incidents managed for resource objectives, minimal staffing/oversight is required</li> <li>One to five single resources may be needed</li> <li>Formal Incident Planning Process not needed</li> <li>Written Incident Action Plan (IAP) not needed</li> <li>Minimal effects to population immediately surrounding the incident</li> <li>Critical Infrastructure, or Key Resources, not adversely affected</li> </ul>	<ul style="list-style-type: none"> <li>Incident Commander (IC) position filled</li> <li>Single resources are directly supervised by the IC</li> <li>Command Staff or General Staff positions not needed to reduce workload or span of control</li> </ul>

## Type 4 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> <li>Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods</li> <li>Multiple resources (over 6) may be needed</li> <li>Resources may require limited logistical support</li> <li>Formal Incident Planning Process not needed</li> <li>Written Incident Action Plan (IAP) not needed</li> <li>Limited effects to population surrounding incident</li> <li>Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period</li> <li>Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction</li> </ul>	<ul style="list-style-type: none"> <li>IC role filled</li> <li>Resources either directly supervised by the IC or supervised through an ICS Leader position</li> <li>Task Forces or Strike Teams may be used to reduce span of control to an acceptable level</li> <li>Command Staff positions may be filled to reduce workload or span of control</li> <li>General Staff position(s) may be filled to reduce workload or span of control</li> </ul>

## Type 3 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> <li>Incident typically extends into multiple operational periods</li> <li>Incident objectives usually not met within the first or second operational period</li> <li>Resources may need to remain at scene for multiple operational periods, requiring logistical support</li> <li>Numerous kinds and types of resources may be required</li> <li>Formal Incident Planning Process is initiated and followed</li> <li>Written Incident Action Plan (IAP) needed for each Operational Period</li> <li>Responders may range up to 200 total personnel</li> <li>Incident may require an Incident base to provide support</li> <li>Population surrounding incident affected</li> <li>Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods</li> <li>Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction</li> </ul>	<ul style="list-style-type: none"> <li>IC role filled</li> <li>Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions</li> <li>Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level</li> <li>Command Staff positions filled to reduce workload or span of control</li> <li>General Staff position(s) filled to reduce workload or span of control</li> <li>ICS functional units may need to be filled to reduce workload</li> </ul>

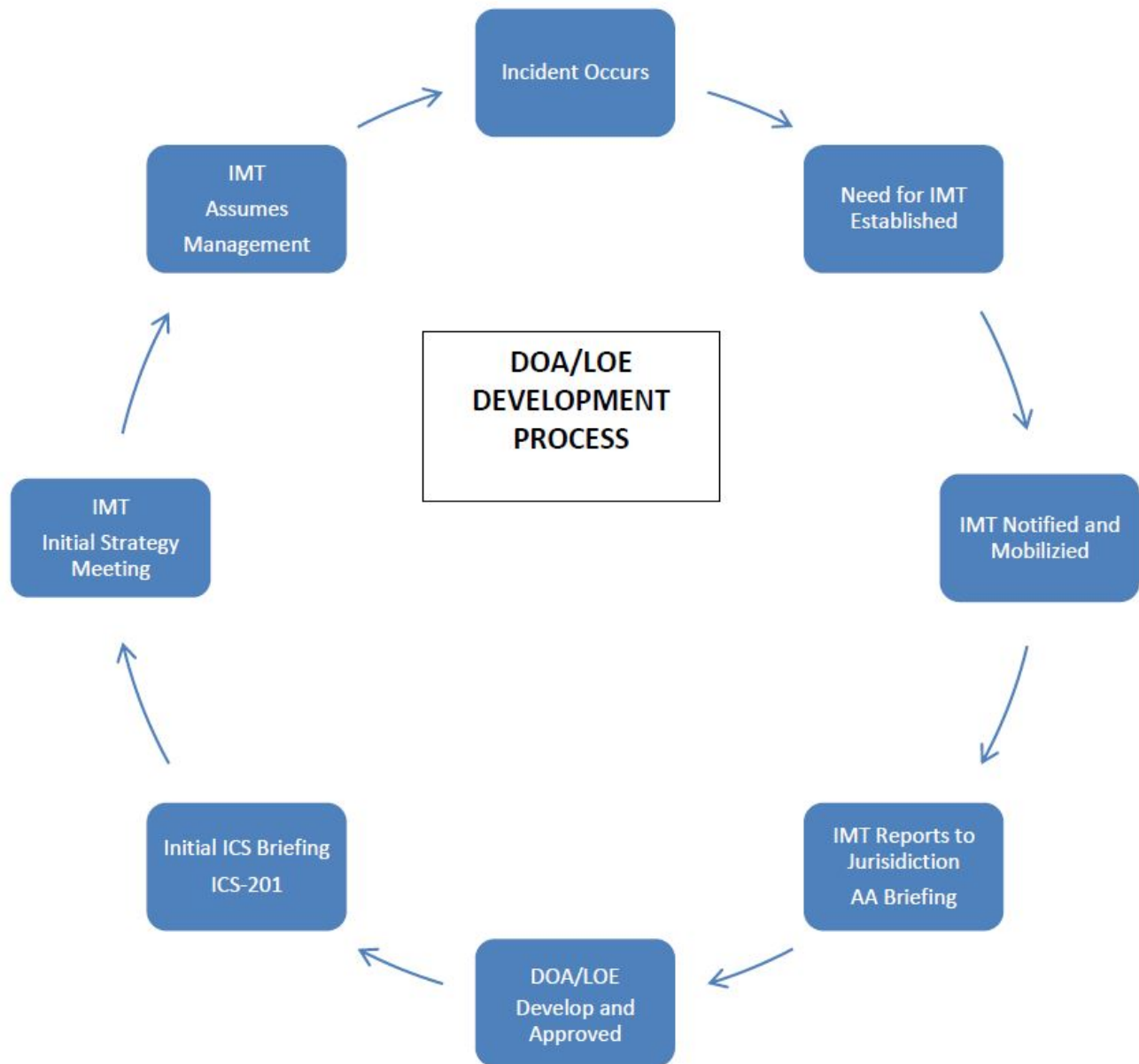
## Type 2 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> <li>Incident displays moderate resistance to stabilization or mitigation and will extend into multiple operational periods covering several days</li> <li>Incident objectives usually not met within the first several Operational Periods</li> <li>Resources may need to remain at scene for up to 7 days and require complete logistical support</li> <li>Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process</li> <li>Formal Incident Planning Process is initiated and followed</li> <li>Written Incident Action Plan (IAP) needed for each Operational Period</li> <li>Responders may range from 200 to 500 total</li> <li>Incident requires an Incident base and several other ICS facilities to provide support</li> <li>Population surrounding general incident area affected</li> <li>Critical Infrastructure or Key Resources may be adversely affected, or possibly destroyed, and actions to mitigate effects may extend into multiple Operational Periods and require considerable coordination</li> <li>Elected and appointed governing officials, stakeholder groups, and political organizations require a moderate level of interaction</li> </ul>	<ul style="list-style-type: none"> <li>IC role filled</li> <li>Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions</li> <li>Branch Director position(s) may be filled for organizational or span of control purposes</li> <li>Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control</li> <li>All Command Staff positions filled</li> <li>All General Staff positions filled</li> <li>Most ICS functional units filled to reduce workload</li> </ul>

## Type 1 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> <li>Incident displays high resistance to stabilization or mitigation and will extend into numerous operational periods covering several days to several weeks</li> <li>Incident objectives usually not met within the first several Operational Periods</li> <li>Resources may need to remain at scene for up to 14 days, require complete logistical support, and several possible personnel replacements</li> <li>Numerous kinds and types of resources may be required, including many that will trigger a formal demobilization process</li> <li>DOD assets, or other nontraditional agencies, may be involved in the response, requiring close coordination and support</li> <li>Complex aviation operations involving multiple aircraft may be involved</li> <li>Formal Incident Planning Process is initiated and followed.</li> <li>Written Incident Action Plan (IAP) needed for each Operational Period</li> <li>Responders may range from 500 to several thousand total</li> <li>Incident requires an Incident base and numerous other ICS facilities to provide support</li> <li>Population surrounding the region or state where the incident occurred is affected</li> <li>Numerous Critical Infrastructure or Key Resources adversely affected or destroyed. Actions to mitigate effects will extend into multiple Operational Periods spanning days or weeks and require long-term planning and considerable coordination</li> <li>Elected and appointed governing officials, stakeholder groups, and</li> </ul>	<ul style="list-style-type: none"> <li>IC role filled</li> <li>Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions</li> <li>Branch Director Position(s) may be filled for organizational or span of control purposes</li> <li>Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control</li> <li>All Command Staff positions filled and many include assistants</li> <li>All General Staff positions filled and many include deputy positions</li> <li>Most or all ICS functional units filled to reduce workload</li> </ul>

## Delegation of Authority/Letter of Expectation Development Process



In accordance with NIMS, a Delegation of Authority (DOA) is only used when an IMT is being asked to take over management of the incident. A Letter of Expectations (LEO) should be used when an IMT is in a supporting role to a local jurisdiction or Disaster District Chair (most common approach in Texas). For Type 3, 4, or 5 incidents, the DOA or LEO may be written or verbal.

The Texas A&M Forest Service Chief of Party will determine if the IMT needs to develop a DOA or LOE. If the need for one is determined, the Chief of Party with the IMT, will cooperatively develop and submit for signature to the local Agency Representative a written DOA or LEO. This development process assures that there is a complete understanding by all parties of the scope, nature and requirements of the assignment.



From this document, the incident objectives can be established, the AA's priorities are captured, and expectations from the AA to the IMT are documented. If priorities or objectives change, updates to the document may be addressed.

The DOA or LOE can provide the following:

- Objectives
- Priorities
- Expectations
- Constraints
- Other considerations or guidelines as needed.

Following notification of mobilization, the Incident Management Team (IMT) will proceed to the impacted jurisdiction(s) and should attend **two major briefings** in the order specified below.

**1.) Briefing by the AA attended by all members of the Command and General Staff.**

The purpose of the AA briefing is to:

- 1.) Provide a common understanding between the AA and the IMT of the environmental, social, political, and other management issues relevant to the incident and its location.
- 2.) Inform the IMT of the history, current status of the incident, and actions taken to date.
- 3.) Present documents providing intelligence and aids to management of the incident, including maps, photos, GIS products, weather forecasts, phone lists, agreement, plans and current ICS-209.
- 4.) Discuss and develop the DOA or LOE for the AA to the IC/UC.
- 5.) Identify key agency personnel who will be involved with the IMT, including the AA representative, resource advisor, and the incident business advisor.
- 6.) Establish procedures and schedules for communications between the AA and IC/UC.
- 7.) Establish how news media, public information, and important local and political contacts will be handled on the incident.
- 8.) Establish resource ordering procedures and fiscal considerations, limitations, or constraints.
- 9.) Establish standards for return of the incident to local management.
- 10.) Identify special safety awareness concerns and expectations.

During the AA briefing, the IMT Command and General Staff reviews the AA objectives and intent and directs questions to the AA, jurisdictional staff or current IC and Command and General staff attending the briefing to clarify the objectives and intent presented by the AA.

Following the briefing between the AA and the IMT Command and General Staff, the DOA or LOE is prepared by the jurisdiction or by the Plans Section of the IMT. The LOA is signed by all parties. It is essential that this occur prior to the IMT briefing with the current IC so that there is a clear understanding of the role and responsibility of the IMT when assuming management of the incident.

## **2.) Briefing by the current IC attended by all members of the Command and General Staff.**

This briefing follows the AA briefing and focuses on the status and potential of the incident and incident resources. The current IC and Command and General Staff (if possible) attend, present the ICS-201 to the IMT and provide an overview of the current response activities, incident potential, and other relevant information and respond to specific issues and questions. Typically, the IMT will conduct an initial strategy meeting before assuming management of the incident.

### Sources:

National Incident Management System

ICS-200, ICS for Single Resources and Initial Incident Actions

2020 National Interagency Fire Center Red Book

PMS 900 NWCG Operating Principles and Guidelines

PMS 902 Interagency Incident Business Management Handbook

ICS 420-1 Field Operations Guide

ICS 410-1 Fireline Handbook

# Letter of Expectation



## Letter of Expectation DPS Disaster District \_\_\_\_\_

I \_\_\_\_\_ have met with Team Leader \_\_\_\_\_ of the \_\_\_\_\_ Type 3 All-Hazards Incident Management Team and expect the following actions to be accomplished by the Team using resources assigned to the District.

1. Provide for responder and public safety.
2. Establish staging and resource check in for Disaster District \_\_\_\_\_.
3. Provide all planning operations for Disaster District \_\_\_\_\_ to include developing all Incident Action Plans (IAP) and conducting all operational period briefings
4. Perform all resource ordering operations for Disaster District \_\_\_\_\_.
5. Manage the all activities in a cost-effective and efficient manner.
6. Manage all activities in accordance to National Incident Management System (NIMS).
7. Establish and manage a Resource Staging Area (RSA) in or near the impacted area.
8. Provide support to \_\_\_\_\_ County Emergency Operations Center as Directed by the \_\_\_\_\_ County Judge or \_\_\_\_\_ County Emergency Management Director.
9. Provide management support to the Points of Distribution (PODS) established in \_\_\_\_\_ County.

\_\_\_\_\_  
DDC Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Team Leader Signature

\_\_\_\_\_  
(Date)

# **TFS MISSION READY PACKAGE (MRP) RESOURCE FUNCTIONS**

## **MISSION ROLES & RESPONSIBILITIES**

- All-Hazards Incident Management Teams (IMT) consists of personnel from appropriate disciplines (fire, rescue, emergency medical, hazardous materials, law enforcement, public works, public health and others) trained to perform the functions of the Command and General Staff in the Incident Command System. These functions include Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information, and Liaison. Members of the initial responding departments often fill these functions; however, the size, complexity, or duration of an incident may indicate the need for an IMT to support them.
- Provides wildland and structure firefighting resources to local, state and federal agencies in support of firefighting and emergency operations.
- Provides command, control, and coordination of resources (to include Incident Management Teams) to local, state and federal agencies in support of firefighting and emergency operations.
- Provides direct liaisons and position specific staff with local, state, and federal Emergency Operations Centers (EOCs), as appropriate.
- Provides Incident Management and Operational components during response activities, to save lives, protect property, and the environment, meet basic human needs and restore basic services and community functionality.

## **Works with Other Capabilities**

- Local, State, and Federal EOCs
- Federal, State, & Local Resources (TDEM, TMD, EMTF, DPS, etc.)
- Incident Management Assistant Teams (IMAT)
- Incident Command Organizations

# **Incident Management Team Components**

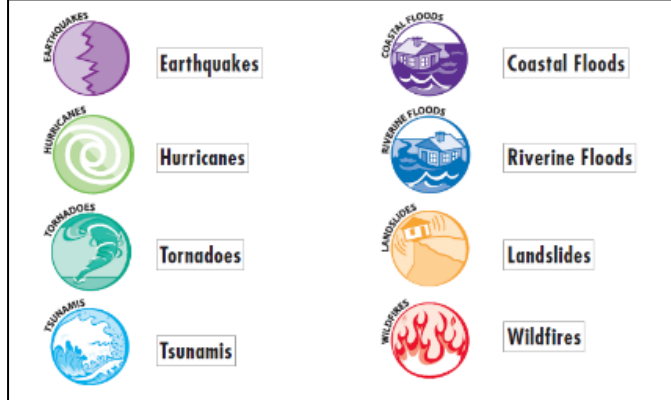
# LONE STAR STATE INCIDENT MANAGEMENT TEAM - TYPE II (LONG TEAM CONFIGURATION)

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Incident Commander Type 2 (ICT2)
- 1 Public Information Officer Type 2 (PIO2)
- 2 Safety Officer Type 2 (SOF2)
- 1 Liaison Officer (LOFR)
- 2 Operations Section Chiefs Type 2 (OSC2)
- 1 Air Operations Branch Director (AOBD)
- 1 Planning Section Chief Type 2 (PSC2)
- 1 Logistics Section Chief Type 2 (LSC2)
- 1 Finance Section Chief Type 2 (FSC2)
- 4 Division/Group Supervisors (DIVS)
- 1 Facilities Unit Leader (FACL)
- 1 Supply Unit Leader (SPUL)
- 1 Food Unit Leader (FDUL)
- 1 Communications Unit Leader (COML)
- 1 Medical Unit Leader (MEDL)
- 1 Resource Unit Leader (RESL)
- 1 Geographic Information System Specialist (GISS)
- 1 Incident Technology Support Specialist (ITSS)
- 1 Situation Unit Leader (SITL)
- 1 Fire Behavior Analyst (FBAN)
- 1 Air Support Group Supervisor (ASGS)
- 1 Cost Unit Leader (COST)
- 1 Time Unit Leader (TIME)
- 1 Procurement Unit Leader (PROC)
- 11 Discretionary Positions
- 14 Trainee Positions

**58 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction



## Task & Purpose

- Manage incidents with complexity of Type 2, requiring a significant number of local, regional and state resources and incidents that extend into multiple operational periods and require a written IAP.
- Provide a multi-agency/multi-jurisdictional team for extended incidents to command and manage tactical resources to achieve objectives set by the Agency Administrator.
- Support management of mobilization, staging and distribution sites.

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction. IMT has minimal tactical resources, which should be assigned to the team by the Authority Having Jurisdiction.



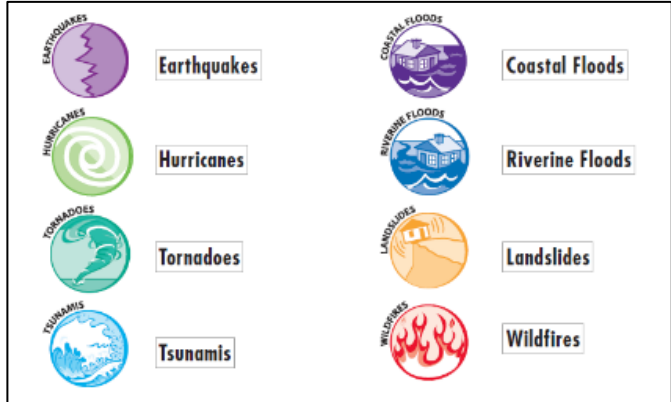
# LONE STAR STATE INCIDENT MANAGEMENT TEAM - TYPE II (SHORT TEAM CONFIGURATION)

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Incident Commander Type 2 (ICT2)
- 1 Public Information Officer Type 2 (PIO2)
- 1 Safety Officer (SOF2)
- 2 Operations Section Chief Type 2 (OSC2)
- 1 Air Operations Branch Director (AOBD)
- 1 Planning Section Chief Type 2 (PSC2)
- 1 Logistics Section Chief Type 2 (LSC2)
- 1 Finance Section Chief Type 2 (FSC2)
- 2 Division/Group Supervisor (DIVS)
- 1 Geographic Information System Specialist (GISS)
- 6 Discretionary Positions
- 6 Incident Management Team Trainee Positions

**26 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Manage incidents with complexity of Type 2, requiring a significant number of local, regional and state resources and incidents that extend into multiple operational periods and require a written IAP.
- Provide a multi-agency/multi-jurisdictional team for extended incidents to command and manage tactical resources to achieve objectives set by the Agency Administrator.
- Support management of mobilization, staging and distribution sites.

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction. IMT has minimal tactical resources, which should be assigned or negotiated with the team and the Authority Having Jurisdiction.

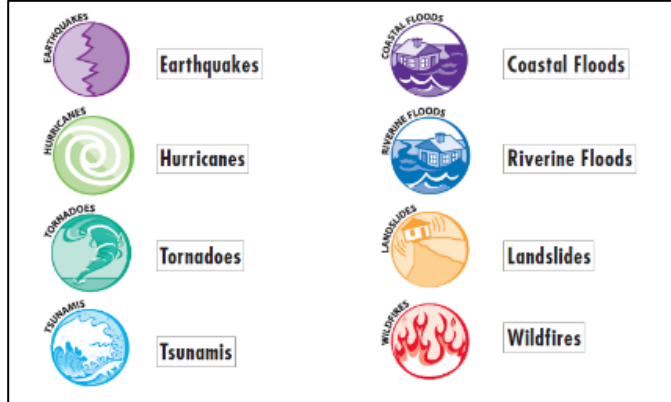
# LONE STAR STATE INCIDENT MANAGEMENT TEAM - TYPE III

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Incident Commander Type 3 (ICT3)
- 1 Public Information Officer (PIOF)
- 1 Safety Officer, Line (SOFR)
- 1 Liaison Officer (LOFR)
- 1 Operations Section Chief Type 3 (OSC3)
- 2 Division/Group Supervisor (DIVS)
- 1 Planning Section Chief Type 3 (PSC3)
- 1 Resource Unit Leader (RESL)
- 1 Situation Unit Leader (SITL)
- 1 Geographic Information System Specialist (GISS)
- 1 Training Specialist (TNSP)
- 1 Incident Technology support Specialist (ITSS)
- 1 Logistics Section Chief Type 3 (LSC3)
- 1 Finance Section Chief Type 3 (FSC3)
- 3 Incident Management Team Trainee Positions

**18 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Manage incidents with complexity of Type 3, requiring a significant number of local, regional and state resources and incidents that extend into multiple operational periods and require a written IAP.
- Provide a multi-agency/multi-jurisdictional team for extended incidents to command and manage tactical resources to achieve objectives set by the Agency Administrator.
- Management of mobilization, staging and distribution site.

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction. IMT has minimal tactical resources, which should be assigned or negotiated with the team and the Authority Having Jurisdiction.

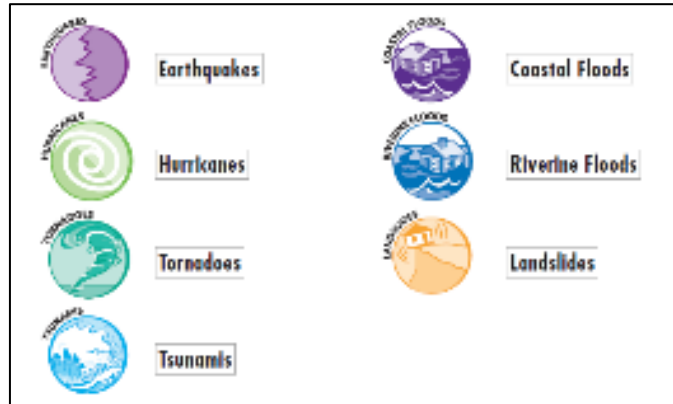
# REGIONAL INCIDENT MANAGEMENT TEAMS - TYPE III

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Incident Commander Type 3 (ICT3)
- 1 Liaison Officer (LOFR)
- 1 Public Information Officer (PIOF)
- 1 Safety Officer, Line (SOFR)
- 1 Operations Section Chief Type 3 (OSC3)
- 2 Division/Group Supervisors (DIVS)
- 1 Planning Section Chief (PSC3)
- 1 Resource Unit Leader (RESL)
- 1 Situation Unit Leader (SITL)
- 1 Training Specialist (TNSP)
- 1 Geographic Information System Specialist (GISS)
- 1 Logistics Section Chief (LSC3)
- 1 Incident Technology Support Specialist (ITSS)
- 1 Finance Section Chief Type (FSC3)
- 3 IMT Trainee Positions

**18 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Manage incidents with All-Hazard incident complexity of Type 3, requiring a significant number of local, regional and state resources and incidents that extend into multiple operational periods and require a written IAP.
- Provide a multi-agency/multi-jurisdictional team for extended incidents to command and manage tactical resources to achieve objectives set by the Agency Administrator.
- Incident Management of mobilization, staging and distribution site.

## Mission Function

- Natural Disasters (Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction. IMT has minimal tactical resources, which should be assigned or negotiated with the team and the Authority Having Jurisdiction.

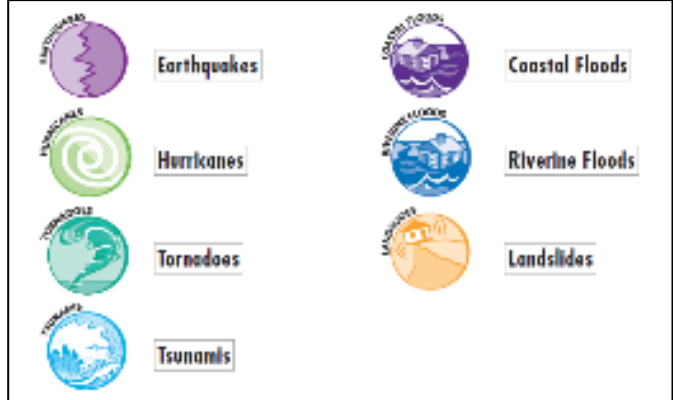
# TEXAS ALL-HAZARDS PLANNING MODULE

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Team Lead
- 1 Planning Section Chief (PSC)
- 1 Resource Unit Leader (RESL) \*If Applicable\*
- 1 Status Check-In Recorder (SCKN) \*If Applicable\*
- 1 Situation Unit Leader (SITL)
- 1 Geographic Information System Specialist (GISS) \*If Applicable\*
- 1 Documentation Unit Leader

**4 - 7 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Responsible for check-in and staging of all state resources reporting to or working in the DDC or local area of operations
- Responsible for planning operations at the DDC, EOC or ICP, to include the development of IAP, Situation Report, and/or Map Products
- Provide appropriate personnel to complete emergency response and coordination planning
- Management of mobilization, staging and distribution site

## Mission Function

- Natural Disasters (Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction.  
Planning Module has NO tactical resources.



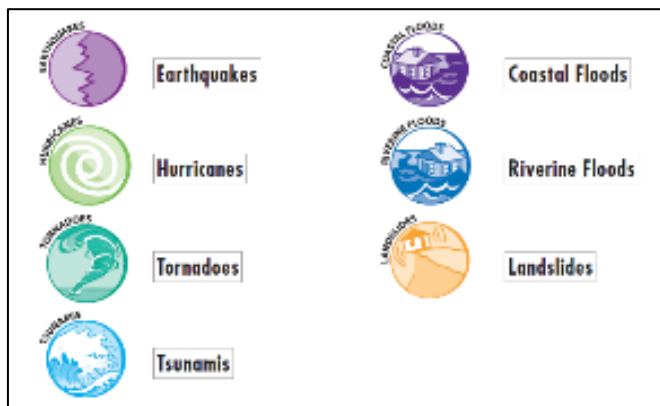
# TEXAS ALL-HAZARDS FINANCE/REIMBURSEMENT MODULE

## Personnel

*\*Positions may be substituted depending on incident need\**

1 – 4 Finance/Reimbursement Specialists

**1 - 4 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with the local jurisdiction.



## Task & Purpose

- Provide financial, administrative, and cost analysis of the incident.
- Provide financial guidance to IC or AA, on all incident response related matters
- Track incident costs for potential reimbursement and coordinate with TDEM Regional Disaster Finance Coordinator
- Provide appropriate personnel to complete emergency response and finance coordination

## Mission Function

- Natural Disasters (Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.

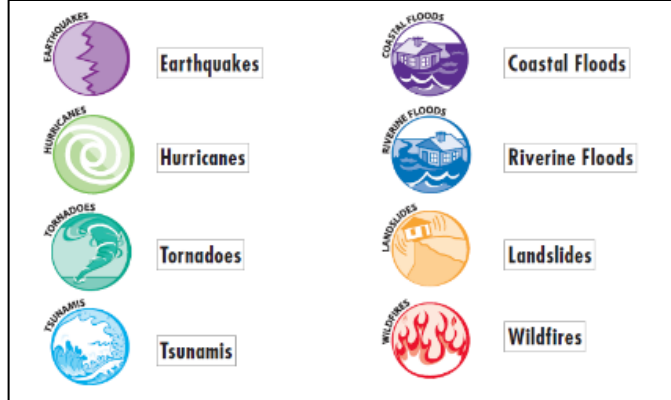
# POST-FIRE ASSESSMENT TEAM

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Team Leader (FFT2)
- 2 – 8 Team Members (FFT2/PIOF)
- 1 Geographic Information System Specialist (GISS) \*If Applicable\*

**3 – 10 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with the local jurisdiction.



## Task & Purpose

- Provide incident intelligence to local EOC, IMT, local government, and state agencies regarding structures lost within impacted area(s) for All-Hazard and wildfire incidents
- Produce maps and incident summary reports of impacted area, utilizing ESRI's ArcMap, Collector, and Survey 123 through field assessments and analysis.

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.



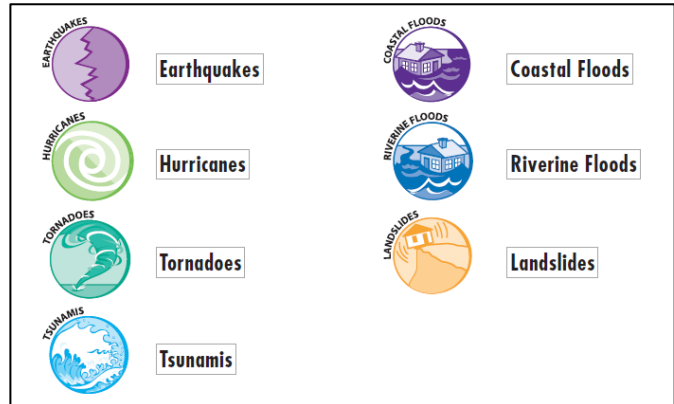
# TFS URBAN TREE ASSESSMENT TEAM

## Personnel

*\*Positions may be substituted depending on incident need\**

1 Team Leader  
2-3 Resource Advisors/Foresters

**3 - 4 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with the local jurisdiction.



## Task & Purpose

- Provide urban forest related damage assessment to local government and state agencies, following a disaster

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC

# **Operational Components**

# TIFMAS TASKFORCE/STRIKE TEAM

## Personnel

*\*Positions may be substituted depending on incident need\**

### **Type I – Engine Strike Team**

- 1 Strike Team Leader (STEN)
- 1 Command Aid
- 5 Company Officers
- 5 Drivers/Operators
- 10 – 15 Firefighters (e.g., ENOP, FFTI, or FFTII)
- 17 – 27 Total Personnel**

### **Type III – Engine Strike Team**

- 1 Strike Team Leader (STEN)
- 1 Command Aid
- 5 Engine Boss' (ENGB)
- 5 Driver/Operators
- 10 – 15 Firefighters (e.g., FFTI or FFTII)
- 17 -27 Total Personnel**

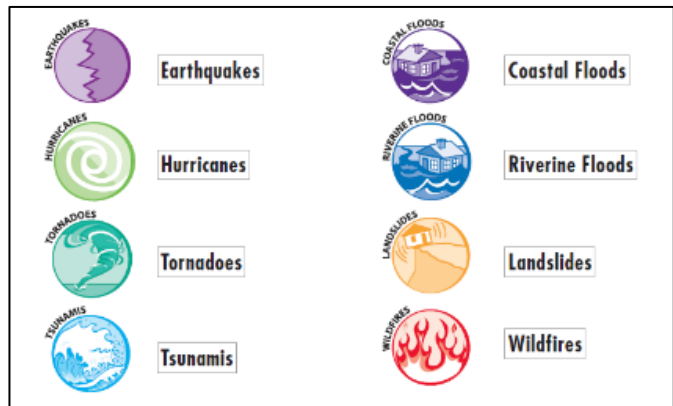
### **Type IV – Engine Strike Team**

- 1 Strike Team Leader (STEN)
- 1 Command Aid
- 5 Engine Boss' (ENGB)
- 5 Firefighters (e.g., ENOP, FFTI, or FFT2)
- 12 Total Personnel**

### **Taskforce**

- 1 Task Force Leader (TFLD)
- 1 Command Aid
- 5 Engine Operators (ENOP)
- 15 Firefighters (e.g., FFTI or FFTII)
- 26 Total Personnel**

Additional trainees are highly recommended.  
These can be negotiated with the local jurisdiction.



## Task & Purpose

- Provide operational support for All-Hazard or Wildfire incidents that exceed local capacity
- Provide qualified and credentialed tactical resources for statewide disaster response and incident stabilization
- Management of mobilization, staging and distribution site

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.

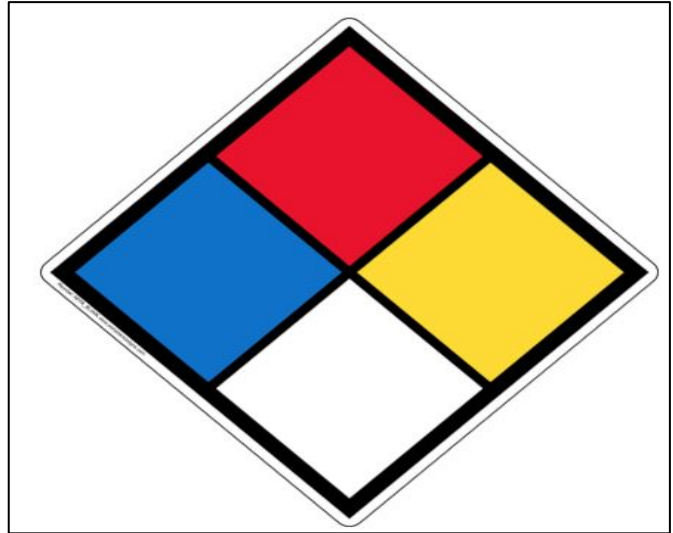
# TIFMAS - HAZMAT TASKFORCE

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 HazMat Group Supervisor
- 1 HazMat Group Safety Officer
- 2 Person Entry Team
- 2 Person Back-up Team
- 1 Person Research/Information
- 1 Decon Officer

**8 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with the local jurisdiction.



## Task & Purpose

- Provide operational support for HazMat incidents that exceed local capacity
- Respond to CBRNE emergencies and minimize associated dangers
- Provide qualified and credentialed tactical resources for statewide or local HazMat response and incident stabilization

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.

# LONE STAR STATE HANDCREW

## Personnel

*\*Positions may be substituted depending on incident need\**

### **Type II Initial Attack Handcrew**

1 Crew Boss (CRWB)

3 Squad Boss (ICT5)

14 – 18 Firefighters (e.g., FFTI or FFTII)

**18 – 20 Total Personnel**

### **Handcrew Module**

1 Module Leader (SRB/ICT5)

2 Squad Boss' (FFT1)

7 Firefighters (e.g., FFTI or FFT2)

**10 Total Personnel**

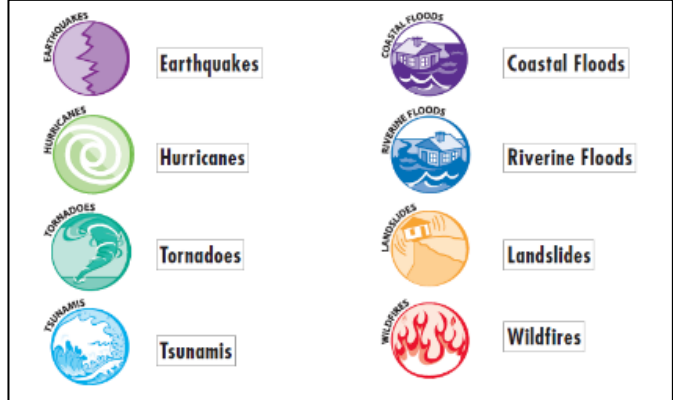
### **Handcrew Squad**

1 Squad Leader (ICT5/FFT1)

4 Firefighters (e.g., FFTI or FFTII)

**5 – 6 Total Personnel**

Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Provide qualified and credentialed operational resources with equipment necessary to support wildland or All-Hazard response
- Provide man-power to assist IMT or IC in completing operational objectives set for an incident

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events. Planned Events, Public Works or Public Health Incidents

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.



# TFS SAW CREWS

## Personnel

*\*Positions may be substituted depending on incident need\**

### **Saw Module**

- 1 Crew Boss
- 2 Squad Bosses
- 4 Sawyers
- 3 Swampers
- 10 Total Personnel**

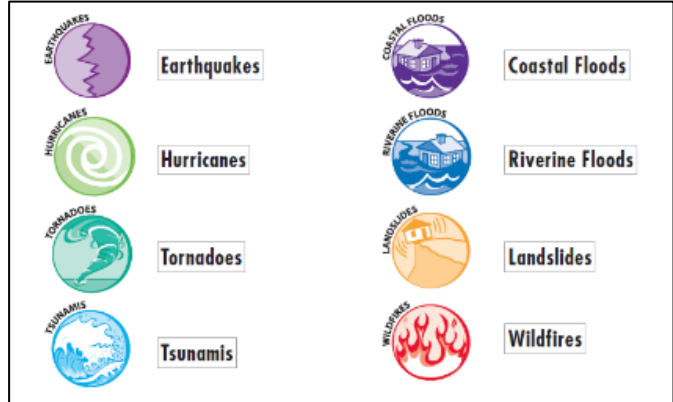
### **Saw Squad**

- 1 Squad Leader
- 2 Sawyers
- 2 Swampers
- 5 Total Personnel**

### **Saw Team**

- 1 Lead Sawyer
- 1 Swamper
- 2 Total Personnel**

Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Clear fallen trees, brush, and debris from State, County and City roads to facilitate emergency access in disaster area.
- Provide support to other firefighting operations

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents Management of mobilization, staging and distribution site

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.

# TFS OPERATIONAL/LOGISTICS SUPPORT EQUIPMENT

## Personnel

*\*Positions may be substituted depending on incident need\**

### **Operational Equipment**

Maintainers

Dozers (Type I, II, & III)

Mulchers

Chippers

Engines (Type III & Type IV)

Appropriate personnel will staff and operate equipment

### **Logistic/Support Vehicles**

Flat Pickups

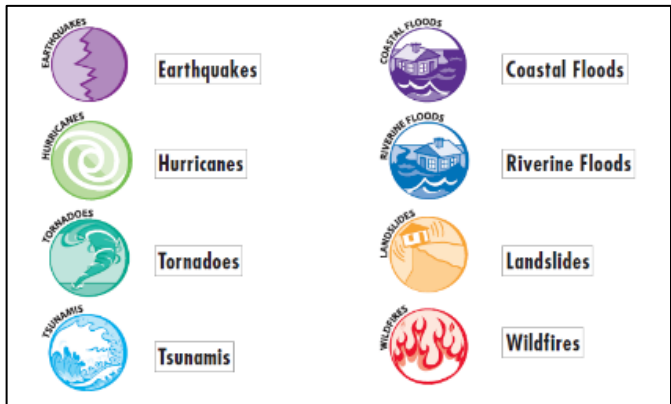
4 Wheel Drive Vehicles

Long-Haul Vehicles

Transports

Appropriate personnel will staff and operate vehicles

Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Provide operational or logistical support to incident or logistics facility during response phase of disaster operations
- Provide qualified and credentialed operational resources with equipment necessary to support wildland or All-Hazard response

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require Mission Tasking from Agency Having Jurisdiction, IMT, or IC.

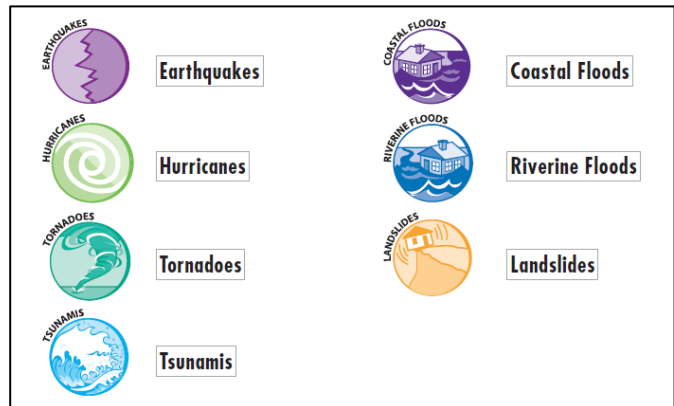
# TEXAS COMMAND POST

## Personnel

*\*Positions may be substituted depending on incident need\**

- 1 Driver/Operator
- 1 Incident Technology Support Specialist

**2 - 4 Total Personnel.** Additional trainees are highly recommended. These can be negotiated with local jurisdiction.



## Task & Purpose

- Provide Incident Command Post for disasters or planned events
- Provides a center point of contact for emergency management personnel
- Management of mobilization, staging and distribution site

## Mission Function

- Natural Disasters (Wildfires, Floods, Tornado, Blizzard, Flooding, etc.)
- Terrorist Incidents and man-made disasters
- Transportation incidents (auto, rail, air, marine)
- Public or Civil unrest (spontaneous or planned events)
- Large Scale Events or Planned Events Public Works or Public Health Incidents

## Mission Capability

May require a Letter of Expectation or Mission Tasking from Agency Having Jurisdiction.



# ABBREVIATIONS, ACRONYMS, AND INITIALIZATIONS

**AA** – Agency Administrator  
**AHJ** – Authority Having Jurisdiction  
**CBRNE** – Chemical, Biological, Nuclear, & Explosives  
**DDC** – Disaster District Committee  
**DPS** – Department of Public Safety  
**EMTF** – Emergency Medical Task Force  
**EOC** – Emergency Operations Center  
**ESF** – Emergency Support Function  
**HazMat** – Hazardous Materials  
**IAP** – Incident Action Plan  
**IC** – Incident Commander  
**IMAT** – Incident Management Assistance Team  
**IMT** – Incident Management Team  
**MRP** – Mission Ready Package  
**SOC** – State Operations Center  
**STAR** – State of Texas Assistance Request  
**TDEM** – Texas Division of Emergency Management  
**TFS** – Texas A&M Forest Service  
**TIFMAS** – Texas Intrastate Fire Mutual Aid System  
**TMD** – Texas Military Department

# GLOSSARY OF RELEVANT TERMINOLOGY

## **Agency Administrator/Executive**

The Agency Administrator or Agency Executive is the individual from an agency or at a jurisdiction who has responsibility for an incident or planned event. The Agency Administrator is often responsible for ordering the IMT and provides the IMT's Incident Commander with policy direction, mission tasking and management objectives. The Incident Commander is accountable to that Agency Administrator or Executive(s).

The Agency Administrator also provides a Delegation of Authority or Letter of Expectation to the IMT during the Agency Administrator Briefing. This document provides clarifications to as to the expectations of the Agency Administrator. The Agency Administrator Briefing (if appropriate) often focuses on the general situation, current jurisdictional authority over the incident, management objectives, goals, priorities, and expectations. It also may focus on policies, political factors, media issues, and constraints. Responder and public safety should remain at the forefront of the priorities.

## **Delegation of Authority/Letter of Expectation**

This document provides the time and limits of the IMT's authority. This may come from an Agency Administrator, Agency Head, or Area Command Team. If unable to obtain a written Delegation of Authority/Letter of Expectation, the Planning Section Chief should assist the Incident Commander to document what verbal authorities have been conferred and try to get written acceptance by the Agency Administrator.

## **Incident Complexity Analysis**

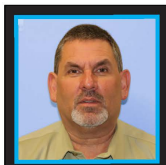
The Incident Complexity Analysis (Wildfire or All-Hazards) should be completed by the Agency Administrator. This will help to establish the complexity of the incident and will guide the Agency Administrator when determining the appropriate resources to order for the incident. This also helps the Incident Commander to determine if the incident's complexity is remaining within their qualification level.

# TFS CONTACTS - COMMAND STAFF



## FIRE OPERATIONS COMMAND STAFF

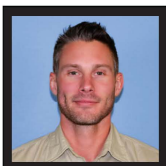
The role of the Incident Response Department is to ensure the rapid and effective response of appropriate resources, as needed, to suppress and extinguish wildfires in Texas. Rapid initial response to wildland fires is essential to suppress wildfires during high fire danger conditions, limit losses and provide for the safety of emergency responders and citizens. In addition, TFS is often requested to respond to all-hazard incidents that affect the state.



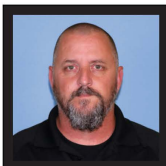
**Les Rogers**  
Chief, Fire Operations  
(979) 218-2403



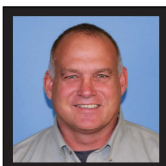
**Rich Gray**  
Chief Fire  
Coordinator  
(979) 218-2406



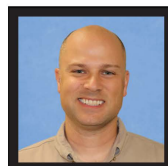
**Gabe Mahlum**  
Assistant Chief,  
State Operations Center  
(254) 220-5138



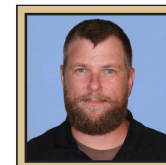
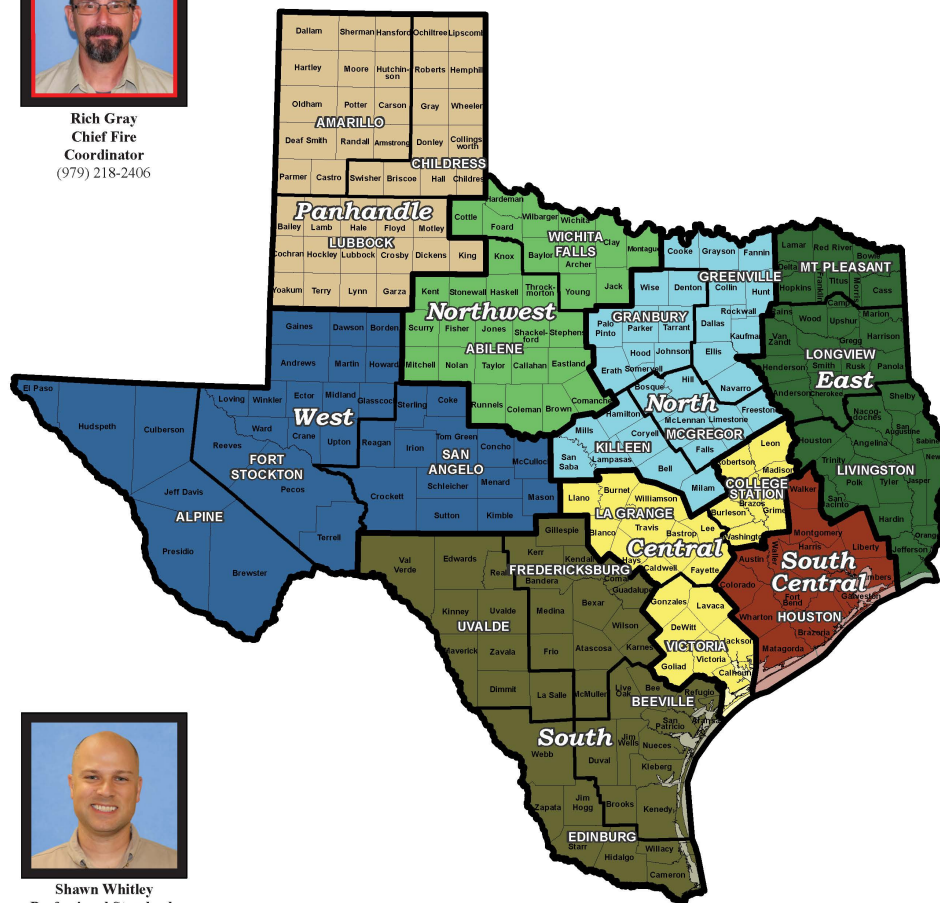
**Jim Cooper**  
Assistant Chief,  
Ranch Plans  
(346) 213-3849



**Guy Duncan**  
Assistant Chief,  
FDP/TIFMAS  
(979) 218-2404



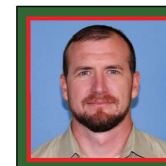
**Shawn Whitley**  
Professional Standards  
& Fleet Ops  
(979) 777-1790



**Steven Moore**  
Branch Fire Coordinator,  
Panhandle  
(979) 599-5387



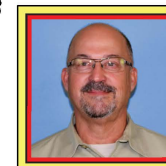
**Nick Dawson**  
Assistant Chief,  
Northwest  
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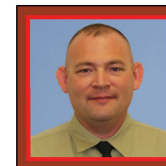
**Billy Whitworth**  
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East  
(936) 546-3150



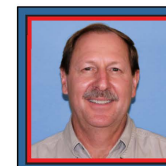
**Steven Carter**  
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**Jeff Meiner**  
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West  
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**Todd Nightingale**  
Assistant Chief,  
South  
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REVISED: JANUARY 22<sup>ND</sup>, 2020

# TFS CONTACTS - REGIONAL FIRE COORDINATORS



**TEXAS A&M  
FOREST SERVICE**

## REGIONAL FIRE COORDINATORS

The role of the Incident Response Department is to ensure the rapid and effective response of appropriate resources, as needed, to suppress and extinguish wildfires in Texas. Rapid initial response to wildland fires is essential to suppress wildfires during high fire danger conditions, limit losses and provide for the safety of emergency responders and citizens. In addition, TFS is often requested to respond to all-hazard incidents that affect the state.



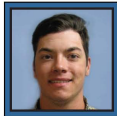
Ashley Johnson  
Amarillo/Childress  
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Paige Purvis  
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Joe Pasqua  
Alpine  
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Emory Allen  
Fort Stockton  
(979) 218-2300



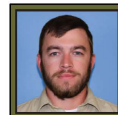
Monica Harris  
San Angelo  
(979) 218-2405



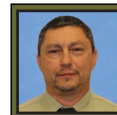
Travis Pecht  
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Craig Olson  
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Chris Wood  
Uvalde  
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Tim Pierson  
Fredericksburg  
(830) 998-6958



Regan Reser  
Wichita Falls  
(940) 235-9974



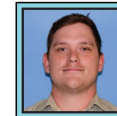
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John Fugitt  
Greenville  
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Sam Bundy  
Granbury  
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Matthew Schlafer  
McGregor  
(979) 218-3108



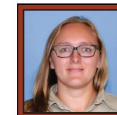
*Position  
Vacant*



*Position Vacant  
Mt. Pleasant*



Josh Bardwell  
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Ricky Holbrook  
Livingston  
(936) 546-3094



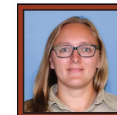
Justin Graf  
College Station  
(979) 229-3402



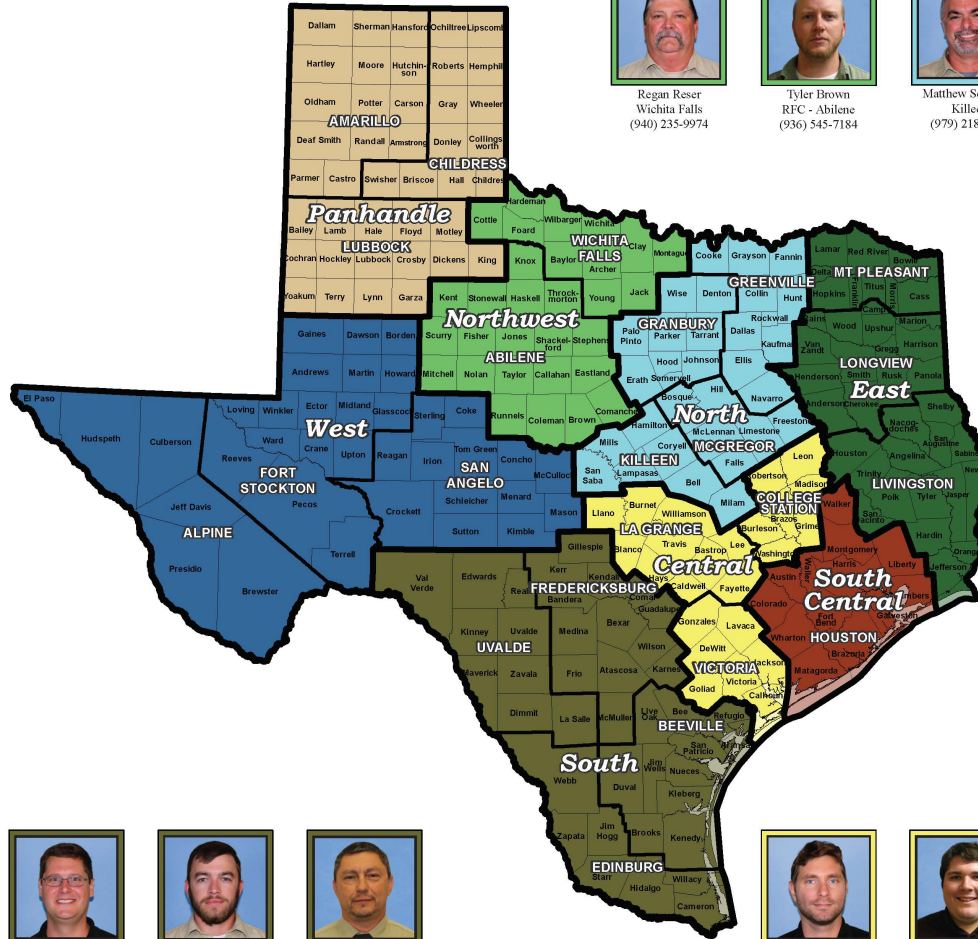
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Nicole Lang  
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REVISED: FEBRUARY 1<sup>ST</sup>, 2020



# TDEM CONTACTS - COMMAND STAFF



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## Texas Division of Emergency Management- as of September 2019



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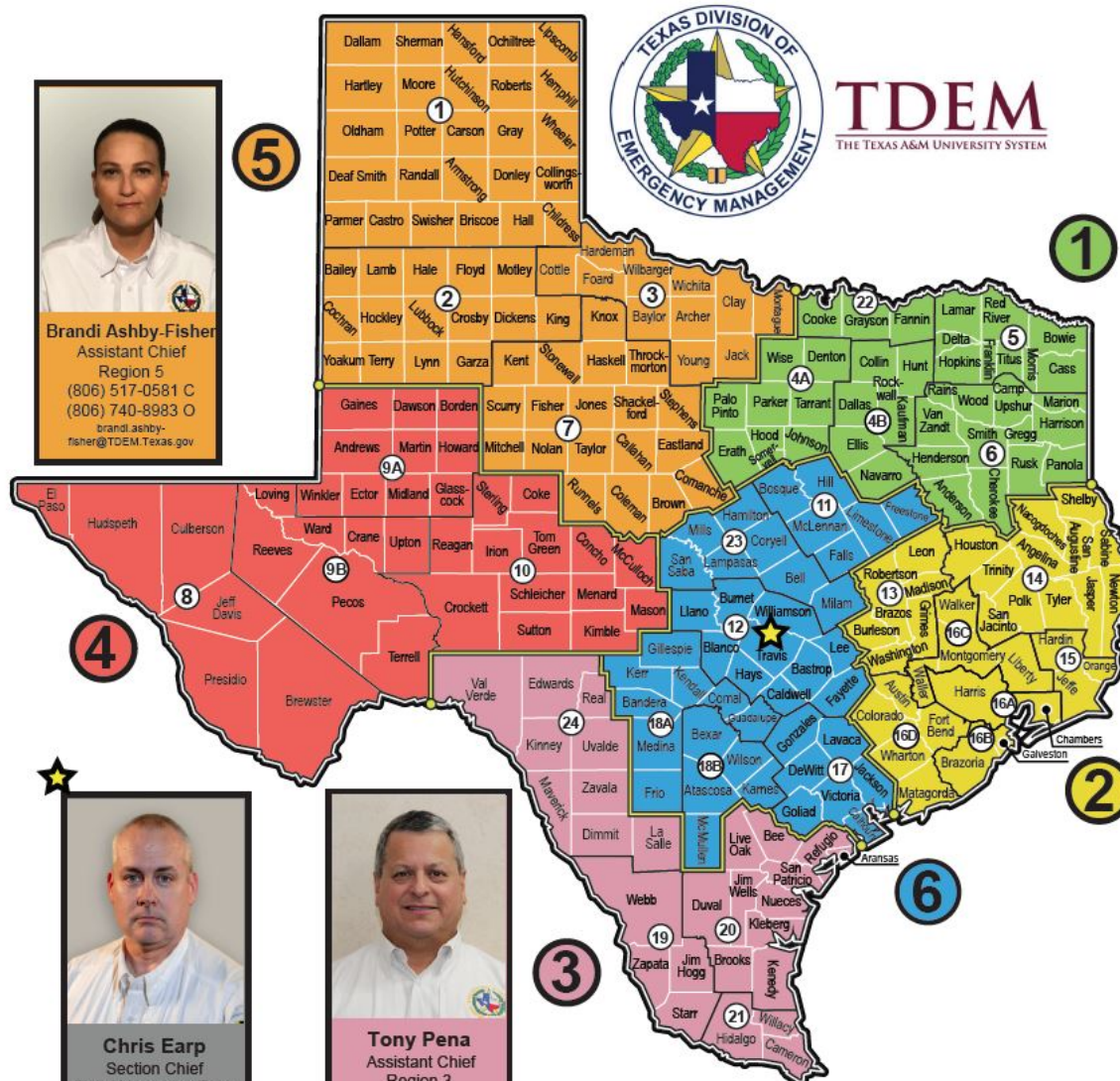
**Josh Roberts**  
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**Jay Hall**  
Assistant Chief  
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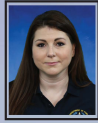


# TDEM CONTACTS - DISTRICT COORDINATORS

## TEXAS District Coordinators and Areas - as of January 2020



Joseph Minshew  
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(806) 468-1414 O



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(806) 740-8982 O



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DC 7 Abilene  
(806) 407-7839 C  
(325) 795-4029 O



Lance Liggett  
DC 3 Wichita Falls  
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(940) 851-5588 O



Brian Brumfield  
DC 4A Hurst  
(940) 452-7757 C  
(817) 299-1474 O



Sarah Haak  
DC 4B Garland  
(214) 629-4271 C  
(214) 861-2380 O



Nathan Carroll  
DC 5 Mt Pleasant  
(903) 000-0000 C  
(903) 575-5381 O



Deaun Stineciph  
DC 6 Tyler  
(903) 920-5838 C  
(903) 939-6072 O



Al Talavera  
DC 8 El Paso  
(915) 261-5289 C  
(915) 849-4191 O



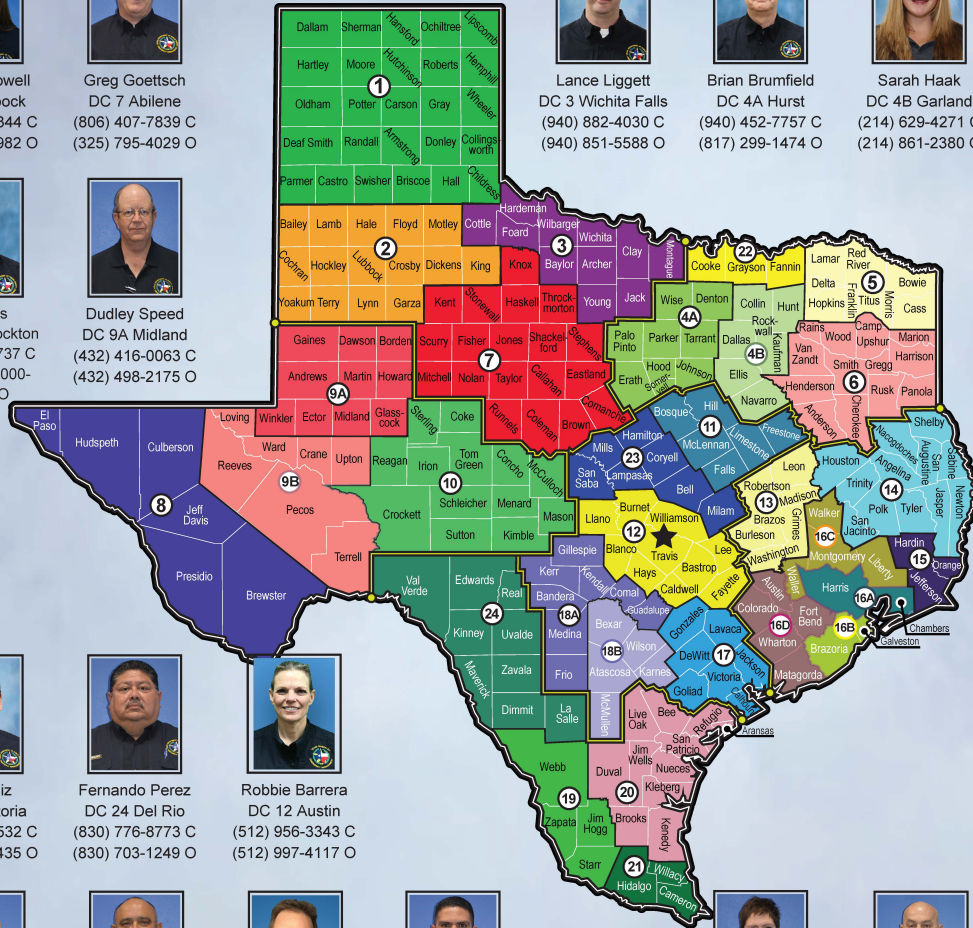
Bill Davis  
DC 9B Ft Stockton  
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(432) 336-1000-  
x41006 O



Dudley Speed  
DC 9A Midland  
(432) 416-0063 C  
(432) 498-2175 O



Jerry Huffman  
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(325) 223-6892 O



Brian Brockett  
DC 22 Sherman  
(903) 328-7504 C  
(903) 813-3431 O



Martin Widtfeldt  
DC 11 Waco  
(254) 379-0087 C  
(254) 759-7165 O



David Shaw  
DC 23 Killeen  
(254) 432-9627 C  
(254) 634-3447 O



Ponch Gonzales  
DC 13 Bryan  
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(979) 776-3187 O



Robert Andrews  
Capitol District  
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(512) 936-3566 O



Ernie Paiz  
DC 17 Victoria  
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(361) 578-3435 O



Fernando Perez  
DC 24 Del Rio  
(830) 776-8773 C  
(830) 703-1249 O



Robbie Barrera  
DC 12 Austin  
(512) 956-3343 C  
(512) 997-4117 O



Summer Ray  
DC 18A San Antonio  
(210) 452-8860 C  
(210) 531-4336 O



Tony Gross  
DC 18B ARCC/Bexar  
(210) 559-3496 C  
(210) 531-4310 O



Jose Alejandro  
DC 19 Laredo  
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(956) 728-2239 O



Garry Barney  
DC 20 Corpus Christi  
(361) 438-5388 C  
(361) 698-5650 O



John O'Valle  
DC 21 Weslaco  
(956) 227-0696 C  
(956) 565-7121 O



Jenniffer Hawes  
DC 16A Houston  
(281) 642-0312 C  
(281) 517-1317 O



Mike Jones  
DC 16B Texas City  
(832) 401-3467 C  
(409) 933-1125 O



Ronald Walker  
DC 16C Conroe  
(936) 672-3827 C  
(936) 442-2830 O



Edward Norman  
DC 16D Rosenberg  
(979) 320-4362 C  
(281) 633-4827 O



# DPS CONTACTS - DISASTER DISTRICT CHAIRS

**TEXAS Disaster District Chairs - as of January 2020**

 Capt. Chad Grange DDC 1 Amarillo	 Capt. Ricky White DDC 2 Lubbock	 Lt. Kyle Taylor DDC 3 Wichita Falls	 Capt. Jeremy Sherrod DDC 4A Hurst	 Capt. Kevin Gray DDC 4B Garland	 Lt. Robert McDonald DDC 22 Sherman	 Capt. Shawn Scullin DDC 5 Mt. Pleasant	 Capt. Shanandoah Webb DDC 6 Tyler
 Capt. Jeremy Rowland DDC 9 Midland	 Lt. Ramiro Garza DDC 10 San Angelo	 Capt. Douglas Farber DDC 7 Abilene	 Capt. Jeremiah Richards DDC 12 Austin	 Capt. Tyler Harpole DDC 11 Waco	 Lt. Charles Booker Jr. DDC 13 Bryan	 Lt. James Brazil DDC 14 Lufkin	 Capt. Michelle McDaniel DDC 15 Beaumont
 Capt. Matthew Scales DDC 8 El Paso	 Capt. Joel Betancourt DDC 24 Del Rio	 Capt. Steven Hoover DDC 23 Killeen	 Capt. Arturo DelaGarza DDC 21 Weslaco	 Lt. Richard Jankovsky DDC 17 Victoria	 Lt. Richard Adkins DDC 16B Texas City	 Capt. Henry Scarbrough DDC 16C Conroe	 Capt. Derek Rodriguez DDC 16D Rosenberg
 Capt. Victor Sotelo Jr. DDC 19 Laredo	 Capt. Steven McQuagge DDC 20 Corpus Christi	 Capt. Steven Verastegui DDC 16A Houston					

## ADDITIONAL RESOURCES

For additional information please visit:

**Texas A&M Forest Service**

<https://tfsweb.tamu.edu/>

**Texas Division of Emergency Management**

<https://www.tdem.texas.gov/dem/>

**Texas Interagency Coordination Center**

<https://ticc.tamu.edu/>





**Texas A&M Forest  
Service February 2020**