**Incident Name and Date**

**Incident Management Team Name/Number**

**Command and General Staff Incident Emergency**

**Action Plan and Check List**

The primary goal of this **Incident Emergency Plan** (**IEP**) is to provide incident personnel the guidelines necessary to ***locate, triage, extricate, treat, and transport*** all accident patients in as quick and safe a manner as possible. The closest operationally qualified resource (DIVS, TFLD, ENGB, CRWB, etc.) will initially oversee the emergency and activation of the **IEP** as the Incident within an Incident (IWI) Incident Commander. Radio communication will be on the Command frequency and will take priority over other radio traffic**. Names and crew designators of injured or deceased individuals will not be given over the radio.** Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. Local cooperator resource availability (i.e. county sheriff, etc.) should be established early

in the assignment and activated as necessary during an IWI. This person may, under local authority,

assume command of the IWI.

At the time of a reported incident, the Command and General Staff (C&GS) will begin implementation of the IEP. Initially the C&GS will assemble at the Communications Unit to communicate, share information, coordinate and begin developing a common operating picture to support the IWI and to provide for continuity of ongoing operations as required.

If a serious injury or serious medical incident occurs at the Incident Command Post call 911 and contact the Medical Unit for assistance.

All Hazard IWI’s will be addressed using this protocol as applicable. Specific information for potential All Hazard Incidents can be found in the attached document, All Hazard Incident

Emergency Response Plans.

**Standards for Initial Response to IWI on the Fire**

□ The closest operationally qualified resource will become IC of the IWI.

o Notify EMT and request medical assistance.

o Contact Communications:

 Use ICS-206 WF Medical Plan

• Name and claim the incident.

• Use the Medical Incident Report section of the Medical Plan for initial notification.

o Oversee medical emergency response

 Use the Medical Incident Report found in the ICS-206 WF and the IRPG to provide further information to Communications.

o Transfer command to higher level qualification as needed.

 If transfer of command occurs announce clearly to Communications and all resources.

**At no time during the incident/fatality or evacuation process will the name of the victim(s), tail number, engine number, or crew name be transmitted.**

Green: Minor, non-life threatening.

Yellow: Potentially life threatening needs transport. Red: Life threatening.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsibility | Action | Green | Yellow | Red |
| **Communications**  **Unit** | Upon initial notification the RADO will immediately  notify the COML.  • If it is life threatening, clear the designated frequency for emergency traffic. |  | Yes | Yes |
| Use Medical Incident Report in ICS-206 WF, Medical  Plan, to gather initial information from IWI IC. |  | Yes | Yes |
| **Communications**  **Unit Leader** | Notify Medical Unit Leader. |  | Yes | Yes |
| Summon all C&GS to Communications. |  | Yes | Yes |
| Coordinate with IWI IC as needed. |  | Yes | Yes |
| Coordinate with Operations Section Chief on  continuity of operations. |  | Yes | Yes |
| Contact local EMS/Sherriff for assistance if  requested. | Yes | Yes | Yes |
| Ensure radio traffic is accurately documented. | Yes | Yes | Yes |
| Prepare narrative package of radio summary for  Planning Section (Documentation Unit). |  | Yes | Yes |
| Ensure that agency and local law enforcement  entities are notified and implement appropriate security measures for the situation. |  | Yes | Yes |
| Ensure continuity of operation within unit. |  | Yes | Yes |
| **Incident**  **Commander/ Deputy Incident Commander**  Primary:  IC name/contact info  Secondary: Name/contact info as designated by IC | Ensure the Incident Emergency Plan is implemented. |  | Yes | Yes |
| Notify Agency Administrator and Geographic  Coordination Center. Concur on a course of action for follow up. |  | Yes | Yes |
| Maintain command and control, and evaluate the continuity of operations and incident organization needs. |  | Yes | Yes |
| Determine and communicate the C&GS roles and  responsibilities in relation to jurisdictional responsibilities. |  | Yes | Yes |
| Coordinate Critical Incident Stress Debriefing for  affected personnel. |  |  | Yes |
| Provide a Liaison to coordinate with supporting agencies (i.e. Home Unit, Red Cross, chaplain). |  |  | Yes |
| Notify employee’s home unit if requested by Agency  Administrator. |  | Yes | Yes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsibility Action GREEN YELLOW RED | | | | |
| **Operations**  **Section (Including on- scene Incident Commander)**  Primary: Ops Section Chief/Contact info Secondary:  As identified by  Ops Section Chief/ Contact info | Identify nature of the incident (auto/aircraft  accident, burnover, etc.) and number of individuals, crews, vehicles, or aircrafts involved. |  | Yes | Yes |
| If needed, implement the Incident Emergency Plan,  providing coordination between the IWI Incident  Commander and other IMT sections and units. |  | Yes | Yes |
| Maintain Continuity of Operations within the  Operations Section and organizes appropriately. |  | Yes | Yes |
| Identify number of people involved and their  medical condition (triage). |  | Yes | Yes |
| Identify location and (latitude/longitude  coordinates) of site. |  | Yes | Yes |
| Ensure immediate medical triage and extrication, treatment, and transportation is implemented. |  | Yes | Yes |
| Coordinate and oversees line EMT & Paramedic  response to the accident site (utilize closest EMTs including those embedded in crews, engines, etc.). | Yes | Yes | Yes |
| Ensure appropriate incident organization to possibly  include Triage, Extrication, Treatment and  Transportation Units, Medical Group, etc. |  | Yes | Yes |
| Coordinate with Medical Unit Leader for ground ambulance transport, medical supplies, and other medical needs. |  | Yes | Yes |
| Coordinate with the Safety Officer, Medical Unit  Leader, and Logistics Section for on scene support and location of receiving hospitals for patients. |  | Yes | Yes |
| Coordinate with Air Tactical Group Supervisor for  Air-Medical transportation needs. |  | Yes | Yes |
| Identify special needs, i.e. Law Enforcement, Heavy  Rescue, and Haz Mat response. |  | Yes | Yes |
| Coordinate with and supports the Safety Officer’s  investigation and Law Enforcement agencies involved. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsibility Action GREEN YELLOW RED | | | | |
| **Safety Officer**  Primary: Safety Officer/Contact info  Secondary:  As designated/ Contact info | Coordinate with and supports the IWI IC and  Operations Section Chief. |  | Yes | Yes |
| Assist Medical Unit Leader with communications with the hospital and ambulance service. |  | Yes | Yes |
| Initiate the investigation of the incident and  recommends the appropriate investigation resources/teams. |  | Yes | Yes |
| Secure witnesses names and initial statements and  all evidence relating to the accident. |  | Yes | Yes |
| Obtain sketches and photographs of emergency scene/incident |  | Yes | Yes |
| Coordinate investigation with Compensation/Claims  Unit. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |
| Ensure continuity of operation within section. |  | Yes | Yes |
| **Medical Unit**  **Leader** Primary: MEDL/Contact info Secondary:  As designated/ Contact info | Coordinate with IWI IC, local Emergency  Communications Center, and hospital. |  | Yes | Yes |
| Ensure TRIAGE of patients using Medical Incident  Report. | Yes | Yes | Yes |
| Support responding EMTs/Paramedics. | Yes | Yes | Yes |
| Ensure documentation of patient conditions and receiving hospitals is coordinated with the finance section. | Yes | Yes | Yes |
| Ensure continuity of operation within unit. | Yes | Yes | Yes |
| **Air Tactical**  **Group Supervisor** | Coordinate aviation resources responding to the  incident. | Yes | Yes | Yes |
| Provide communication for incident if needed. | Yes | Yes | Yes |
| Order relief Air Tactical Group to maintain the  continuity of operations if needed. |  | Yes | Yes |
| Maintain continuity of operations within the Air  Tactical Group. | Yes | Yes | Yes |
| **Logistics**  **Section**  **Chief**  Primary: Logistics Section/Contact info  Secondary:  As designated/ Contact info | Monitor support functions and assess additional  needs. |  | Yes | Yes |
| Provide ground transportation as needed. |  | Yes | Yes |
| Coordinate removal of damaged vehicles or  equipment. |  | Yes | Yes |
| Coordinate security with Operations Section Chief and Safety Officer as necessary. |  | Yes | Yes |
| Locate and secure personal effects of injured  personnel. |  | Yes | Yes |
| Ensure continuity of operation within section. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsibility Action GREEN YELLOW RED | | | | |
| **Planning Section**  **Chief**  Primary: Plans Section/Contact info  Secondary:  As designated/ Contact info | Complete the Wildland Entrapment/Fatality Initial  Report (NFES 0869) as needed. |  | Yes | Yes |
| Develop and maintain IEP documentation. |  | Yes | Yes |
| Evaluate and facilitate the implementation of the  IEP. |  | Yes | Yes |
| Ensure continuity of operation within section. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |
| **Public Information**  **Officer**  Primary: Information Officer/Contact info  Secondary:  As designated/ Contact info | Collect pertinent emergency information. |  | Yes | Yes |
| Coordinate information release with Incident  Commander and Agency Public Affairs Officer. |  | Yes | Yes |
| Assign Information Officers to field media inquiries at accident scene, medevac area, and hospital. |  | Yes | Yes |
| Coordinate with Logistics and Safety Officer  regarding roadblocks, evacuations and emergency medical information needs. |  | Yes | Yes |
| Withhold release of personal information until  approved by Incident Commander and/or Agency  Administrator. |  | Yes | Yes |
| Provide briefing at Incident Command Post (ICP) for  incident personnel. |  | Yes | Yes |
| Coordinate with on-scene person-in-charge as  requested. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |
| Ensure continuity of operation within section. |  | Yes | Yes |
| **Security Manager** | Coordinate with Logistics and Safety to secure scene  (as requested). |  | Yes | Yes |
| Ensure continuity of operation within unit. |  | Yes | Yes |
| **Air Operations**  **Branch Director** | Initiate actions appropriate actions within the  “Interagency Aviation Mishap Response Guide and  Checklist” if aviation accident. |  | Yes | Yes |
| Maintain continuity of operations within the Air  Branch. |  | Yes | Yes |
| **Finance Section**  **Chief**  Primary: Finance Section/Contact info  Secondary:  As designated/ Contact info | Coordinate Compensation/Claims Unit response. | Yes | Yes | Yes |
| Contact Incident Business Advisor. | Yes | Yes | Yes |
| Arrange for off-incident support through agency  channels. |  | Yes | Yes |
| Secure incident time records. |  | Yes | Yes |
| Assure potential claims information is collected. |  | Yes | Yes |
| Ensure continuity of operation within section. |  | Yes | Yes |
| Provide home unit and emergency contact  information to IC. |  | Yes | Yes |
| Provide periodic update to staff. |  | Yes | Yes |

**Medical treatment and evacuation have TOP priority**

**Immediate and clear communication is CRITICAL for response, medical triage, treatment and transportation. If warranted other radio traffic will be restricted to that which involves emergency situations.**

**Personnel not needed at the scene will be relocated or returned to their assigned work; the scene will be secured for possible investigation and witness documentation.**

**Victim(s) name, tail number, crew, engine number, etc. will NOT be transmitted over the radio.**

**No accident related information will be released to the public without the approval of the Incident Commander (Agency Dispatch will notify Agency Emergency Coordinator, Line Officer and Regional Office). For fatalities, Agency Dispatch will contact Sheriff’s Office and the victim’s employer.**

**Approved by:**

**Incident Name, Incident Commander Date**

**All Hazard Incident Emergency Action Plans**

**Any Medical Situation - Refer to the ICS-206 WF, Medical Plan**

**Aviation Mishap**

• Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Describe the nature of mishap.

• Identify type of aircraft.

• If fire is involved, take appropriate action per training and qualifications.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Secure and/or isolate the incident area.

• Off Site - maintain contact with communications, give situational updates as needed.

• Request additional resources if needed.

• If possible, without causing injury to self or others AND situation dictates (fire is imminent, aircraft is going to move), rescue any victims following medical protocols and level of training.

• Reference Incident Response Pocket Guide “Aircraft Mishap Response Actions”.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Hazardous Material (HazMat)**

• Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Isolate, secure the area, and **prohibit** entry.

• Assess nature of release (i.e. gas, liquid or solid).

• Stay upwind/upgrade/upstream.

• Provide information as to possible type of material from:

o DOT Placard number for vehicles; and/or

o NFPA 704 (Diamond) Placard for fixed facilities.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Reference Incident Response Pocket Guide “HazMat Incident Operations”.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**High/Low Angle Rescue**

• Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”

• Request the frequency be cleared.

• Assume command and consider assigning tasks.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Develop a primary plan and consider a contingency (the what if?) (i.e., cannot extricate by ladder, need to use aviation).

• Describe details of rescue and request resources and/or equipment needed.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Law Enforcement**

• Contact incident communications and declare nature of emergency, i.e. “Communications - Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Nature of the situation.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Request any needed assistance.

• Protect yourself and others from harm.

• Move away from the hazard if possible.

• Do not engage subject if possible.

• Do not disturb the scene.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Search and Rescue**

• Contact incident communications and declare nature of emergency, i.e. “Communications - Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Provide situational specifics (i.e. a crew member fell and is trapped on a ledge; a hiker lost within the incident area).

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Protect others from being a part of the problem.

• Assess possible rescue options based on training, experience, and available equipment.

• Reference Incident Response Pocket Guide “Missing Person Search Urgency”.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Vehicle Accident (Extrication, Haz Mat, and/or Medical)**

• Contact incident communications and declare nature of emergency, i.e. “Communications -Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Declare and describe the “type” of incident (i.e. vehicle accident, number of victims, description of injuries, extrication needed, and/or fuel spill).

• Type and number of vehicles involved.

• Are these assigned incident resources (equipment/personnel)?

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Fire and or Haz Mat involved?

• Secure the scene.

• Reference Incident Response Pocket Guide “Vehicle Accident Operations”.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Wildfire Entrapment, Shelter Deployment, and/or Burnover**

• Contact incident communications and declare nature of emergency, i.e. “Communications - Division A, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Declare the nature of the emergency.

o Burn over, mass casualty, number of injuries and number of those involved.

• Conduct a personnel accountability survey.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Size-up situation to include nature of incident, number of injured, patient assessment(s) and location

(geographic description and GPS coordinates if possible).

• Develop a primary plan and consider a contingency (the what if?).

• Request resources and/or equipment.

• Secure scene for investigation.

• Reference Incident Response Pocket Guide “Burn Injuries” and/or “Multi-Casualty Triage System”.

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.

**Night Emergency Helispot Operations Guidelines**

(Night Vision Goggles NVG) (Night Vision Systems NVS)

• Identify helispot during day light hours and note hazards.

o Refer to Incident Response Pocket Guide “Helicopter Landing Area Selection”.

o Increase the Safety Circle and Touchdown pad specifications.

• Identify Helispot Manager.

• Ascertain and communicate latitude and longitude (GPS) of helispot.

• Confirm direct radio communication with aircraft.

• Place and secure a perimeter by hanging or placing glow sticks around a 100’ by 100’ helispot.

• **All headlamps/headlights will be turned off** other than the person assigned to marshal in the aircraft.

• Do not look at aircraft with headlamps on.

• The aircraft marshaler will be positioned to signify wind direction.

**Incident Command Post Emergencies**

• Call 911 and Medical Unit Leader for serious injury and/or serious vehicle accident.

• Contact incident communications and declare nature of emergency, i.e. “Communications -Plans, emergency traffic.”

• Assume command and consider assigning tasks.

• Request the frequency be cleared.

• Injuries - follow **ICS-206 WF, Medical Plan.**

• Document all information in unit log.

• Resume unrestricted radio traffic when situation is mitigated.