

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.
 - Notify EMT and request medical assistance.
 - 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.
 - Oversee medical emergency response
 - Use the Medical Incident Report found in the ICS-206 WF and the IRPG to provide further information to Communications.
 - 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. <ul style="list-style-type: none"> If it is life threatening, clear the designated frequency for emergency traffic. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Use Medical Incident Report in ICS-206 WF, Medical Plan, to gather initial information from IWI IC. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| Communications Unit Leader | Notify Medical Unit Leader. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Summon all C&GS to Communications. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with IWI IC as needed. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with Operations Section Chief on continuity of operations. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Contact local EMS/Sherriff for assistance if requested. | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Ensure radio traffic is accurately documented. | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Prepare narrative package of radio summary for Planning Section (Documentation Unit). | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Ensure that agency and local law enforcement entities are notified and implement appropriate security measures for the situation. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Ensure continuity of operation within unit. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 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 <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Notify Agency Administrator and Geographic Coordination Center. Concur on a course of action for follow up. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Maintain command and control, and evaluate the continuity of operations and incident organization needs. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Determine and communicate the C&GS roles and responsibilities in relation to jurisdictional responsibilities. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate Critical Incident Stress Debriefing for affected personnel. | | | Yes <input type="checkbox"/> |
| | Provide a Liaison to coordinate with supporting agencies (i.e. Home Unit, Red Cross, chaplain). | | | Yes <input type="checkbox"/> |
| | Notify employee's home unit if requested by Agency Administrator. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |

| 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 <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | If needed, implement the Incident Emergency Plan, providing coordination between the IWI Incident Commander and other IMT sections and units. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Maintain Continuity of Operations within the Operations Section and organizes appropriately. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Identify number of people involved and their medical condition (triage). | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Identify location and (latitude/longitude coordinates) of site. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Ensure immediate medical triage and extrication, treatment, and transportation is implemented. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate and oversees line EMT & Paramedic response to the accident site (utilize closest EMTs including those embedded in crews, engines, etc.). | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Ensure appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Group, etc. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with Medical Unit Leader for ground ambulance transport, medical supplies, and other medical needs. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with the Safety Officer, Medical Unit Leader, and Logistics Section for on scene support and location of receiving hospitals for patients. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with Air Tactical Group Supervisor for Air-Medical transportation needs. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Coordinate with and supports the Safety Officer's investigation and Law Enforcement agencies involved. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |
| | Provide periodic update to staff. | | Yes <input type="checkbox"/> | Yes <input type="checkbox"/> |

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

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

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:
 - DOT Placard number for vehicles; and/or
 - 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.
 - 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.
 - Refer to Incident Response Pocket Guide “Helicopter Landing Area Selection”.
 - 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.