

ROCKY MOUNTAIN AREA INCIDENT MANAGEMENT TEAM BLUE



PLANNING SECTION

IN-BRIEF CHECKLIST

- ☐ Are all involved parties and/or cooperators present?
- ☐ Are strategic objectives identified in the DOA and/or Leader's Intent letter? Are they clear and attainable?
- ☐ Is the WFDSS or other strategic direction document completed and valid (not exceeded, compliant with policy)?
- ☐ Expenditure limit from the Delegation of Authority or other strategic direction document?
- ☐ Is the Agency Administrator Briefing Package complete, including contact lists for the host agency, cooperators, local officials, and critical private individuals?
- ☐ Agency Administrator contact for WFDSS validation? If multiple jurisdictions, is one AA identified as the lead? As authorized to validate the WFDSS for all jurisdictions?
- ☐ IBA identified?
- ☐ READ identified by name?
- ☐ Initial Attack responsibilities? Are they realistic, or might they need to be re-negotiated and/or clarified?
- ☐ Are Structure Protection responsibilities (direction and/or constraints) clear? Are State/local agencies involved?
- ☐ Road/area closures—Host Unit or Team staffs and enforces?
- ☐ Constraints on suppression activities in special designation areas?
- ☐ Have all Section Chiefs reviewed the Delegation of Authority and/or Leader's Intent letter? *(If not signed by the in-briefing or soon thereafter, should the team accept the assignment? Think of liabilities.)*
- ☐ Are other constraints and/or expectations identified? Are they realistic, or might they need to be renegotiated/clarified?
- ☐ Has an ICP been identified? Is it suitable for the needs of an IMT2? Have alternatives been identified?
- ☐ Are land use agreements in effect and have they been initiated or completed?
- ☐ Has a cost share agreement/process been approved?
- ☐ Have accident/fatality notification protocols been identified?
- ☐ Is there a need for more than one Final Incident Package?

OPERATIONAL BRIEFING

<u>ACTION</u>	<u>RESPONSIBILITY</u>
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Operational resources to the front

Introduction – NAME!!!!	PSC
Incident Objectives	PSC
Logistics Message	LSC
Communications	COML
Finance Message	FSC
Liaison Message	LOFR
Information Message	PIO
Human Resource Message	HRSP
Plans Message	PSC
Training Tech. Spec. (as needed)	TNSP
DEMOB (as needed)	DMOB
Weather	IMET
Fire Behavior Forecast	FBAN
Plan of Operations for the Period	OSC
Air Operations	AOBD
Safety Message	SOF2
Medical Plan	MEDL
Agency Administrator Comments	AA
Closing Comments	IC

Division Breakouts:

Unassigned resources come to the front	PSC
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PLANNING MEETING AGENDA

<u>ACTION</u>	<u>RESPONSIBILITY</u>
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Introduction – Cell phones to silent, radios off Acres / Containment / Personnel	PSC
Validate Objectives	PSC
Weather	IMET
Fire Behavior	FBAN
Deliberate Risk Assessment/Validate Medical Plan	SOF
<i>(Top 3 or 4 hazards applicable to all Divisions)</i>	
Incident Status and Assignments by Division/Group	
Current Situation	OSC
ICS 215 Assignments	OSC
ICS 215A	SOF
<i>(Additional Safety Concerns and Mitigation, only as needed)</i>	
Air Ops	AOBD

Agency Administrator (comments)

Support of Plan & Acceptance of Risk:

Logistics	LSC
Finance	FSC
Liaison	LOFR
Information	PIO
Plans	PSC

Plan Review and Decision on Approval of the Plan IC

Team Reminders:

Plan Components Due: _____

Day Operational Briefing: _____

Cooperators Meeting: _____

Agency Administrator Meeting: _____

C&G: _____

Tactics: _____

Night Operational Briefing: _____

Planning Meeting: _____

Additional Meetings:

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DAILY ACREAGE / CONTAINMENT / PERSONNEL

[illegible]

CLOSE OUT MEETING AGENDA

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Reminder to turn off cell phones / radios	
Welcome and introduce group	PSC
Meeting Intent / Objectives	IC
Introduce Sections for Report-outs	PSC
Information	
Safety	
Liaison	
Operations	
Air Operations	
Plans	
Logistics	
Finance	
Command	
Comments / questions from Incident Support	PSC
Local dispatch office	
Buying Team	
Incident Business Advisor	
GAC	
Agency Administrator(s)	
Other Agencies / Cooperators	
Reminder to sign the Relinquishment of Delegation of Authority	
Thank you – meeting adjourned	PSC

TRANSITION MEETING AGENDA

<u>ACTION</u>	<u>RESPONSIBILITY</u>
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Reminder to turn off cell phones / radios

Welcome	PSC
Leader's Intent	IC
Command / Review Objectives	IC
Operations	OSC
Air Operations	AOBD
Safety	SOF2
Plans	PSC
Resources / Situation	PSC
Weather	IMET
Fire Behavior	FBAN
Logistics	LSC
Finance	FSC
Liaison	LOFR
Information	PIO

Incoming IMT to ask questions and/or clarification: PSC

IC

SOF2

PIO

LOFR

OSC

PSC

LSC

FSC

Agency Administrator Comment

PSC

Adjourn

PSC

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IN BRIEF AGENDA

ACTION

RESPONSIBILITY

Welcome & Introductions

RM Blue PSC2

Leader's Intent

Agency Administrator

Team Update

RM Blue ICT2

Operational Briefing

RM Blue OSC2

Air Operations

RM Blue AOBD

Safety

RM Blue SOF2

Information

RM Blue PIO2

Planning

RM Blue PSC2

Logistics

RM Blue LSC2

Finance

RM Blue FSC2

Type 1 Team

IMT1 PSC1

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NOTES

[illegible]

INCIDENT EMERGENCY ACTION PLAN CHECKLIST

Rocky Mountain Blue Team

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: Non-life-threatening injury requiring firefighter to be taken off the line.

Yellow: Potentially life threatening, needs transport.

Red: Life threatening or fatal.

Responsibility	Action	Green	Yellow	Red
Incident Commander	Provide overall administrative and procedural control; determines needs for investigative response and critical incident stress debriefing.			
	Contact with the Agency Administrator or acting and coordinate RMA Blue Team actions with those of the agency.			
	Coordinate with the Agency Administrator to request an investigation team, if necessary.			
	Ensure operations continue and safety is not compromised.			
	Notify Command and General Staff.			
Agency Administrator	Contact appropriate officials of the agency and cooperators.			
	If the accident involves a fatality, contact the Sheriff's Office (or designated Law Enforcement Agency), the Coroner's Office, and the employing agency of the victim. Do not contact the family by phone, have the employee's home agency send a representative.			
Operations (Section Chief through on-scene supervisor)	Contact Communications Unit and notify that an Incident Emergency Plan is being implemented			
	Operations, or designee, will respond directly to the scene, if possible, to take control of the incident, direct and document necessary actions.			
	DIVS/On Scene Supervisor take charge and stabilize the situation. Ensure the EMT's and/or medical personnel involved know that they are working for him/her			
	Begin an orderly movement of all unnecessary personnel from the accident scene.			
	Document actions taken.			
	Designate Operations Section (Planning Operations Chief) to maintain control and manage incident operations and notify incident personnel of this designation.			
	Ensure closest EMT(s) will respond to the scene.			
	Supervises all actions to "control scene" in conjunction with Operations Section Chief (communications to/from scene; support to response; medical treatment and evacuation efforts; scene security; personnel needed/relocated, etc).			
	Implement the appropriate first aid checklist in the IRPG. Prevent the possibility of further injury. Provide medical support to the injured.			
	Reference "START" procedures for multiple casualty medical procedures.			

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Responsibility	Action			
Safety Officer	Implement and document necessary actions, including any corrective measures.			
	Respond to scene (when doing so does not hinder overall response, triage, treatment and transportation).			
	Accesses/recommends investigative response, critical incident stress debriefing and/or Wildland Fire Fatality and Entrapment Report as necessary.			
	Investigate accident(s) and prepare investigation reports as needed.			
	Ensure Wildland Fire Fatality and Entrapment Report is completed.			
Medical Unit Leader	Responds to incident communications center.			
	Implements the ICS 206 Medical Plan.			
	Provides medical personnel (EMTs) to stabilize patients and accompany them in transit to the medical facility.			
	Coordinates with OSC/AOBD if non-incident aviation evacuation is utilized.			
	Coordinates with Helibase Manager/AOBD/OSC when incident helicopter(s) are activated for medivac.			
	Other additional medical resources as needed to cover medical-aid needs.			
	Activates a triage unit, as needed, to provide ABC identification and treatment with priority tagging.			
Plans Section Chief	In consultation with Safety, order an additional Safety Officer, Law Enforcement Officer, Medical Unit Leader, and ambulance <u>if necessary</u> .			
	Will verify that all appropriate notifications measures have occurred.			
	Will assure that an individual is assigned to document all communications regarding the accident.			
	Manage documentation.			
Logistics Section Chief	Communications Unit Leader/Incident Dispatch: Maintains clearly understood radio traffic and monitors communication to support response, medical triage, treatment and transportation.			
	Ensure that all incident communications phone, fax, and radio are controlled to remain available for emergency use.			
	Coordinate security of scene with Safety Officer, Liaison Officer, Operational and Law Enforcement as necessary.			
Comm	Contact the Incident Commander of the accident as soon as possible.			
	Contact Medical Unit Leader & Safety immediately.			
	Take immediate action to clear all nonessential radio traffic on the emergency incident by broadcasting, "Emergency Traffic" , so that the only radio traffic is that regarding the accident.			
	Communications will ensure that agency and local law enforcement entities are notified and implement appropriate security measures for the situation.			
Finance Section Chief	Through procurement channels arrange for off-incident support.			
	Notify Admin. Officer, Incident Business Advisor & Office of Workers Compensation for the injured individual.			
	Provides incident time records and secures section documents.			
	Assures investigative response completed for potential claims.			

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Responsibility	Action			
Information Officer	Manages all information related to the event.			
	Information released from the incident shall be through the Incident Information Officer with the approval of the Incident Commander.			
Liaison Officer	Assist other positions as needed.			
	Coordinate with cooperators and key stakeholders.			

Medical treatment and evacuation have TOP priority.

Immediate and clearly understood communications are CRITICAL for response, medical triage, treatment and transportation. Other **nonessential** 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(s) documentation.

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

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

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MEDICAL PLAN - Medical Incident Report (ICS 206 WF)

Medical Incident Report					
FOR ALL MEDICAL EMERGENCIES: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.					
Use items one through nine to communicate situation to communications/dispatch.					
1. CONTACT COMMUNICATIONS/DISPATCH <i>Ex: "Communications, Div. Alpha, Stand-by for Priority Medical Incident Report." (If life threatening request designated frequency be cleared for emergency traffic.)</i>					
2. INCIDENT STATUS: Provide incident summary and command structure.					
Nature of Injury/Illness			Describe the Injury (Ex: Broken leg with bleeding)		
Incident Name			Geographic Name + "Medical" (Ex: Trout Meadow Medical)		
Incident Commander			Name of IC		
Patient Care			Name of Care Provider (Ex: EMT Smith)		
3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this 9 Line Report.					
Number of Patients:	Male / Female	Age:	Weight:		
Conscious? ☐ YES ☐ NO = MEDEVAC					
Breathing? ☐ YES ☐ NO = MEDEVAC					
Mechanism of Injury: What caused the injury? Lat/Long (Datum WGS84) Ex: N 40° 42.45' x W 123° 03.24'					
4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY					
SEVERITY			TRANSPORT PRIORITY		
☐ URGENT-RED Life threatening injury or illness. <i>Ex: Unconscious, difficulty breathing, bleeding severely; 2" – 3" burns more than 4 palm sizes, heat stroke, disoriented.</i>			Ambulance or MEDEVAC helicopter. Evacuation need is IMMEDIATE .		
☐ PRIORITY-YELLOW Serious injury or illness. <i>Ex: Significant trauma, not able to walk; 2" – 3" burns not more than 1-2 palm sizes.</i>			Ambulance or consider air transport if at remote location. Evacuation may be DELAYED .		
☐ ROUTINE-GREEN Not a life threatening injury or illness. <i>Ex: Sprains, strains, minor heat-related illness.</i>			Non-Emergency. Evacuation considered Routine of Convenience .		
5. TRANSPORT PLAN:					
Air Transport: (Agency Aircraft Preferred)					
☐ Helispot		☐ Short-haul/Hoist		☐ Life Flight	
				☐ Other	
Ground Transport:					
☐ Self-Extract		☐ Carry-Out		☐ Ambulance	
				☐ Other	
6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS:					
☐ Paramedic/EMT(s)		☐ Crew(s)		☐ SKED/Backboard/C-Collar	
☐ Burn Sheet(s)		☐ Oxygen		☐ Trauma Bag	
☐ Medication(s)		☐ N/Fluid(s)		☐ Cardiac Monitor/AED	
☐ Other (i.e. splints, rope rescue, wheeled litter)					
7. COMMUNICATIONS:					
Function	Channel Name/Number	Receive (Rx)	Tone/NAC *	Transmit (Tx)	Tone/NAC *
Ex: Command	Forest Rpt, Ch. 2	168.3260	110.9	171.4326	110.9
COMMAND					
AIR-TO-GRND					
TACTICAL					
*(NAC for digital radio system)					
8. EVACUATION LOCATION:					
Lat/Long (Datum WGS84) Ex: N 40 42.45' x W 123 03.24'					
Patient's ETA to Evacuation Location:					
Helispot/Extraction Size and Hazards:					
9. CONTINGENCY:					
Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead...				REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.	