	OFFICE OF STATE FIRE MARSHAL <i>INCIDENT MANAGEMENT TEAMS</i> STANDARD OPERATING GUIDELINES	Number: IMT-I-1104 Adoption Date: March 2021 Author: Mariah Rawlins Review/Revision Date:
OSFM Approved: <u>Mariana Ruiz-Temple</u> Date <u>3/31/21</u> <u>[Signature]</u> Date <u>4/5/21</u> Mariana Ruiz-Temple, State Fire Marshal Travis Medema, Chief Deputy		
SUBJECT: Safety tools and documentation OBJECTIVE: Define tools utilized and documentation produced by Incident Safety Officers		

I. SCOPE

This SOG provides guidance relevant to Incident Safety Officers (ISO) working as part of an Incident Management Team (IMT) mobilized by the Oregon Office of State Fire Marshal (OSFM).

II. DEFINITIONS

DRA: Deliberate Risk Analysis. The DRA is the process used to identify hazards, assess risks, and implement controls to reduce the risk associated with any operation

ISO: Incident Safety Officer. The ISO's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The ISO may have Assistant Safety Officers as necessary and supervises Line Safety Officers.

Tactics Meeting: The Tactics Meeting is facilitated by the Operations Section Chief and attended by Logistics, Safety, and the Resource Unit Leader. This meeting provides the opportunity to review the proposed tactics and assignments for the next operational period.

III. RISK ANALYSIS

There are multiple methods by which to conduct an incident risk assessment, including the Deliberate Risk Analysis (DRA) process or the completion of the Incident Action Plan Safety Analysis (215A) in conjunction with the Tactics Meeting. In order to successfully identify incident risks, Operations and Safety must meet and have a dialogue. The ISO will determine the process by which to facilitate the conversation. The goal is to identify risks unique to the incident as well as mitigation measures. The Incident Commander and Agency

Administrator should be invited to attend and should make an effort to do so at least once during the initial planning periods for the incident.

Regardless of process, the risk assessment conversation will ultimately have a product, (e.g. the Incident Risk Assessment Worksheet or the 215A). The Incident Safety Officer will determine whether the risk assessment product will be included in the IAP and work with the Planning Section as necessary.

IV. INCIDENT-WITHIN-AN-INCIDENT PLANNING

The ISO will create an IWI notification plan for each incident. The purpose of this plan is to expedite care, response, and the notification process of required personnel. The creation of a phone tree (see Attachment 1 for example) is advised. A GroupMe group for IWI notification may or may not be appropriate.

The ISO will populate, verify, and distribute the Incident Emergency Action Plan (Attachment 2) to appropriate team members.

The ISO will ensure the IAP includes the adopted Medical Incident Response Plan (Attachment 3).

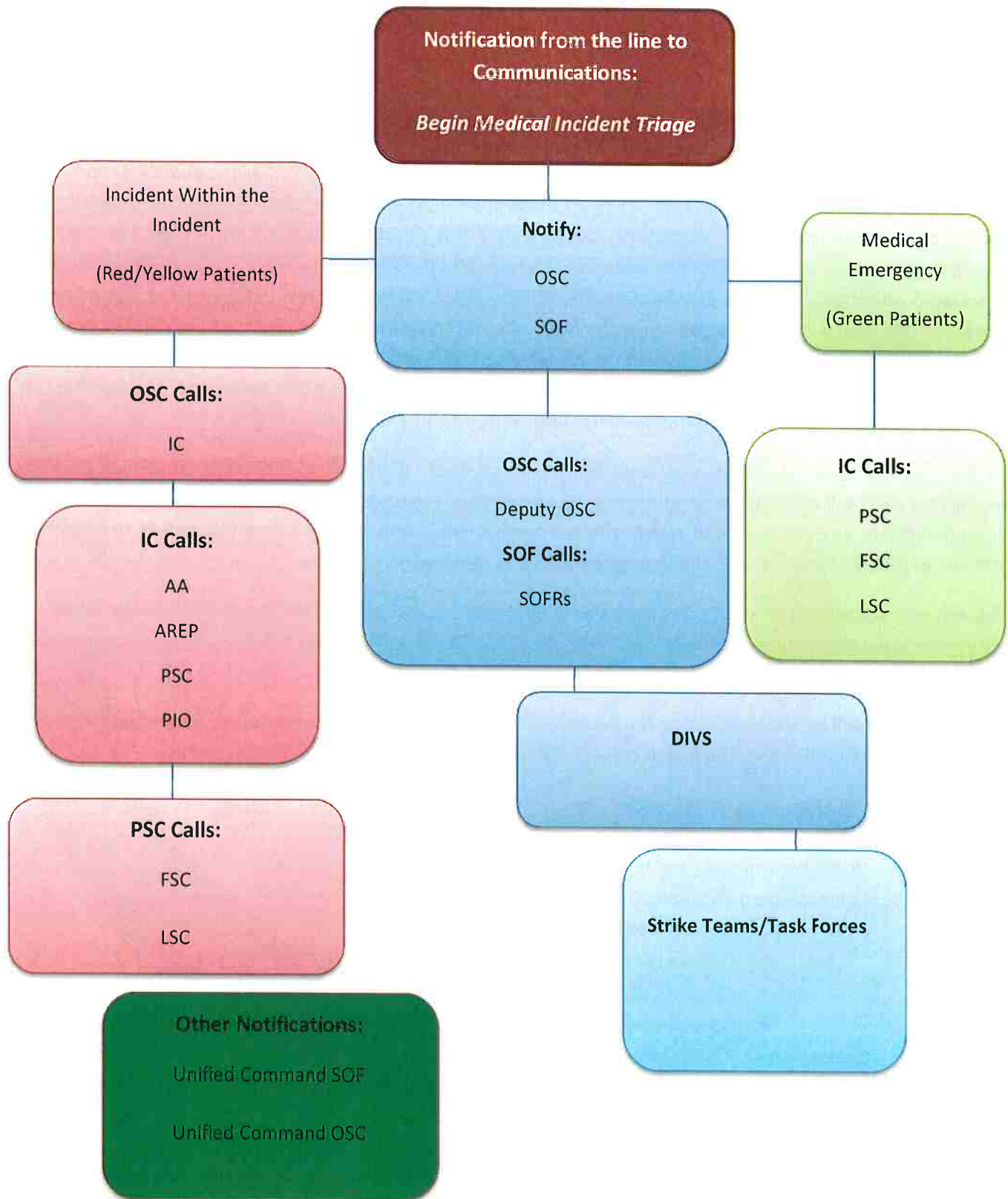
The ISO will ensure that travel timelines from the line to medical care are captured and documented. A map may serve this purpose but is not a required product.

The ISO will initiate the conversation about conducting an IWI drill if/when the incident allows after approval from the IC. For guidance in conducting a drill, see Attachment 4.

V. SAFETY OFFICER SUMMARY

The ISO will create a summary of the incident during the IMT's response at the incident (see Attachment 5 for example). The summary should include data about the number of injuries/illnesses that were reportable on the Incident Status Summary (ICS 209) broken down by category, transports from the incident, medical treatments at the incident or in camp, and other relevant information as appropriate.

ATTACHMENT 1 - EXAMPLE



All Field Medical Incidents should call through the appropriate Command Channel to COMMUNICATIONS (To initiate Medical response) –

Incident Name

Team Information – Incident Commanders

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 medical patients in as quick and safe a manner as possible. The closest operationally qualified resource (DIVS, SOFR, TFLD, ENGB, CRWB, etc.) will initially oversee the emergency and activation of the **IEP** as the Incident Within an Incident (IWI) Incident Commander. Radio communications associated with the IWI 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 resource availability (i.e. local ambulance service, 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&G) will begin implementation of the IEP. Initially the C&G will assemble at **(location here)** a pre-identified meeting location or near 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 medical incident occurs at the Incident Command Post call 911 and contact Medical or the Safety Officer for assistance. **Those routinely operating out of the ICP are encouraged to keep a logistics radio in their section for use in an emergency.**

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 any Line EMT and request medical assistance.
 - Contact Communications:
 - Use ICS-206 WF Medical Plan
 - Declare the nature of the emergency (Size-Up)
 - Give the IWI a name and clearly identify who is in Command.
 - 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 2018 IRPG (page 118-119) 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.

ATTACHMENT 2

PRIOR TO RESPONDING TO THE INCIDENT MEDICAL STAFF SHALL ENSURE THEY HAVE PROPER FREQUENCIES AND CELL PHONE NUMBERS FOR NON-INCIDENT AIRCRAFT AND GROUND RESOURCES THAT MAY BE UTILIZED DURING AN IWI. THIS INFORMATION SHOULD BE SHARED WITH OPERATIONS AND AIR OPERATIONS.

Green: Minor, non-life threatening

Yellow: Potentially life-threatening needs transport.

Red: Life threatening.

Responsibility	Action	GREEN	YELLOW	RED
Incident Commander/ Deputy Incident Commander	Ensures the Incident Emergency Plan is implemented.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies Agency Administrator and Geographic Coordination Center. Concur on a course of action for follow up.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Primary: Maintains command and control and evaluates the continuity of operations and incident organization needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Number: Determines and communicates the C&G roles and responsibilities in relation to jurisdictional responsibilities.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secondary: Coordinates Critical Incident Stress Debriefing for affected personnel.			Yes <input type="checkbox"/>
	Name: Assigns a Liaison Officer as a family liaison until transfer is made to a local agency.			Yes <input type="checkbox"/>
	Number: Notifies employee's home unit if requested by Agency Administrator.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Safety Officer	Coordinates with and supports the Medical Incident and Operations Section Chief.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Primary: Assists Operations in communication with the hospital and ambulance service.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Number: Initiates the investigation of the incident and recommends the appropriate investigation resources/teams.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secondary: Secures witnesses names and initial statements and all evidence relating to the accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Name: Obtains sketches and photographs of emergency scene/incident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Number: Coordinates investigation with Compensation/Claims Unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to Line Safety Officers.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Line Safety Officer	Assist IC in Coordinating Critical Stress Debriefing		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Develops and maintains Incident Emergency Action Plan.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Primary: Coordinates with and supports the Medical Incident with the or as the On-Scene Incident Commander. (If used as the On-Scene Incident Commander use the Operations checklist.)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Number: Supports the Division/Group Supervisor in response to the Medical Incident or IWI.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secondary: Coordinates with and support the investigation of the incident with the Safety Officer.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

ATTACHMENT 2

Responsibility	Action	GREEN	YELLOW	RED
Liaison Officer Primary: Name Number Secondary: Name Number	Coordinates with Operations, Logistics, and Safety to secure scene (as requested).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies agency having jurisdiction of IEAP activation.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates security with Operations Section Chief and Safety Officer as necessary.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Locates and secures personal effects of injured personnel from the scene and/or camp if requested.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Contacts local Sheriff for assistance if requested.			
	Ensures Continuity of Operation within the function		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides Public Safety Info to PIO (Evac, Roadblocks, Etc.)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures that agency and local law enforcement entities and LOFR are notified so they can implement appropriate security measures for the situation.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Operations Section (including on-scene Incident Commander) Primary: Name Number Secondary: Name Number	Identifies nature of the incident (auto/aircraft accident, burn over, etc.) and number of individual(s) crews, vehicles, or aircrafts involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	If needed, implements the Incident Emergency Action Plan, providing coordination between the Medical Incident and other IMT sections and units.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Identifies number of people involved and their medical condition (Triage).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Identifies location and (latitude/longitude, Degrees, Decimal Minutes, WGS84) of site.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures immediate medical triage and extrication, treatment, and transportation is implemented. This includes Primary, Alternate, Contingent and Emergent Evacuation Plan (PACE).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates and oversees line EMT & Paramedic response to the accident site (utilize closest EMT's including those imbedded in crews, engines, etc.)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains Continuity of Operations within the Operations Section and organizes appropriately.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Safety Officer for ground or Air ambulance transport, medical supplies and other medical needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with the Safety Officer, and Logistics Section for on scene support and location of receiving hospitals for patients.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Identifies special needs, i.e. Law Enforcement, Heavy Rescue, and Haz-Mat response.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with and supports the Safety Officer's investigation and Law Enforcement agencies involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

ATTACHMENT 2

Responsibility	Action	GREEN	YELLOW	RED
Logistics Section Chief Primary: Name Secondary: Name	Monitors support functions and assess additional needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides ground transportation as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates removal of damaged vehicles or equipment.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to section.		Yes <input type="checkbox"/>	
Communications Unit Primary: Name Number Secondary: Name Number	Notify Operations & Safety	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Upon initial notification the RADO will immediately notify the COML. Clear the designated frequency for all emergency traffic until determined not to be critical or life-threatening or call 911 as appropriate based on location of injured party.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notify Deputy IC or Plans Section Chief.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assign Medical Incident or IWI Name _____.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notify C&G there is an IWI.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Use Medical Incident Report, (9 Line Form) located in ICS-206 WF and IRPG to gather initial information from Medical Incident	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Communications Unit Leader Primary: Name Number Secondary: Name Number	Summon ALL C&G to the pre-identified meeting location. (Gold Beach ICP-COMMS Trailer)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates radio traffic between Medical Incident, other incident needs and communications unit as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations Section Chief on continuity of operations.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures radio traffic is accurately documented.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Prepares narrative package of radio summary for Planning Section (Documentation Unit.)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Supports responding EMTs/Paramedics.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures 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"/>
Planning Section Chief Primary: Name Number Secondary: Name Number	Completes the Wildland Entrapment/Fatality Initial Report (NFES 0869) as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Evaluates and facilitates the implementation of the IEAP.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Facilitates the emergency meeting of C&G members at the designated location.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides a Liaison to coordinate with supporting agencies (i.e. Home Unit, Red Cross, Chaplains, CISD groups)			Yes <input type="checkbox"/>
	Provide periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

ATTACHMENT 2

Responsibility	Action	GREEN	YELLOW	RED
Public Information Officer Primary: Name Number Secondary: Name Number	Designates an IWI PIO.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates information release with Incident Commander and Agency Public Affairs Officer.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations to assign Information Officers to filed media inquiries at accident scene, medevac area, and liaise with hospital spokesperson.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with LOFR and Logistics regarding roadblocks, evacuations and emergency medical information needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Withholds release of personal information until approved by Incident Commander and/or Agency Administrator.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	After approval from IC, coordinates with plans to arrange a briefing at Incident Command Post (ICP) for incident personnel.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Finance Section Chief Primary: Name Number Secondary: Name Number	Contacts 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"/>	Yes <input type="checkbox"/>
	Secure incident time records.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines Injured Persons Employment Type and Agency		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"/>
	Assures potential claims information is collected.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		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.

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.

This checklist is designed to be used in conjunction with the ICS-206 Medical Plan and Medical Incident Report (8 Line Form).

Note: all information in red text should be replaced with incident-specific information.

This document is designed so specific functions only need to reference the page specific to their function on the incident.

Approved by:

Incident Commander

Date

All Hazard Incident Emergency Action Plans

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 2014 Incident Response Pocket Guide "Aircraft Mishap Response Actions" (page 60).
- Resume unrestricted radio traffic when situation is mitigated.

Hazardous Material (Haz Mat)

- 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 2014 Incident Response Pocket Guide "Haz Mat Incident Operations" (pages 34-36).
- 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.
- 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.
- 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.
- 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.

ATTACHMENT 2

- 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 2014 Incident Response Pocket Guide "Missing Person Search Urgency" (page 40).
- 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 2014 Incident Response Pocket Guide "Vehicle Accident Operations" (page 33).
- Resume unrestricted radio traffic when situation is mitigated.

Wildfire Entrapment, Shelter Deployment, and/or Burn over

- 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 2014 Incident Response Pocket Guide "Burn Injuries" (page 104) and/or "Multi-Casualty Triage System" (page 106).
- Resume unrestricted radio traffic when situation is mitigated.

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**.
- Resume unrestricted radio traffic when situation is mitigated.



OSFM Incident Management Teams

Incident Within an Incident (IWI) Drill Curriculum

While the Oregon State Fire Marshal IMT Program has *SOG #IMT-I-1102 Medical/Accident Incident Within an Incident Plan* which defines the roles of all Team members in supporting an incident within an incident (IWI), there are few opportunities to practice this plan. Each Team reviews the information annually but no hands-on practice is conducted to develop and maintain our 'muscle memory'. Only practice will prepare us for the real event.

This drill is intended to provide an opportunity for the Team to conduct an IWI Drill during a more realistic setting, during a wildfire or all-hazard deployment. It shall only be conducted after direct tactical actions have subsided and prior to the implementation of a more complete Demob plan. The drill shall be initiated only by the OSFM Incident Safety Officer after receiving clearance from each Section Chief that its timing is appropriate. The OSFM IC shall notify any partner team IC (or their Liaison) of this drill. A time shall be chosen so that normal operations can continue, in addition to the drill. Depending upon the geographic size of the incident and length of deployment, this drill may be completed multiple times over several shifts to include all Divisions, as desired.

The drill can be halted at any time by any participant for a safety reason or immediate incident operational need.

Duration: 30-45 minutes

Objectives

- IMT shall exercise its IWI plan, making the necessary notifications and discussing actions that each Section would take.
- Each team member shall understand their role and participate to ensure comprehension of the IWI SOG.
- All members shall participate in a drill critique by providing insight to their respective Supervisor, Section Chief, or IC. Discussion of these insights will occur collectively at the Team AAR prior to demobilization from the deployment.

Drill Preparation

- Once the pace of direct tactical operations has slowed, the OSFM Safety Officer shall confer with all Section Chiefs to determine a shift when the drill can be implemented.
- Prior to the shift, the Safety Officer shall provide a Line Safety Officer with the drill time and incident nature (see below).
- Upon approval and notification of the partner team the Safety Officer shall contact the Line Safety Officer to initiate the drill.

ATTACHMENT 4

IWI Drill

- At the planned drill time and when notified to proceed, the Line Safety Officer will go to the Comms Unit and report an incident.
- All IMT members shall follow their position IWI roles and responsibilities when/if they are notified, per SOG #IMT-I-1102. Notifications must be done via cell phone or in person; the radio shall not be used for this drill.
- Any phone/text message transmitted by any Team member pertaining to the drill shall begin with the message, "This is a drill. This is only a drill."
- The IC and Safety Officer shall monitor progress of the drill, Section discussion, and dissemination of information up the chain of command.
- The IC, or their designee, shall be the one to determine when the drill is over and that normal operations shall resume without interruption.

Example IWI Events

The lowest involvement shall be the Task Force Leader (TFL). Their involvement shall be brief, allowing their attention to return to any tactical operations. All TFL firefighters will remain engaged in incident operations and not participate in the IWI Drill.

- TFL reports a responder engine vehicle accident enroute to their division assignment, one firefighter injury (injury-triaged Yellow).
- TFL reports a burn injury to two firefighters (injuries-triaged Red, Yellow).
- TFL reports exposure to unknown hazmat substance at a residence, difficulty breathing (injury-triaged Green).
- TFL reports burn-over of 1-2 firefighters in shelter, unknown injuries. Fire is still active in their area.

Oregon State Fire Marshal
SAFETY OFFICER SUMMARY
South Umpqua Complex Fire
August 4 - 12, 2018

Safety Officers:

14 Total

OSFM: SOF2-Gorsuch, SOFR-Carriger, SOFR-Schierman
ODF Team 1 SOF1: Kirk Ausland/Brett Weidmiller
NR SOF1 – Dan LeCrone, Stan Lovan, Joshua Harvey, Shannon Bowman,
Bruce Martinak, plus: 5 other SOFR's from NR team.

Medical Unit:

16 Total

NWR MUL1: Ben Palm, Katie Hamilton
The incident was staffed with 4 - ambulances (1 EMT-P & 1 EMT-B), 4 - line medics (EMT-B) and 2 - REM units (2- EMT-P with Rope Rescue capability)

209 Reportable Injuries/Illnesses:

25 Total from 8/4-11/2018

- 8- Heat Related Illness
- 1- Leg Laceration
- 1- Twisted knee
- 1- Burn Injury to Kitchen Staff
- 1- Ankle Injury – Sprain
- 7- Bee Stings
- 5- Poison Oak Exposures
- 1- General Respiratory Illness

INJURIES TRANSPORTED FROM THE INCIDENT BY MEDICAL:

Minor Injury: (Green)

- 1 – Heat Related Illness: General Weakness, Taken from the line at Div D. via Supervisor to Medical. Ambulance transported to Providence Medical Center in Medford for treatment and blood work. Back on Duty within 1 day.
- 1 – Leg Laceration: Tripped on rock landed on shovel, taken from the line at Div P. via Line Medics in POV to Rogue Medical Center for treatment. Back on Line within shift.

- 1 – Bee Sting: Difficulty breathing with Epi-pen administration in field. Transported from Div. P to Providence Medical Center in Medford. Back to the line after a day of rest.
- 2 – Bee Stings: Treated and released on the line. Able to return to normal duties after topical ointments.

Moderate Injury: (Yellow)

- 1 – Heat Related Illness: Syncopal episode, assisted by crew down from the line to the line medics. Incident Ambulance transported the patient to Rogue Valley Medical Center in Medford. Patient demobed.

Severe Injury: (Red)

None

Accidents:

None

Miscellaneous:

- Medical Incident procedures were posted and used well by Medical Unit and Safety. All four incidents above were handled appropriately using the Medical Incident Reporting 206WF format. Continued training and drills are recommended as well as, training for all OSFM resources in the off-season.

Medical Unit Treatments to date:

525 Total from 8/4-12/2018 (27.7% of all personnel on fire)

- Cold/flu, headache/body ache, sore throat – 209
- Poison Oak – 168
- Heat Related Illness - 23
- Eye Illness – 5
- Knee Sprain – 1
- Musculoskeletal Injury – 6
- Bee Stings - 113

Mike Gorsuch – SOF2 (OSFM Red Team)