



OFFICE OF STATE FIRE MARSHAL
INCIDENT MANAGEMENT TEAMS
STANDARD OPERATING GUIDELINES

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Date *2/25/14*

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SUBJECT: Medical/Accident Incident Within an Incident Plan

OBJECTIVE: This plan is specific to dealing with unforeseen medical/accident incidents within the scope of a larger managed incident.

I. SCOPE

This plan has been jointly approved by the Oregon Department of Forestry IMTs and the Oregon State Fire Marshal IMTs.

This plan is specific to dealing with unforeseen medical/accident incidents within the scope of a larger managed incident.

The primary goal of this plan is to allow incident personnel the guidelines necessary to *locate, triage, extricate, treat, and transport* all accident patients in as quick and safe a manner as possible.

II. DEFINITION

An **Incident Within an Incident** is any accident or medical emergency during an incident directly involving IMT personnel or assigned resources.

III. GENERAL

The Division/Group Supervisor will initially oversee the emergency and activation of the plan.

It is expected the organization will come from resources assigned within the Division/Group or nearest adjoining forces. Radio communication will be on the "Command Frequency" and will take priority over all other radio traffic.

Names of injured or deceased individuals will not be given over the radio.
Use of crew names or designators should be limited.

Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others.

All Command and General Staff will immediately meet at the Planning Meeting location, or another location as designated by the IC to ensure coordination, communication, and plan activation.

IV. Incident Commander

- Ensure the *Incident Within an Incident Plan* is implemented.
- Notify Agency Administrator(s), Geographic Coordination Center, Salem Coordination Center, and Salem Safety, (see the Injury and Fatality Reporting Process – ODF IMT Notebook).
- Order investigator or Investigation Team.

V. Operations Section Chief

- Implement the *Incident within an Incident Plan* for all “non-camp” incidents, providing coordination between the on-scene Division/Group and other IMT Sections and Units.
- Ensure appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Unit, etc.
- Coordinate and oversees line EMT & paramedic response to the accident site, (utilize closest EMTs from crews and engine companies).
- Provide for immediate extrication and medical triage, treatment, and transportation.
- Request a size-up of the situation: number of people involved and their medical condition, (triage); nature of the incident, (auto/aircraft accident, burn over, etc.); number of crews, vehicles, or aircraft involved.
- Identify location and latitude and longitude coordinates of site.
- Identify medical treatment and transportation needs.
- Coordinate with Air Operations Branch Director for air medical transportation needs.
- Coordinate and support the Safety Officer’s investigation and involved law enforcement agencies.
- Coordinate with Logistics Section for ground ambulance transport, medical supplies, and other medical needs.

- Coordinate with the Logistics Section for on scene support and location of receiving hospitals for patients.
- Ensure air/ground ambulances coordinate patient transportation locations with the Medical Unit Leader.
- Identify special needs, i.e. law enforcement, heavy rescue, and HazMat response.

AVIATION EMERGENCIES:

- Air Attack and Air Operations Branch Director coordinate, as appropriate. OSC and IMT provide support.
- Implement ODF Aviation Mishap Response Guide and Checklist & Heli-Base Emergency Plan, as appropriate.
- Coordinate with Air Operations Branch Director for notification to appropriate agencies.

VI. DIVISION/GROUP SUPERVISOR

- Will respond directly to the accident/incident scene and assume command until relieved, or clearly designate another capable person to be responsible on their behalf.**
- Remain aware of surroundings. Delegate Division/Group oversight to other qualified personnel, as needed.**
- Size up the incident, (nature of accident; number/type of resources; location; safety for incoming personnel).
- Coordinate “line EMT” response to the accident, (utilize closest EMTs).
- Begin “TRIAGE” (pink pages of the Incident Response Pocket Guide).
- Determine and initiate treatment and transportation needs. Do not move trauma victims unless their safety is threatened.
- Evaluate special needs, (law enforcement, heavy rescue, HazMat, fire protection, or suppression).
- Coordinate with Air Attack for air medical transportation needs.
- Notify OSC and SOFR of all accidents/incidents.
- Preserve the scene for accident investigation and begin documentation.

VII. SAFETY OFFICER

- Primary Duty: maintain overall incident safety.**
- Assume command of incidents within the incident base facility when present.**
- Provide coordination between the incident and other IMT sections and units.
- Evaluate safety issues at all accident/incident sites and work with Division/Group Supervisor in charge to mitigate them.
- Initiate the investigation of the emergency and coordinate with the IC to request the appropriate investigation resources/teams.
- Secure witness names, initial statements, and all evidence relating to the accident.
- Coordinate investigation with comp/claims personnel.
- Obtain sketches and photos of emergency scene.
- Coordinate with and support the Division/Group Supervisor in charge at the scene of "non-camp" incidents.

VIII. LIAISON

- Assist the Medical Unit Leader as needed.
- Ensure coordination with investigating entities.
- Assist other positions as needed.
- Coordinate with cooperators and key stakeholders.

IX. INFORMATION OFFICER

- Collect pertinent emergency information.
- Coordinate information release with Incident Commander and Agency Public Information Officer.
- Assign Information Officer(s) to field media inquiries at accident scene, med-evac area, and hospital.
- Coordinate with Liaison and Safety Officer(s) regarding roadblocks, evacuations, and emergency medical information needs.

- No personal information shall be released** until approved by the Incident Commander. Coordinate with local agency.
- Coordinate with employee's home unit.

X. PLANNING SECTION CHIEF

- Complete the 209 and coordinate with IIO to include accident information and status in the daily morning fire update report sent to Salem Coordination Center.
- Coordinate critical incident stress debriefing for affected personnel.
- Provide and coordinate a Family Liaison with supporting agencies, (home unit; Red Cross; 100 Club; chaplain).
- Provide briefing at ICP for incident personnel.
- Ensure all communications regarding the accident and actions are well-documented.

XI. LOGISTICS SECTION CHIEF

- Assume command and implement Incident Within Incident Plan for incidents within the incident base facility in absence of SOFR.
- Ensure maintenance of accurate radio logs; use the *Injury Communications Protocol Form* (Logistics Manual Appendix I – 10) until the emergency has terminated. Ensure Safety Officer receives copies in a timely manner.
- Establish emergency radio communications on a different frequency, if requested by scene IC.
- Provide ground or air transportation, depending upon need. Coordinate with Air Operations Branch Director.
- Order needed resources for the emergency.
- Monitor support functions and assess additional needs.
- Coordinate removal of damaged vehicles.
- Assist Medical Unit Leader with communications with the hospital and ambulance service.
- Coordinate security with team Liaison and Operations Section Chief as necessary.

- Locate and secure personal effects of injured personnel.

XII. FINANCE SECTION CHIEF

- Coordinate with Agency Administrative Officer(s) and Agency Risk Manager.
- Coordinate Compensation/Claims Unit response (Risk Management Forms).