

MID ATLANTIC COORDINATION CENTER

Incident Organizer

INCIDENT NAME			
INCIDENT NUMBER			
FIRE CODE			
OTHER CODE			
UNIT			
IC #1 Date & Time			
IC #2 Date & Time			
Containment Date & Time		Control Date & Time	
Out Date & Time		FINAL SIZE	
Notes			

Directions and Intent:

Intended to provide the IC with a format and focal point to begin processing an incident that is emerging. [Start to plan the fight – delegate – instead of fighting the fight and possibly losing your situational awareness as IC.]

Use until an Incident is out or operating on an Incident Action Plan

Serves as Incident work-book used in conjunction with the Incident Response Pocket Guide and Interagency Standards for Fire & Aviation Operations

IC Signature: _____

IC Signature: _____

Fast Size Up

Use on initial arrival, before a full size up is completed

IC:

Lat

Long

Estimated Fire Size:

Acres

Spread Potential:

None

Low

Moderate

High

Extreme

Values at Risk:

Proximity to Fire:

Miles

Additional Resources Needed:

Establish Presence as IC

Provide Briefing

Operate as a dedicated IC

Maintain Situational Awareness

INITIAL ACTION FIRE SIZE-UP						
1 Fire Name:		2 TIME:		3 Incident #:		
4 IC Name/Qual:			5 Incident Complexity (3,4,5):			
6 Legal: T ___ R ___ S ___ 1/4 ___ Lat: _____ Long: _____					7 Elevation:	
8 Road Directions:						
9 Estimated Size	Spot 1/4- 1/2 acre	1/2- 3/4 acre 1 acre	1 to 5 acres 5+ acres	_____ acres	Active Perimeter _____ %	
10 Fuel Type Burning		11 Adjacent Fuels			12 Character of Fire	
Short Grass Logging Slash		Short Grass Logging Slash			Smoldering	
Tall Grass Light		Tall Grass Light			Creeping	
Timber Litter Medium		Timber Litter Medium			Running	
Hardwood Litter Heavy		Hardwood Litter Heavy			Torching	
					Crowning	
					Spotting	
13 Flame Length in feet		14 Position on Slope		15 Slope %	16 Aspect	17a Wind Speed
O-2 2-4 4-6		Ridgetop Upper 1/3		Flat	N S E W	None
6-8 8-10		Mid 1/3 Lower 1/3		0-20%	NE NW	0-5 mph
10-12 12'+		Valley/Canyon Bott.		20-40%	SE SW	5-20 mph
		Flat or Rolling		40% +	Ridgetop	20+
					Flat	Max Gusts _____
17b Wind Dir						
N S E W						
Down Canyon						
Up Canyon						
Downslope						
Variable						
18 Spread Potential: None Low Moderate High Extreme						
19 Values at Risk		20 Hazards			21 Cause of Fire	
Houses Improvements		Snags Powerlines Mines			Lightning Arson Campfire	
Heritage Other		Oil & Gas Haz-Mat			Debris Burning Equipment	
		WUI Other			Other	
22 Additional Resources: Personnel #:		Crews Type		Qty	Engine Type	Qty
Dozers Type		Qty	Fallers	Law Enforcement	Other	
23 Estimated Date and Time of Containment				24 Ownership FS State Pvt. Other_		
				25 In Protection Area: Yes No		
Medivac Location: Lat		Long-			Elev	
Alt Medivac Location: Lat		Long-			Elev	

RESOURCE SUMMARY

RESOURCE ID	RESOURCE TYPE	ETA / OS	ARRIVAL TIME	# OF PEOPLE	BRIEFED Y/N	ASSIGNMENT	RELEASE TIME	ORDER NUMBER

DOCUMENT BRIEFING FOR ALL INCOMING RESOURCES (USE PG 16 OF THE I.R.P.G.)

Incident Objectives

1. **SAFETY** of firefighters and public.

2.

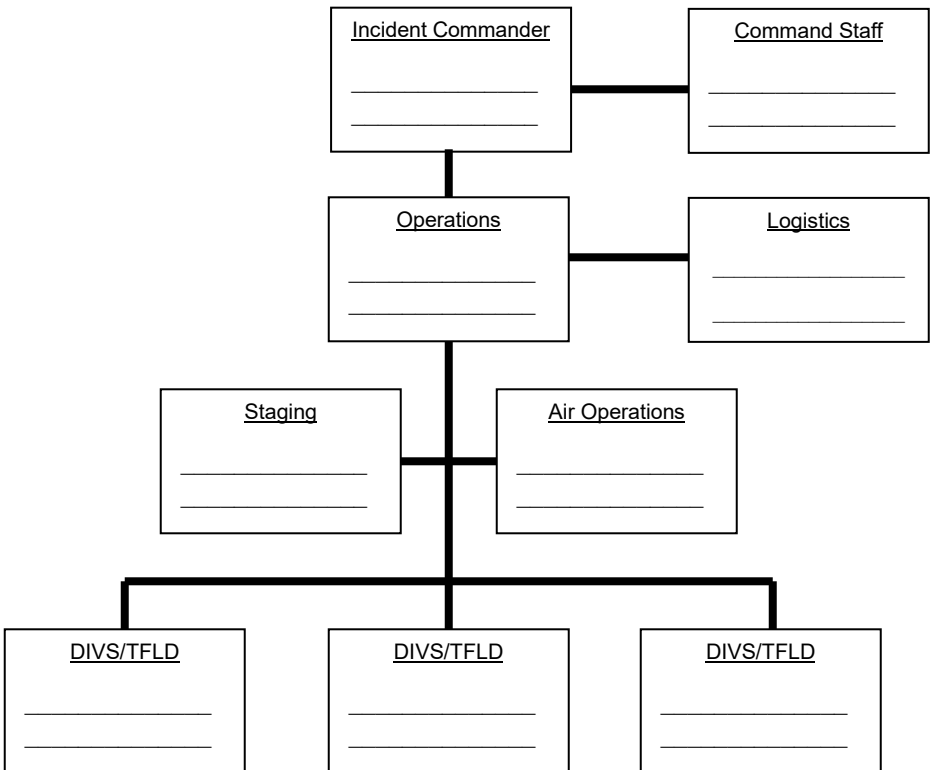
3.

4.

Your goal is to manage the incident and not create another.

(Examples: protect structures, keep fire to east of road, river or ridge)

INCIDENT ORGANIZATION



All fires over 10 acres need to be GPS'd or captured using InForm and the file turned in to your supervisor/duty officer.

MAP SKETCH

Prepared by:	Position:	Date/Time:
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Radio Frequencies

Net	Name/Tone	Frequency
Command		<i>Rx</i>
		<i>Tx</i>
Support/Dispatch		<i>Rx</i>
		<i>Tx</i>
Air-to-Ground		<i>Rx</i>
		<i>Tx</i>
Air-to-Air		<i>Rx</i>
		<i>Tx</i>
Tac 1		<i>Rx</i>
		<i>Tx</i>
Tac 2		<i>Rx</i>
		<i>Tx</i>

Wildland Fire Risk and Complexity Assessment

SEE IRPG FOR COMPLEXITY ANALYSIS

The Wildland Fire Risk and Complexity Assessment should be used to evaluate firefighter safety issues, assess risk, and identify the appropriate incident management organization. Determining incident complexity is a subjective process based on examining a combination of indicators or factors. An incident's complexity can change over time; incident managers should periodically re-evaluate incident complexity to ensure that the incident is managed properly with the right resources.

Instructions:

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

Part A: Firefighter Safety Assessment

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	
Logistical support for the incident is inadequate or difficult.	

Part B: Relative Risk Assessment

Values				Notes/Mitigation
<p><u>B1. Infrastructure/Natural/Cultural Concerns</u> Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, designated areas (i.e. wilderness), T&E species habitat, and cultural sites.</p>	L	M	H	
<p><u>B2. Proximity and Threat of Fire to Values</u> Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</p>	L Far	M	H Near	
<p><u>B3. Social/Economic Concerns</u> Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; degree of support for the wildland fire program and resulting fire effects; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke, including health impacts; potential for evacuation and ingress/egress routes; and restrictions and/or closures in effect or being considered.</p>	L	M	H	
Hazards				Notes/Mitigation
<p><u>B4. Fuel Conditions</u> Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; and/or continuity of fuels.</p>	L	M	H	
<p><u>B5. Fire Behavior</u> Evaluate the current and expected fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.</p>	L	M	H	
<p><u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Considerations would include current and expected fire growth based on fire behavior analysis and the weather forecast and/or the ability to control the fire.</p>	L	M	H	
Probability				Notes/Mitigation
<p><u>B7. Time of Season</u> Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.</p>	L Late	M Mid	H Early	
<p><u>B8. Barriers to Fire Spread</u> Evaluate the barriers to fire spread and their potential to limit fire growth, and rank this element low, moderate, or high. Considerations: If many natural and/or human-made barriers are present, rank this element low. If some barriers are present, rank this element moderate. If no barriers are present, rank this element high.</p>	L Many	M	H Few	
<p><u>B9. Seasonal Severity</u> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations: Fire danger indices such as energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; geographic area preparedness level.</p>	L/ M	H	VH /E	
Enter the number of items circled for each column.				

	Low	Majority of items are "Low", with a few items rated as "Moderate" and/or "High".
	Moderate	Majority of items are "Moderate", with a few items rated as "Low" and/or "High".
	High	Majority of items are "High", with a few items rated as "Low" and/or "Moderate".

Part C: Organization

Relative Risk Rating (from Part B)		L	M	H		
Check the Relative Risk Rating (from Part B).						
Implementation Difficulty					Notes/Mitigation	
<u>C1. Potential Fire Duration</u> Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.		N/A Very Short	L Short	M	H Long	
<u>C2. Incident Strategies (Course of Action)</u> Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as very low, low, moderate, or high.		Very Low	L	M	H	
<u>C3. Functional Concerns</u> Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element very low (minimal resources committed), low (adequate), moderate (some additional support needed), or high (current capability inadequate). Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; availability of resources; access to EMS support; heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or incomplete; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.		Very Low	L	M	H	
Socio/Political Concerns					Notes/Mitigation	
<u>C4. Objective Concerns</u> Evaluate the complexity of the incident objectives and rank this element very low, low, moderate, or high. Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.		Very Low	L	M	H	
<u>C5. External Influences</u> Evaluate the effect external influences will have on how the fire is managed and rank this element very low, low, moderate, or high. Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre-existing controversies/relationships; smoke management problems; sensitive political concerns/interests.		Very Low	L	M	H	
<u>C6. Ownership Concerns</u> Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element very low, low, moderate, or high. Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.		Very Low	L	M	H	
Enter the number of items circled for each column.						

Part C: Organization (continued)

Recommended Organization (check one):

<input type="checkbox"/>	Type 5	Majority of items rated as “Very Low”; a few items may be rated in other categories.
<input type="checkbox"/>	Type 4	Majority of items rated as “Low”, with some items rated as “Very Low”, and a few items rated as “Moderate” or “High”.
<input type="checkbox"/>	Type 3	Majority of items rated as “Moderate”, with a few items rated in other categories.
<input type="checkbox"/>	Type 2	Majority of items rated as “Moderate”, with a few items rated as “High”.
<input type="checkbox"/>	Type 1	Majority of items rated as “High”; a few items may be rated in other categories.

Rationale:

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the “Notes/Mitigation” column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: _____

Unit(s): _____

Date/Time: _____

Signature of Preparer: _____

Risk Management

Maintain your situational awareness. Ensure compliance with the 10 Standard Firefighting Orders and LCES. Continually monitor the 18 Situations and apply appropriate mitigation. As the incident progresses, continually re-evaluate your situation. When hazards are identified mitigate them or change tactics and or strategy.
 Refer to the green pages in the IRPG.

YES	NO	Decision Points
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		Controls in place for identified hazards? If no reassess your situation.
		Are selected tactics based on expected fire behavior? If no, reassess your situation.
		Are the current strategy and tactics working? If no, reassess your situation.

Incident Risk Analysis (215a)

Division/Group or Segment	Hazardous Actions or Conditions	Mitigations/Warnings/Remedies
Operational Period		

Spot Weather Forecast Request

Incident/Project Name			
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LOCATION			
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Lat:	Elev:	TOP	BOTTOM
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Long:	Drainage Name:
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Legal (T/R):	Aspect:
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Size (acres):

FUELS	
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Fuel Type:	Sheltering: FULL PARTIAL UNSHELTERED
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OBSERVATIONS										
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Site	Date/Time	Elev	Wind Dir	Wind Speed	Temp	Wet Bulb	RH	Dew PT	Sky	Wx

PRIMARY FORECAST ELEMENTS						REMARKS
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Forecast Element	TODAY	TONIGHT	TOMORROW	REMARKS
Sky Weather:				
Temperature:				
Humidity:				
Wind (Eye Level):				
Haines Index:				
Smoke Dispersion:				

Discussion and Outlook:
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Work Rest Ratio Documentation Worksheet

This worksheet is designed to help the IC document and calculate amount of rest required to meet the Work/Rest guidelines.

- For every 2 hours of work or travel provide 1 hour of sleep or rest.
- IC must justify and document work shifts exceeding 16 hours and those that do not meet the 2:1 work/rest guidelines -- see below.

Date	Operational Period Start Time	Operational Period Stop Time	Total Hours Worked	Rest Time (document hours when employee or module rested)

Approval for shift lengths exceeding 16 hrs given by:	Date/ Time Approval Given:
IC Signature:	Date:

MACC FIRE UPDATE REPORT (ICS-209 update)

Date:	Time:	Size (acres):
Active perimeter (%)	Containment (%)	
Current Fire Behavior (actively burning, flame lengths, smoldering, creeping, etc.)	Fuel Types (Fuel models, grass, brush, timber, duff, large/small diameter logs, etc.)	
Plans for the current and next operational period	Resource needs for the current and next operational period	
Logistical needs for the current and next operational period	Specific concerns (administrative, risk management, etc.)	

MACC FIRE UPDATE REPORT

Date:	Time:	Size (acres):
Active perimeter (%)	Containment (%)	
Current Fire Behavior (actively burning, flame lengths, smoldering, creeping, etc.)	Fuel Types (Fuel models, grass, brush, timber, duff, large/small diameter logs, etc.)	
Plans for the current and next operational period	Resource needs for the current and next operational period	
Logistical needs for the current and next operational period	Specific concerns (administrative, risk management, etc.)	

After Action Review

INCIDENT NAME:	IC:
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DATE:	
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CRITIQUED BY: (Names of attendees)

What was planned?
What actually happened?
What was the difference, if any, between questions one and two?
What can you do different next time to meet objectives?

AAR Leader Signature:	Date:
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Reviewed by:	Date:
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COMMENTS:

MEDICAL PLAN (ICS 206 WF)

Controlled Unclassified Information//Basic

Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to communications/dispatch.

1. CONTACT COMMUNICATIONS / DISPATCH (**Verify correct frequency prior to starting report**)

Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."

2. INCIDENT STATUS: *Provide incident summary (including number of patients) and command structure.*

Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat./Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."

Severity of Emergency / Transport Priority	<input type="checkbox"/> RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2° – 3° burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. <i>Ex: Significant trauma, unable to walk, 2° – 3° burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport <i>Ex: Sprains, strains, minor heat-related illness.</i>	
Nature of Injury or Illness & Mechanism of Injury		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Transport Request		<i>Air Ambulance / Short Haul/Hoist Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location & Lat. / Long. (WGS84)</i>
Incident Name		<i>Geographic Name + "Medical" (Ex: Trout Meadow Medical)</i>
On-Scene Incident Commander		<i>Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)</i>
Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

3. INITIAL PATIENT ASSESSMENT: *Complete this section for each patient as applicable (start with the most severe patient)*

Patient Assessment: See IRPG page 106

Treatment:

4. TRANSPORT PLAN:

Evacuation Location (if different): *(Descriptive Location (drop point, intersection, etc.) or Lat. / Long.)* Patient's ETA to Evacuation Location:

Helispot / Extraction Site Size and Hazards:

5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:

Example: Paramedic/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluid(s), Splints, Rope rescue, Wheeled litter, HAZMAT, Extrication

6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable

Function	Channel Name/Number	Receive (RX)	Tone/NAC *	Transmit (TX)	Tone/NAC *
COMMAND					
AIR-TO-GRND					
TACTICAL					

7. CONTINGENCY: **Considerations:** *If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.*

8. ADDITIONAL INFORMATION: *Updates/Changes, etc.*

REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.