

INCIDENT EMERGENCY PLAN (IEP)

INTENT

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 IEP (below) describes the procedures that will be taken, as well as defines the responsibilities of key incident management personnel. This plan employs the 2018 suggested format which is in turn closely linked to the 2018 ICS-206 (WF) Medical Plan and 2025 IRPG (Incident Response Pocket Guide). All three follow the same procedures. This IEP will guide the actions that should be taken in response to an emergency and fulfills the NWCG requirements (#025-2010) by ensuring that:

1. The critical elements of the NWCG standardized medical emergency procedures are identified in this Incident Emergency Plan.
2. Standardized NWCG communication center protocols will be implemented.
3. An expanded ICS 206 Medical Plan will be utilized which includes emergency medical procedures that will be reviewed each operational period at the planning meeting.

PLAN

The following IEP will be utilized on all team assignments. It displays procedures and responsibilities for team members.

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 With in 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 cooperater 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&G) will begin implementation of the IEP. Initially the C&G 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 2025 IRPG (page 120-122) 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 LSC3. <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"/>
Logistics Section Chief 3	Summon all C&G to Communications.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IWI IC 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"/>
	Contact local EMS/Sherriff for assistance if requested.	Yes <input type="checkbox"/>	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 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"/>
	Ensures the Incident Emergency Plan is implemented.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Incident Commander Primary: Secondary:	Notifies Agency Administrator and MNCC. Concur on a course of action for follow up.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains command and control, and evaluates the continuity of operations and incident organization needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines and communicates the C&G roles and responsibilities in relation to jurisdictional responsibilities.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Consider Critical Incident Stress Debriefing for affected personnel.			Yes <input type="checkbox"/>
	Provides a Liaison to coordinate with supporting agencies (i.e. Home Unit, Red Cross, chaplain).			Yes <input type="checkbox"/>
	Notifies employee's home unit as requested.		Yes	Yes <input type="checkbox"/>

Responsibility	Action	GREEN	YELLOW	RED
Operations Section (Including on-scene Incident Commander)	Identifies nature of the incident (auto/aircraft accident, burn over, etc) and number of individuals crews, vehicles, or aircrafts involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	If needed, implements 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"/>
	Maintains Continuity of Operations within the Operations Section and organizes appropriately.		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 coordinates) of site.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures immediate medical triage and extrication, treatment, and transportation is implemented.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Primary: 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"/>
	Secondary: Ensures appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Medical Unit Leader for ground ambulance transport, medical supplies and other medical needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates 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"/>
	Coordinates with Air Tactical Group Supervisor for Air-Medical transportation needs.		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"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Responsibility	Action	GREEN	YELLOW	RED
Safety Officer Primary: Secondary:	Coordinates with and supports the IWI IC and Operations Section Chief.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assists Medical Unit Leader with communications with the hospital and ambulance service.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Initiates the investigation of the incident and recommends the appropriate investigation resources/teams.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secures witnesses names and initial statements and all evidence relating to the accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Obtains sketches and photographs of emergency scene/incident		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates 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: Secondary:	Coordinates with IWI IC, local Emergency Communications Center, and hospital.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures TRIAGE of patients using Medical Incident Report.	Yes <input type="checkbox"/>	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"/>
	Ensure continuity of operation within unit.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Aviation	Coordinates aviation resources responding to the incident.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides communication for incident if needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Orders relief Air Tactical Group to maintain the continuity of operations if needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Tactical Group.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Logistics Section Chief 3 Primary: Secondary:	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"/>
	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.		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"/>
Planning Section Chief 3 Primary: Secondary:	Completes the Wildland Entrapment/Fatality Initial Report (NFES 0869) as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Develops and maintains IEP documentation.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Evaluates and facilitates 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"/>

Responsibility	Action	GREEN	YELLOW	RED
Public Information Officer Primary: Secondary:	Collects pertinent emergency information.		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"/>
	Assigns Information Officers to field media inquiries at accident scene, medevac area, and hospital.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Logistics and Safety Officer 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"/>
	Provides briefing at Incident Command Post (ICP) for incident personnel.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates 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"/>
Liaison Officer Primary: Secondary:	Coordinates with Logistics and Safety to secure scene (as requested)		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Serves as designated patient advocate/hospital liaison as requested by agency administrator/ IC		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with other partners/cooperators in facilitating needs through the appropriate section(s) within the Team		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Security Manager	Coordinates with Logistics and Safety to secure scene (as requested).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operation within unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Air Operations Branch Director	Initiates Actions appropriate actions within the "Interagency Aviation Mishap Response Guide and Checklist" if aviation accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Branch.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Finance Section Chief Primary: Secondary:	Coordinates Compensation/Claims Unit response.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	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"/>
	Secure incident time records.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assures 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 Commander

Date