



Pacific Northwest Wildfire Coordinating Group

Incident Within an Incident (IWI) Template For Effective and Coordinated Emergency Responses on Type 1 and 2 Incidents

Purpose

The intent of the IWI template is to facilitate the interactions between local dispatch centers and incoming type 1 and type 2 incident management teams (IMTs) that will:

- Support effective communications and
- Ensure a timely and well-coordinated emergency response to critical incidents..

NOTE: Type 3, 4 and 5 incidents will manage all IWI emergency responses through their local dispatch center.

Draft Language for Agency Administrator's Leader's Intent

The IMT will manage critical incidents within the incident as part of their delegated authority. The IMT will coordinate closely with _____ Dispatch so that every emergency response to an IWI ensures timely support and care for injured employees. IWI response planning will follow the incident within an incident response framework attached to the incident briefing package.

For all medical incidents the national standard "Medical Incident Report" procedure as identified in the current IRPG will be followed. The most efficient manner to provide for patient transport will be used either directly to 911 or coordinating through _____ dispatch. Serious injuries or incidents requires notification to _____ dispatch center. A copy of the Dispatch Center's emergency procedures is included in the in-brief packet.

IWI Checklist

Dispatch Center Manager and IMT Incident Commander (IC) will:

- Engage at the IMT in brief to determine IWI protocols. This contact will be separate and distinct from the Expanded Dispatch point of contact (POC).
- Specific IWI POCs, primary and an alternate, will be each appointed for the local dispatch center and the IMT to coordinate IWI responses.
- Dispatch/IMT POCs will coordinate assistance from the local dispatch center necessary for responding to/managing an IWI through the IMTs transition into the incident until the IMT has the full capability to implement and sustain an emergency response.
- Dispatch/IMT POCs will coordinate and/or meet with local 9-1-1 Center Managers, County Sheriff, Emergency Management Directors, and/or other appropriate local agency emergency contacts to establish awareness, working relationships and roles/responsibilities within an emergency response framework.

- Dispatch/IMT POCs will schedule periodic updates to maintain awareness; updates will happen whenever changes occur.

Notification/Extraction Procedures

The IMT has responsibility for the extraction and care of the patient. Extraction ordering will go as direct as possible to expedite patient evacuation; similarly, ordering protocols will be as consistent as possible. The nature and location of the incident, the level of care needed, and the best and most timely means by which to extract or transport the patient should inform a decision on which ground/air extraction resource to order. The IMT and Dispatch POC will coordinate a PACE (primary, alternate, contingency, emergency) plan in support of an emergency response to a critical incident.

Recommended Protocols for Requesting Extraction:

- IMTs will designate primary and alternate contacts for requesting ground/air extraction capability. Procedures will be coordinated with the local dispatch center, communicated among the C&G and included as part of the incident IAP.
- If an ambulance/interagency short-haul helicopter is available on the incident, the IMT will go direct to that resource for the extraction mission.
- If an ambulance/interagency short-haul helicopter is assigned to an incident and can provide extraction services to one or more adjacent incidents, an agreement may be set in place that provides clear direction on ordering procedures between the incidents. Coordinating the agreement will include IMT points of contact, the local dispatch center(s) and NWCC.
- Interagency short-haul helicopters may not be assigned to the incident or nearby incidents but may be hosted or prepositioned within or nearby in adjacent geographic areas and may be ordered through the local dispatch center. (Refer to Short-Haul site thru the [EGP Portal](#) for current location and details for approved interagency short-haul helicopters).
- IMT primary/alternative contact will request ambulance/life flight directly through 9-1-1 and immediately notify their local dispatch for awareness and airspace coordination/deconfliction. Alternative measures for requesting ambulance/life flight services may be coordinated with local dispatch as necessary.
- If the Oregon National Guard hoist medevac helicopter is activated on 24-hour standby, the IMT primary/alternative will place a request for medevac extraction to NWCC operations following established procedures. Established procedures will be coordinated with the local dispatch center, communicated among the C&G and included as part of the incident IAP.

Note: The established procedure will ensure that the local dispatch center is aware of the extraction request, establish communication, and provide airspace deconfliction and prioritization, etc.

Also note: For Type 3, 4 and 5 incidents, the IC will communicate their need to their respective local dispatch center who will determine the most appropriate extraction resource available; if it is the Oregon National Guard hoist medevac helicopter, the

local dispatch center will place a request for the medevac extraction to NWCC operations.

Notification

- Once extraction services are requested, the IMT will contact the Dispatch POC to coordinate additional needs.
- The IC will ensure that Operations/Air Operations coordinates incident ground/airspace in preparation for extraction. In the case of aerial extraction, the IMT ATGS will deconflict airspace within the incident TFR and actively coordinate with the local dispatch center for any other airspace issues.
- The IC will contact the Agency Administrator to inform and follow up with agency specific protocols.
- Dispatch will inform the Fire Manager and ensure the Agency Administrator has received notification.
- If Oregon National Guard medevac extraction is requested, once NWCC Operations has alerted the aircrew, a call will be placed to the local dispatch center to ensure that they have been contacted and coordination is ongoing with the IMT.

IMT Close-out Procedures

- At close-out, dispatch/IMT POCs will provide lessons learned as part of the close-out package.
- If another IMT is transitioning into the incident, contact will be made with that IMT's POC(s) to positively hand-off contact information, process and lessons learned.



Darron Williams, PNWCG Chair

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Date