

Cody Dispatch Incident Organizer



2016

Incident Name			
T/R/S			
Fire Code	BLM:		USFS:
Lat/Long(WGS84)			
Ranger District/ Field Office			

IC#1 Took Command	Name:	Date:	Time:
IC#2 Took Command	Name:	Date:	Time:

Containment Date & Time			
Control Date & Time			
Out Date & Time			
Final Size By Ownership	BLM:		USFS:
	State:		Private:
	Other:		Total:

Directions and Intent

MOST INCIDENTS ONLY REQUIRE FILLING OUT SOME OF THE PAGES –i.e., TYPE 4 AND 5 INCIDENTS. (In these situations, fill out afterwards when doing your AAR.)

- Intended to provide 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 IAP.
- Serves as an Incident Workbook used in conjunction with the IRPG, Redbook, or Fireline Handbook.
- Grey-blocked Items are required to be filled in for 30-mile accident prevention (Forest Service)

IC#1 Signature: _____

IC #2 Signature: _____

Size-up Information to be given to Dispatch

Incident Action #:	Incident Name:	Date:	Time:
Reported By:			
Arrival Date:		Time:	
Geographical Description:			
Legal:	Township:	Range:	Section(s):
Coordinates:	Latitude:		Longitude:
Estimated Size In Acres:	Ownership @ Origin:	Complexity:	
Estimated Containment Date/Time:		Estimated Control Date/Time:	
Cause: Specify Human Cause: Fire Investigator Need:		Structures Treated: Notes:	
Control Problems/Hazards:		Additional Resources Needed:	
Observed Hazards:			Initial Incident Commander:
Spread Potential:		Fire Behavior:	
Flame Length:		Slope:	
Position on Slope:		Aspect:	
Fuel Model:		Weather Conditions:	
Wind:	Speed (MPH):	Gusts:	Direction:
Elevation:	ft.		
See Last Page for required Medivac information			
Medivac Location:	Lat:	Long:	Elevation:
Alt Medivac Location:	Lat:	Long:	Elevation:
Medivac Location Hazards:			

Wildland Fire Risk and Complexity Assessment

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 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				
<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 fire such as urban interface, structures, critical municipal watershed, commercial timber, development, recreational facilities, power/pipelines, communications sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.</p>			Select:	
<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>			Select:	
<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; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.</p>			Select:	
Hazards				
<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 you area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture</p>			Select:	
<p><u>B5. Fire Behavior</u> Evaluate the current fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting</p>			Select:	
<p><u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.</p>			Select:	
Probability				
<p><u>B7. Time of Season</u> Evaluate the potential for long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.</p>			Select:	
<p><u>B8. Barriers to Fire Spread</u> If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.</p>			Select:	
<p><u>B9. Seasonal Severity</u> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme Considerations: energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.</p>			Select	
Enter the number of items selected for each category.		Low	Moderate	High+

Relative Risk Rating (Check One):

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"; A few items may be rated as "Low" or "Moderate"

Part B: Relative Risk Assessment

Notes/Mitigation

Notes/Mitigation

Notes/Mitigation

Part C: Organization

Relative Risk Rating (From Part B)			
Select the Relative Risk Rating (From Part B)	Select:		
Implementation Difficulty			
<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.	Select:		
<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 low, moderate, or high. Considerations: Availability of resources; likelihood that those resources will be effective; exposure to firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.	Select:		
<u>C3. Functional Concerns</u> Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element 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; 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 poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.	Select:		
Socio/Political Concerns			
<u>C4. Objective Concerns</u> Evaluate the complexity of incident objectives and rank this element 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.	Select:		
<u>C5. External Influences</u> Evaluate the effect external influences will have on how the fire is managed and rank this element 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.	Select:		
<u>C6. Ownership Concerns</u> Evaluate the effects ownership/jurisdiction will have on how the fire is managed and rank this element 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.	Select:		
Enter the number of items selected for each category.	Low	Moderate	High

Part C: Organization

Notes/Mitigation

Notes/Mitigation

Recommended Organization (Check One):

Type 5	Majority of items rated as "N/A"; a few items may be rated in other categories.
Type 4	Majority of items rated as "Low"; with a few items rated as "Moderate" or "High"
Type 3	Majority of items rated as "Moderate"; with a few items rated in other categories.
Type 2	Majority of items rated as "Moderate"; with a few items rates as "High"
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 alternative organization was selected. Use the "Notes/Mitigation" sections to address actions for a specific element, and include these mitigations in the rationale.

Incident Objectives

1) SAFETY OF FIREFIGHTERS AND PUBLIC

2)

3)

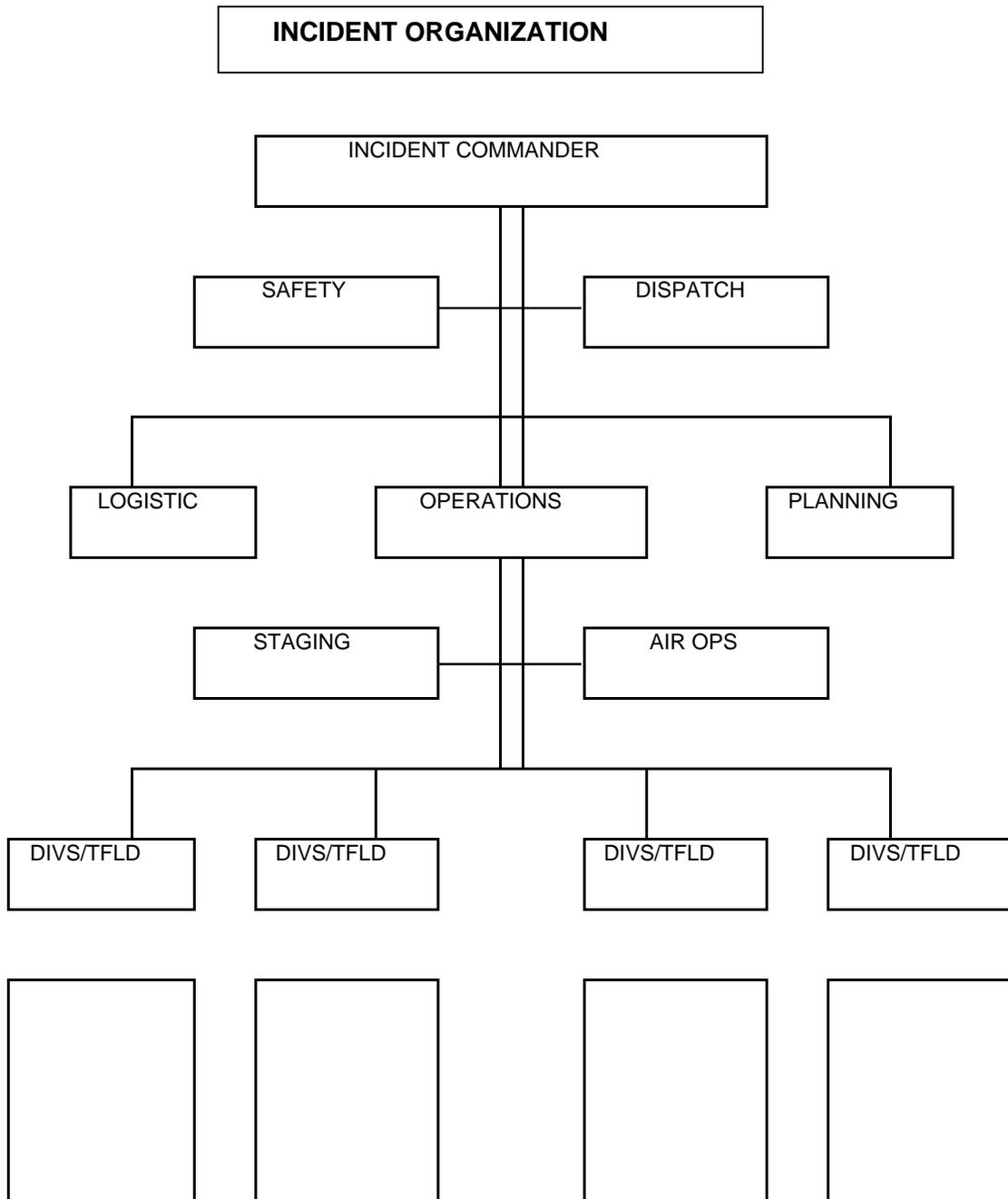
4)

5)

6)

Your goal is to manage the incident and not create another

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



BRIEFING CHECKLIST

SITUATION:
* Fire name, location, map orientation, other incidents in area
* Terrain influences
* Fuel type and condition
* Fire weather (previous, current, and expected) – Winds, RH, temperature, etc.
* Fire behavior (previous, current, and expected) – Time of day, slope, wind, etc.
MISSION/EXECUTION:
* Command – Incident Commander/immediate supervisor
* Commander's intent – Overall strategy/objectives
* Specific tactical assignments
* Contingency plans
COMMUNICATIONS:
* Communication plan – tactical, command, air-to-ground frequencies, phone numbers
* Medivac plan
SERVICE/SUPPORT:
* Other resources – Working adjacent and those available to order, Aviation Operations
* Logistics – Transportation, supplies, and equipment
RISK MANAGEMENT:
* Identify known hazards and risks
* Identify control measures to eliminate hazards/reduce risk, anchor points, LCES
* Identify trigger points for disengagement/re-evaluation of operational plan
QUESTIONS OR CONCERNS?

RADIO FREQUENCIES

Net	Frequency	Code Guard
Command	Rx	
	Tx	Tx
Support/Dispatch	Rx	
	Tx	Tx
Air-to-Ground	Rx	
	Tx	Tx
Air-to-Air	Rx	
	Tx	Tx
Tac 1	Rx	
	Tx	Tx
Tac 2	Rx	
	Tx	Tx

CONTACT LIST/PHONE NUMBERS

Position/Name	Agency	Phone#/Radio Freq.
FIRE/CRASH RESCUE		
Fire Rescue		
MEDICAL		
Ambulance Air Ambulance Hospital Burn Center Poison Center		

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:

MAP SKETCH

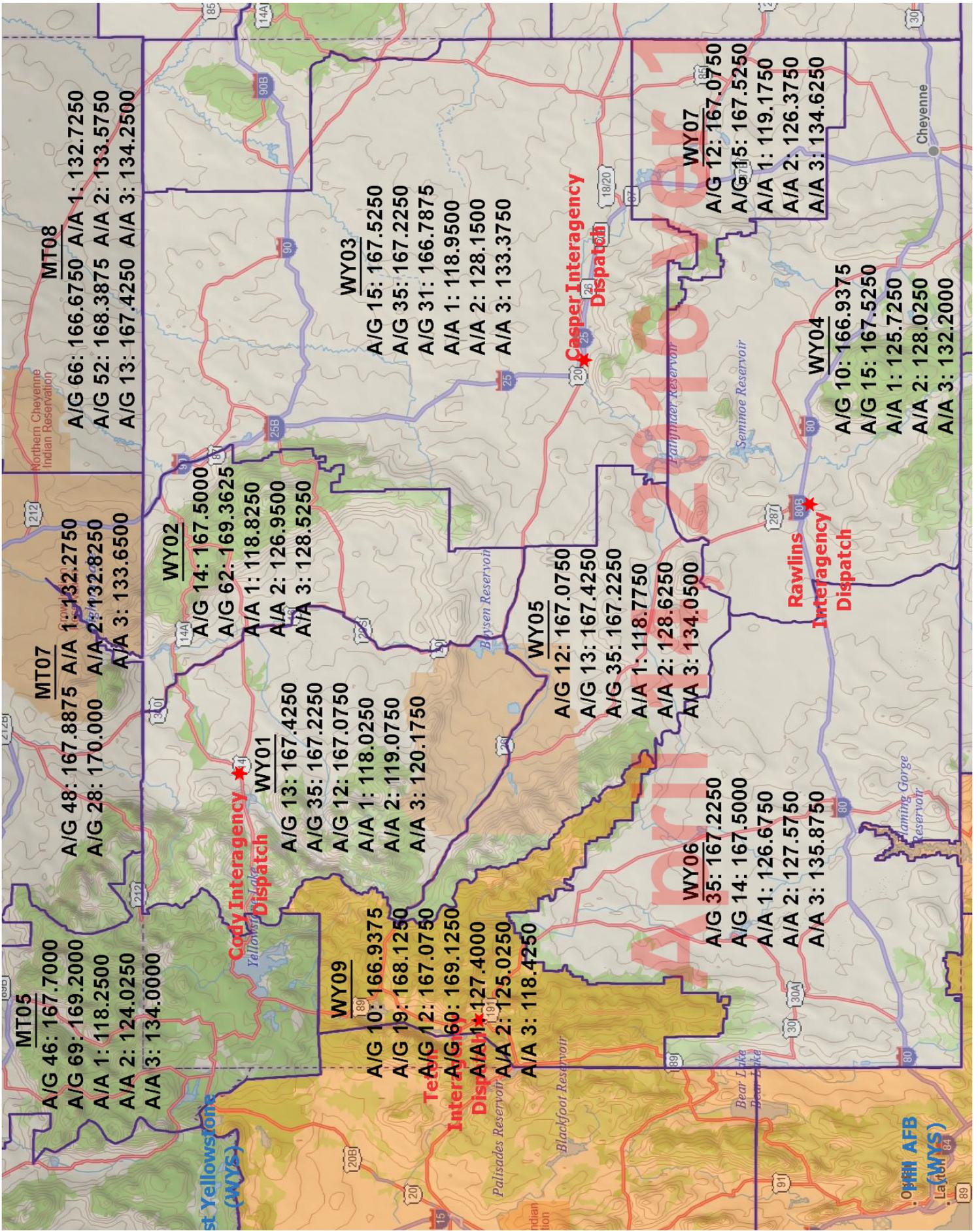
Prepared by:

Position:

Date/Time

Incident Commander Responsibilities

Action	Documentation Required?
Make safety of firefighters and the public the highest priority. When a potentially life-threatening situation exists, supersede natural and cultural resource considerations if necessary to provide for safety.	No
Prepare a complexity analysis on each wildland fire at the time of initial attack as part of the size up.	Yes
Ensure all firefighting actions are in full compliance with the Ten Standard Fire Orders and mitigation of the applicable Watch Out Situations has been accomplished.	No
Ensure arriving ground fireline resources on Type 3 – 5 wildland fires have positive and documented contact with appropriate incident management personnel and receive a briefing.	Yes
Provide fireline qualified individuals training on entrapment recognition and deployment protocols when such training has not been provided by the home/host Units.	Yes
Manage fatigue of personnel and ensure compliance with work/rest and length of assignment guidelines.	Yes
Personally conduct inspections for safety and health hazards, including compliance with the Ten Standard Fire Orders and mitigation of applicable Watch Out Situations.	Yes
Assign personnel to fireline positions for which they are qualified, as certified by their employing agency. Assign trainees per FSH 5109.17.	No
Include compliance with the Ten Standard Fire Orders and mitigation of applicable Watch Out Situations in after-action reports.	Yes
Monitor effectiveness of planned strategy and tactics. Immediately delay, modify, or abandon firefighting action on any part of a wildland fire where strategies and tactics cannot be safely implemented.	No
Ensure that performance ratings are completed on Type 3 – 5 wildland fires for all ground resources assigned from outside the local area.	Yes
On Type 1 – 3 wildland fires, accept no collateral duties except for unfilled command and general staff positions.	No



SPOT WEATHER OBSERVATION AND FORECAST REQUEST

Requesting Agency will Furnish Information for Blocks 1-12

1. Incident or Project:	2. Control Agency:	3. Request Made	
		Time:	Date:

4. Location (Designate Township, Range, and Section(&1/4 Section))	5. Drainage Name:	6. Exposure/Aspect:
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7. Size of Incident or Project in Acres	8. Elevation		9. Fuel Type	10. Project On:
	Top:	Bottom:		

11. Weather Conditions at Incident or Project or From RAWs

Place	Elev.	Observation Time	Wind Direction/Velocity		Temperature		No entry necessary		Remarks (% cloud cover)
			20 Foot	Eye Level	Dry Bulb	Wet Bulb	RH	DP	

12. Send Forecast To (Person):	Send Forecast To (Location):	Send Forecast Via:	Send Copy To:
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13. Discussion & Outlook:

Date & Time Received:

Burn Period	Sky Cover	Temperature	Humidity	Wind		Indices
				Eye Level	20 Foot	
		F	%	Direction: Vel. MPH Gusts MPH	Direction: Vel. MPH Gusts MPH	Haines: LAL: ERC: CWR:
		F	%	Direction: Vel. MPH Gusts MPH	Direction: Vel. MPH Gusts MPH	Haines: LAL: ERC: CWR:
Outlook For (Date):		F	%	Direction: Vel. MPH Gusts MPH	Direction: Vel. MPH Gusts MPH	Haines: LAL: ERC: CWR:

Name of Weather Forecaster:	Fire Weather Office Issuing Forecast:
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14. Forecast Received (Name):	Date:	Time:	Forecast Received at (Location) Via:
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SUMMARY OF ACTIONS (ICS 214)

DATE/TIME

MAJOR EVENTS

(Important decisions, significant events, briefings, reports on conditions, etc...)

SUMMARY OF ACTIONS (ICS 214)

DATE/TIME

MAJOR EVENTS

(Important decisions, significant events, briefings, reports on conditions, etc...)

AFTER ACTION REVIEW

INCIDENT NAME:

IC:

DATE:

TIME:

COMPLEXITY:

ATTENDEES:

The purpose of this After Action Review is to evaluate decisions, actions, and how well they worked. Were they within Standard Operating Procedure and policy?

What was planned?

-Objectives

-Strategy/Tactics

What actually happened?

-What was effective/non-effective?

-What barriers were encountered and how were they mitigated?

-What actions were not standard?

-Were there safety problems?

Why did it happen?

-What were the reasons for ineffective or unsafe performance?

What can be done next time?

-Determine to apply lessons learned in the future

Is there a need to file a SAFENET?

AAR Leader:

Date:

Reviewed By:

Date:

1. CONTACT DISPATCH:

Ex: "Cody Dispatch," your last name "with emergency traffic"

2. INCIDENT STATUS:

Provide incident summary and command structure

Nature of injury/illness		Describe the injury (Ex: broken leg with bleeding)
Incident Name:		Geographic name + "Medical" (Ex: Trout Meadow Medical)
Incident Commander:		Name of IC
Patient Care:		Name of care provider (Ex: EMT Smith)

3. Initial Patient Assessment:

Number of patients:	Male/Female	Age:	Weight:
Conscious?	<input type="checkbox"/> Yes		<input type="checkbox"/> No = Medevac!
Breathing?	<input type="checkbox"/> Yes		<input type="checkbox"/> No = Medevac!
Mechanism of injury: What caused the injury?			
Lat/Long (Datum WGS84)			

4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY:

SEVERITY	TRANSPORT PRIORITY
<input type="checkbox"/> URGENT – RED life threatening injury or illness Ex: Unconscious, difficulty breathing, bleeding severely, 2 nd -3 rd degree burns more than 4 palm sizes, heat stroke, disoriented	Ambulance or MEDEVAC helicopter. Evacuation need is IMMEDIATE
<input type="checkbox"/> PRIORITY – YELLOW Serious injury or illness Ex: Significant trauma, not able to walk, 2 nd -3 rd degree burns 1-2 palm sizes	Ambulance or consider air transport if at remote location. Evacuation may be DELAYED
<input type="checkbox"/> ROUTINE – GREEN Not a life threatening injury or illness. Ex: Sprains, strains, minor heat related illness	Non-Emergency. Evacuation considered Routine of Convenience

5. TRANSPORT PLAN:

Air Transport: (Agency Aircraft Preferred)			
<input type="checkbox"/> Helispot	<input type="checkbox"/> Short-haul/Hoist	<input type="checkbox"/> Life Flight	<input type="checkbox"/> Other
Ground transport:			
<input type="checkbox"/> Self-Extract	<input type="checkbox"/> Carry-Out	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Other

6. ADDITIONAL RESOURCES/EQUIPMENT NEEDS:

<input type="checkbox"/> Paramedic/EMT(s)	<input type="checkbox"/> Crew(s)	<input type="checkbox"/> SKED/Backboard/Collar
<input type="checkbox"/> Burn Sheet(s)	<input type="checkbox"/> Oxygen	<input type="checkbox"/> Trauma Bag
<input type="checkbox"/> Medication(s)	<input type="checkbox"/> IV/Fluid(s)	<input type="checkbox"/> Cardiac Monitor/AED
<input type="checkbox"/> Other (e.g. splints, rope rescue, wheeled litter)		

7. COMMUNICATIONS:

Function	Channel Name/Number	Receive (Rx)	Tone/NAC*	Transmit (Tx)	Tone/NAC*
Ex: Command	Forest Rpt Ch 2	168.3250	110.9	171.4325	110.9
COMMAND					
AIR-TO-GROUND					
TACTICAL					

*(NAC for digital radios)

8. EVACUATION LOCATION:

Lat/Long (Datum NAD83) Ex: N 40° 42.45' x W 123° 03.24'	
Patient's ETA to Evacuation Location:	
Helispot/Extraction Size and Hazards	

9. CONTINGENCY:

Consideration: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead
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REMEMBER:

- Confirm ETAs of resources ordered
- Act according to your level of training
- Be Alert, Keep Calm, Think Clearly, Act Decisively