Fort Collins Interagency Dispatch
Incident Organizer 2018

Incident Name	
Incident Number	
Fire Code	
Other Code	
Unit	
IC Time & Date	
IC Time & Date	
Containment Date & Time	
Control Date & Time	
Out Date & Time	
Final Size	
AAR	☐ Completed Date:
IC Signature:	
IC Signature:	
Reviewed By (FMO/Duty Officer):	

Initial Dispatch

Date:	**Time:**	**Resource:**	**Reporting party:**
Geographic location: **Access:**			**Reported legal:** **T:_____ R:_____Sec:_____1/4: ____1/4:_____** **Reported Lat/Long:** **Lat:** **Long:**
Smoke description: **Small Puff White/Grey** **Medium Layer Black/Blue** **Large Column**			**Reported fire behavior/fuels:**
Wind reported out of: **at:** **N 0-5 mph 5-10 mph** **W E 10-15 mph 15-20 mph** **S 20-25 mph**			**Notes/other information:** (Fleeing vehicles, etc.)
Access hazards:			
Time en route:	**Time on scene:**		
Other resources en route:			

Initial Response - Fire Size-Up

Fire Name:	Legal Location	Town:
		Range:
IC Name:		Sect.:
Descriptive Location:		
*Coordinates: **Datum:** **WGS-84**	*Degrees Decimal Minutes (DDM)	
	*Latitude:	Longitude:
	UTM: E:	N:
Reported by:		
***Cause**: Human / Lightning	Ownership:	
Fire Investigator Needed? ☐ No ☐ Yes on order?		

***Character of Fire:** Smoldering Torching Creeping Spotting Running Crowning	***Adjacent Fuel Type**: Grass/Sage Heavy Timber Aspen Slash Light Timber Other
***Spread Potential**: Low High Moderate Extreme	***Slope at Head of Fire**: 0-25% 56-75% 26-40% 76+% 41-55%
***Estimated Size:**	***Aspect:** **Elevation:**
***Estimated Wind Speed**:	***Position on Slope**: Top Upper 1/3 Mid 1/3 Lower 1/3 Bottom
***Wind Direction:**	***Special Information** Are any structures threatened? Access: (Trail, Road, Helispot) Other:
Weather Conditions Clear Scattered Clouds Building Cumulus T-Storms Lightning Overcast Showers Heavy Showers	**Resource Needs** On Scene En Route Additional?
***Fuel Type**: Grass Snag Sage Aspen Brush Log/Duff Light Timber Other Heavy Timber Slash	***Special Equipment Needs** Retardant Jumpers Pumps Engines Bucket work Fallers Is Water Available?
Hazards Identified:	**Wildland Fire Risk and Complexity Assessment – IC's complete parts A and B. Complete Part C if applicable.**

Estimated Containment	**Date:**	**Time:**

**Call into Dispatch Immediately*

INCIDENT COMMANDER CHECKLIST

- Verify all frequencies assigned and all units responding to the incident.
- Name the incident and obtain an alpha numeric incident code. Use the closest geographical reference and keep it short.
- Flag the route to the incident. Start from major roads and clearly flag each turn on both sides of road.
- Designate a briefing and staging area. All resources will be checked in and briefed.
- Post lookouts, ensure communications work and identify escape routes and safety zones.
- Coordinate with State/County to account for all fire department resources.
- Complete the Initial Size-up Briefing on the Initial Field Fire Report and relay this information to dispatch.
- Complete the Incident Complexity Analysis. Ensure the proper management is in place or ordered.
- Develop objectives for your incident in coordination with Duty Officer. Use strategies and tactics that are safe and achieve the objectives. All Type 3 Incidents require a written IAP. Incident objectives should be consistent with Land Use Plan resource objectives.
- When the fire is suspected to be human caused; complete the Fire Cause Determination Report.
- Determine ownership and relay coordinates to Fort Collins Interagency Dispatch
- Establish a unified command when appropriate. Ensure dispatch and all resources on the incident know who the Incident Commander is.
- Order the necessary and appropriate operational resources through Dispatch.
- Plan for operational resources needed to control the incident.
- Ensure all contract resources are inspected prior to obtaining a dispatch.
- Ensure all contract resources are inspected prior to obtaining a dispatch.
- Complete Spot WX Forecast Request and relay the information to dispatch on all fires that will not be controlled in the current burn period or if a RED FLAG WARNING or FIRE WX WATCH has been issued.
- Notify dispatch as soon as possible to request extended staffing and overnight coverage.
- Submit a completed Intelligence Summary (ICS-209) to dispatch by 1600 for all fires in timber over 100 acres and in grass or brush over 300 acres. Submit daily 209 updates until the fire is controlled—then submit final 209.
- Logistic orders (i.e. meals, beverages, and other supplies) must be submitted by 1000 to receive meals that same day and by 1600 to receive meals and supplies the next morning.
- Facilitate incident AARs after each operational period. Document a final incident AAR after the fire is controlled.
- Complete all CTR’s shift tickets, general messages, and evaluations for all resources prior to their demob.
- Keep dispatch informed on changes in conditions/personnel hourly or as needs arise.
- Demob resources according to driving limits and work/rest issues.
- Complete the Final Fire Report Data form in the Incident Organizer when the fire is declared out.

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 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
B1. Infrastructure/Natural/Cultural Concerns **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, municipal watershed, commercial timber, recreational facilities, power/pipelines, comm. sites, highways, evacuation potential, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.	**L**	**M**	**H**	
B2. Proximity and Threat of Fire to Values **Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.**	**L**	**M**	**H**	
B3.Social/Economic Concerns **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.	**L**	**M**	**H**	
Hazards				**Notes/Mitigation**
B4. Fuel Conditions **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; continuity of fuels; low fuel moisture	**L**	**M**	**H**	
B5. Fire Behavior **Evaluate the current fire behavior and rank this element low, moderate, or high.** Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.	**L**	**M**	**H**	
B6. Potential Fire Growth **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.	**L**	**M**	**H**	
Probability				**Notes/Mitigation**
B7. Time of Season **Evaluate the potential for a long-duration fire and rank this element low, moderate, or high.** Considerations: time remaining until a season ending event.	**L**	**M**	**H**	
B8. Barriers to Fire Spread **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.**	**L**	**M**	**H**	
B9. Seasonal Severity **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.	**L/ M**	**H**	**VH /E**	
Enter the number of items circled for each column.				

Relative Risk Rating (circle 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 C: Organization

Relative Risk Rating (From Part B)					
Circle the Relative Risk Rating (from Part B).		**L**	**M**	**H**	
Implementation Difficulty					**Notes/Mitigation**
C1. Potential Fire Duration **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**	**L**	**M**	**H**	
C2. Incident Strategies (Course of Action) **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 of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.	**N/A**	**L**	**M**	**H**	
C3. Functional Concerns **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.	**N/A**	**L**	**M**	**H**	
Socio/Political Concerns					**Notes/Mitigation**
C4. Objective Concerns **Evaluate the complexity of the 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.	**N/A**	**L**	**M**	**H**	
C5. External Influences **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.	**N/A**	**L**	**M**	**H**	
C6. Ownership Concerns **Evaluate the effect 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.	**N/A**	**L**	**M**	**H**	
Enter the number of items circled for each column.					

Part C: Organization (continued)

***Recommended Organization (circle 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 some items rated as "N/A", and 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 rated as "High".
Type 1	Majority of items rated as "High"; a few items may be rated in other categories.

***Indicators of Incident Complexity may be found in the IRPG, pgs. 10-11.**

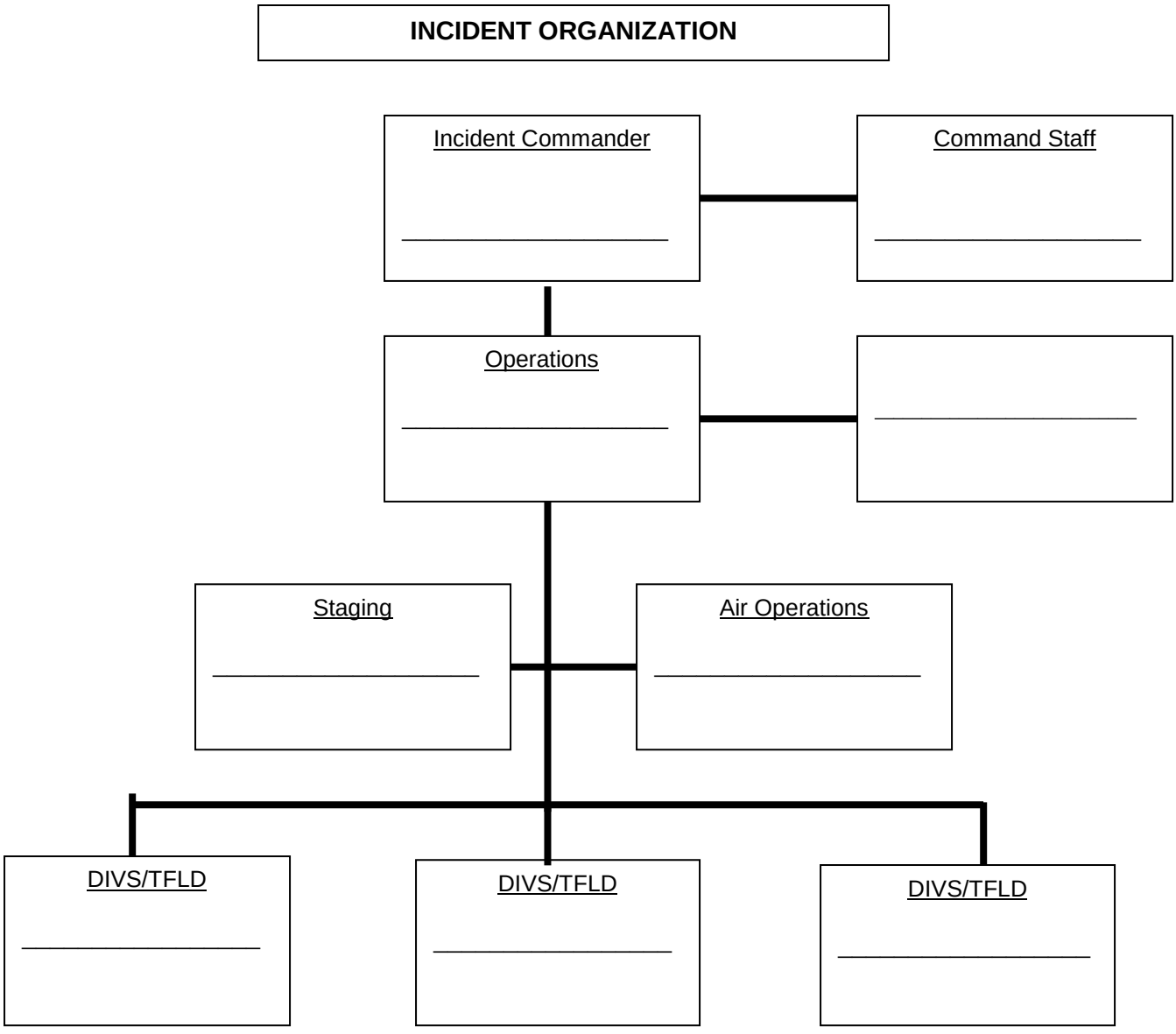
Rationale:
Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to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

Name of Incident:_____ Unit(s):_____

Date/Time:_____ Signature of Preparer:_____

Incident Objectives
1. **Protect the lives of firefighters and the public.**
2.
3.
4.

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



MAP SKETCH		
Prepared by:	Position:	Date/Time

RESOURCE SUMMARY								
Resource ID	Resource Type	ETA	Arrival Time	No. of People	Briefed Y/N	Assignment	Release Time	Request Number

AIR OPERATIONS SUMMARY ICS-220	1. Incident Name	2. Operational Period Date Time	3. Distribution Helibases Fixed Wing Bases

4. Personnel And Communications	Name	Air/Air Frequency	Air/Ground Frequency	5. Remarks
Air Operations Director				(Special Instructions, Safety Notes, Hazards, Priorities)
Air Tactical Group Supervisor				
Helicopter Air Tanker Coordinator				

7. Assignment	8. Fixed Wing		9. Helicopters		10. Time		11. Aircraft Assigned	12. Operating Base
	Number	Type	Number	Type	Available	Commence		
13. Totals								

14. Air Operations Support Equipment	14. Prepared by (Include date & time)

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

Date	Resource Identifier	Operational Period Start Time	Operational Period Stop Time	Total Hours Worked	Rest Time (Document hours when resting)

Approval for shift lengths- Exceeding 16 hrs. given by:	Date/Time Approval Given:
IC Signature:	Date:

OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT
AND/OR
DEVIATION FROM 2:1 WORK REST POLICY

Date:	Time:	Incident Number:	Incident Name:	Unit:
Incident Type:	Operational Period:	Incident Commander:	IC Type (1-5)	

Justification

Name Individual(s) or Crew:

Description of Situation: (Y)

Shifts in excess of 16 hours on _____ was due to:

- ☐ Travel Time not administratively controllable.
- ☐ Mobilization and travel of resources to incident location or relocation to incident facilities.
- ☐ Establishing and maintaining administrative, planning, and logistical support for incident.
- ☐ Evacuation, triage, structure protection, or emergency rescue.
- ☐ Establishing initial control of lines of the fire.
- ☐ Extended attack efforts to control potentially devastating incident activity.
- ☐ Incident unable to provide personnel with adequate food and lodging.
- ☐ Other/additional:

Extended hour(s)	Date:	Work Hours:	Total Hours:

Rational: (Y)

- ☐ Emergency mobilization of resources to and from incident or facilities.
- ☐ Efforts required setting up, supporting, and undertaking incident control actions.
- ☐ Imperative operational defense actions to prevent loss of life, resources, and property damage.
- ☐ Extenuating circumstances resulted in personnel being left on-location without food and lodging.
- ☐ Other/additional:

Mitigation Measures

Actions taken to reduce impact on firefighter safety and reduce fatigue: (Y)

- ☐ Rest extended into the following operational period.
  Hours adjusted _____ On shift by:
- ☐ Other:

Mitigation hour(s)	Date:	Hours:	Total Hours:

SIGNATURES:

_____
Incident Commander/Date

_____
Agency Line Officer or Duty Officer/Date

SPOT WEATHER FORECAST REQUEST

1. Name of Incident / Project:	2. Requesting Agency:	3. Requesting Official:	
		Date:	Time:

4. Location (Lat/Long):	5. Drainage Name:	6. Aspect:

7. Size of Incident / Project (acres):	8. Elevation:		9. Fuel Type:	10. Sheltering:
	Top	Bottom		Full Partial Unsheltered

11. Weather Conditions at Incident / Project or from RAWS:

Place	Elev.	Observation Date/Time	Wind Direction/ Velocity		Temperature				Sky/Weather
			20 ft	Eye-level	Dry Bulb	Wet Bulb	RH	DP	

12. Request Forecast for:

Today ☐			Tonight ☐			Tomorrow ☐		
Clouds & Wx ☐	Temp ☐	RH ☐	20FT wind ☐	Smoke disp. ☐	Haines index ☐	LAL ☐	Mixing height ☐	Transport winds ☐

13. Remarks:

The Weather Forecaster will provide Block 14 information.	Date/Time:

15. Discussion and Outlook:

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 Name:**
Date:	**Incident Complexity:**

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:**
Reviewed By:	**Date:**

Comments:

NOTES

Date/Time	

NOTES

Date/Time	

TYPE 3 / EXTENDED ATTACK HELPLIST

What is your span-of-control? *How many people do you have answering to you? If there are too many to manage properly, make some changes.*
1 2 3 4 5 6 7 8 9
Optimum ⇑ Too Many

1. RECOGNIZE SITUATION / LIMITATIONS:

- Incident Commander needs to create a sense of organization
- Type 3 IC needs to be a dedicated Incident Commander
- Utilize experience of other fire fighters on the fire.
- Assign the most qualified individuals to manage segments of the fire.

2. DETERMINE OBJECTIVES AND NEEDS:

- Fire fighter and public safety is the highest priority.
- Assist the Agency Administrator in developing the incident planning area. Implement the approved management strategy for the fire.
- Resource values: What's at risk? What are their values? What's adjacent to your fire and its value? Special use areas, wildlife management areas, etc.
- Document what the priorities are on the incident from critical to minimum.

3. COORDINATE AND RECOGNIZE ADDITIONAL RESOURCE NEEDS:

- Coordinate through FTC Dispatch or the Zone Duty Officer to request additional resources, including overhead.
- Create a sense of organization and delegate tasks to the most qualified individuals on-scene. Order additional overhead as needed to assist in plans, logs, and ops.

4. ESTABLISH APPROPRIATE ICS STRUCTURE- DELEGATE:

Possible Overhead Positions

- Operations: Directly supervise suppression efforts
- Logistics: Begin assessing logistical support needs such as food, water, fuel, sleeping arrangements, special needs, etc.
- **Plans**: To address the following incident planning needs
  - Develop a communications plan: Frequency mgmt. (command, tactical, A/G, air ops)
  - Establish formal check in and resource status for the incident.
  - Gather, record and provide on-site information to firefighting personnel and dispatch
  - Take on-site weather and obtain weather reports and forecasts
  - The Incident Organizer is the initial Incident Action Plan. Prepare maps to supplement.
  - Assist in providing information to local unit for developing a WFDSS and Delegation of Authority
- **Utilize local and regional people**: Ask about local drivers for logistics. Inquire about meals at or from local establishments. A local camp manager is usually a great help.

Other positions to consider

- Finance, Time Keeper o- Strike Team Leader / Task Force Leader
- Helibase Manager o- Division Group Supervisors.
- Situation Unit Leader o- Staging Area Manager
- EMT / Medical Unit Leader o- Safety Officer

5. COSTS

- Estimate daily and total costs. Record information on overall hours worked, number of retardant drops, and overall helicopter time on the incident.
- Insure that CTRs and Shift Tickets are properly filled out and collected for the host agency.

6. RESOURCE CONSIDERATIONS:

- Request a Resource Advisor early to help determine if there are special resource protection requirements in the fire area (archeology, sensitive species, retardant use, roads/trails, water, etc.).
- Insure that any resource impacts are documented and collected for the host agency.

LOGISTICS HELP PAGE

One Day Order Amounts

ITEM	AMOUNT	CONSIDERATIONS
MRE's	1 Case per 3 People	7 cases per Crew
Water	2.5 Gal per person	10, 5 Gal Cubies per Crew
Batteries (AA)	1 Box Per 2 Radios	
Saw Fuel and Bar Oil	1 Gal Fuel, 2 Qt. Oil per 4 Hours	Specify Fuel Mix Ratio
Pump Fuel	1 Gal Fuel per 1 Hour Mark 3 Pump 5 Gal per 8 Hours	Specify Fuel Mix Ratio According to Pump Type (pg. 95 IRPG)
Hose and Appliances	Figure 100' of 1" Laterals for every 200' of 1 ½ "Trunk line and 50' of ¾" Laterals for every 100' of 1"	Remember; Gated Wyes, Reducers, Nozzles, Hose clamps, Port-a-tanks, ETC
Toilet Facilities, and Garbage Bags	1 Porta-Potty per 10 People for 40 Hours	Toilet Paper, Wash Stations. Lots of Garbage Bags.

Things to Keep In Mind
o Place Supply Orders to Dispatch by 1000 hours to receive orders later that operational period.
o Place Supply Orders by 1600 hours to receive order the next operational shift.
o When ordering a Pump Kit, consider ordering 2 just in case there is a problem with one.
o Hot meals, dinners for that shift must be ordered by 1000 hours, meals for the next shift must be ordered by 1600.
o Will you need a fuel truck?
o When ordering additional resources, be specific (i.e., Crew Type, Engines with foam capabilities and type, Helicopter with bucket, etc.)
o Are there resource concerns? (i.e., Watersheds, Archeology, Whirling Disease, etc.)
o When selecting a base camp/staging area, consider using private land as a last option. If that is the only option have a land-use agreement in place before occupancy.
o Is Base Camp sufficient for the incoming resources and logistical support?

INCIDENT STATUS SUMMARY (ICS-209)

Outlook		
34: Estimated Control Date and Time:	35: Projected Final Size:	36: Estimated Final Cost

37: Actions planned for next operational period:

38: Projected incident movement/spread during next operational period in 12, 24, 48, and 72 hour time frames:
12 hours:
24 hours:
48 hours:
72 hours:

39: For fire incidents, describe resistance to control in terms of:
1. Growth Potential –
2. Difficulty of Terrain –

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
PRI															
BLM															
CNTY															
ST															
USFS															
Total															

44: Cooperating and Assisting Agencies Not Listed Above:

Approval Information			
45: Prepared by:	46: Approved by:	47: Sent to: Date:	By: Time:

RADIO FREQUENCIES	
Net	**Frequency**
Command	*Rx*
	Tx
Support/Dispatch	*Rx*
	Tx
Air-to-Ground	*Rx*
	Tx
Tac 1	*Rx*
	Tx
Tac 2	*Rx*
	Tx
Tac 3	*Rx*
	Tx

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	☐ **RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE** *Ex: Unconscious, difficulty breathing, bleeding severely, 2º – 3º burns more than 4 palm sizes, heat stroke, disoriented.* ☐ **YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary.** *Ex: Significant trauma, unable to walk, 2º – 3º burns not more than 1-3 palm sizes.* ☐ **GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport** *Ex: Sprains, strains, minor heat-related illness.*

Nature of Injury or Illness & Mechanism of Injury		*Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)*
Transport Request		*Air Ambulance / Short Haul/Hoist Ground Ambulance / Other*
Patient Location		*Descriptive Location & Lat. / Long. (WGS84)*
Incident Name		*Geographic Name + "Medical" (Ex: Trout Meadow Medical)*
On-Scene Incident Commander		*Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)*
Patient Care		*Name of Care Provider (Ex: EMT Smith)*

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.