

## Incident within an Incident Plan *(Updated 9/14/15)*

The **Incident Commander** is responsible for overall action in case of a serious accident.

### ***ON SCENE***

Upon occurrence of a “**SERIOUS**” incident involving significant injury or fatality within the incident, the highest qualified person on scene shall take control of the situation until the nearest **Division /Group Supervisor** arrives to assume control. Immediate and clear communication must be established between Operations and Division/Group Supervisors to determine who can arrive at the scene quickest and assume control of the situation. In the event of such an incident in camp or on incident roads, on-site personnel shall take control until an **Operations Chief** or **Division/Group Supervisor** arrive or **Local Law Enforcement** and/or **Medical personnel** have assumed control as the **On-Scene Incident Commander**.

**Incident Communications** or the **On-Scene Incident Commander** will take immediate action to clear all radio traffic on the incident “Command Channel” by broadcasting “***Emergency Traffic Only***”, so that quick and proper coordination for handling the accident can take place.

*At no time during the incident will the name of the subject(s) be used over the radio.*

Upon arrival at the incident scene, whoever has been designated to manage the incident (Operations Section Chief or Division/Group Supervisor) should take immediate actions to:

- Identify and mobilize medical personnel to the scene – notify them you are in charge.
- Coordinate appropriate transportation for injured personnel.
- Restrict unnecessary personnel from the accident scene.
- Secure the scene area and identify witnesses for investigation.

The nearest **Line Safety Officer** will respond immediately to the scene to assist the **On-Scene Incident Commander** and shall be responsible for initiating the proper investigation and documentation by qualified personnel.

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### ***ICP***

Immediately upon notification of a serious incident requiring emergency action, the **Incident Commander**, **Medical Unit Leader**, **Planning Operations**, **Safety Officer**, and **Air Operations** shall respond to the incident communications facility in order to support the incident. The **Medical Unit Leader** will normally physically operate the radio during the patient assessment/care portion of the incident. In the absence of the **Incident Commander**, The **Planning Section Chief** will assume the supervisory role.

**Planning Section Chief**, **Logistics Section Chief**, **Finance Section Chief** and **Public Information Officer** shall be notified and may be requested to respond to incident communications as dictated by specific emergency needs.

**Public Information Officer** is responsible for managing external communication. All information released from the incident shall be through the **Public Information Officer** with the approval of the **Incident Commander**.

The **Incident Commander** will make contact with the **Agency Administrator** who will in turn contact appropriate officials of the agency. If the accident involves a fatality, the **Agency Administrator** will be responsible for implementing Agency specific protocols for dealing with the incident.

Approved by: \_\_\_\_\_  
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Date