

 	STANDARD OPERATING GUIDELINE	DATE: 09/29/2009	Incident Commander Bill Hodson
		APPROVED:	Safety Officer Leonard Garcia
		TITLE: Incident-within-an-Incident Action Checklist	

I. INTRODUCTION:

In the event Team 6 encounters a serious accident, injury or death related to the incident to which the team is being deployed or is currently assigned, these guidelines will be utilized to assist the Incident Commander (“I.C.”), command staff, and general staff of its priorities.

Incident-Within-an-Incident Action Checklist (immediate)

- _____ **Incident Commander notifies local law enforcement/coroner having jurisdiction where the accident, injury or death occurred.**
- _____ **Incident Commander, or his/her designee, will make the following notifications:**
 - **Patient/Decedent’s Agency Fire Chief or Employer Representative; names will be provided in coordination with coroner & family notifications per California Fire Service Firefighter Line-of-Duty Death Policy**
 - **State and local elected officials**
- _____ **Public Information will prepare a press release as approved by the I.C. Determine if crime scene restriction is applicable (media restrictions per California Penal Code Sec. 409.5)**

Dealing with the INCIDENT

- _____ **Safety Officer determines which type of accident or fatality investigation to conduct in addition to the NIOSH investigation (i.e., internal or external of the team)**
- _____ **Liaison arranges a Critical Incident Debriefing of the incident personnel and/or team members as needed.**

Family Support

_____ Designate a family support liaison (agency rep. or team)

_____ Designate a hospital liaison, if appropriate (agency rep. or team)

The following priorities are listed in no particular order and should be coordinated by the team as soon as possible.

- 1. Maintenance of scene security**
- 2. Preservation of any equipment or evidence**
- 3. Obtaining witness statements**
- 4. Relief of personnel with command authority**
- 5. Evaluation of the mental health of forces working in close proximity**
- 6. Activation of CISM for involved personnel**
- 7. Assignment of a dedicated a person to manage the logistical needs of those involved, i.e. motels, food, clothing, etc.**