

Incident Annex 6. Wildland Fire

Coordinating Department/Agency: City and RFPD fire services in Coos County; Oregon Department of Forestry

Cooperating Departments/Agencies: Coos County Emergency Management office; Oregon Department of Forestry

Wildland Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises as determined by Coos County Emergency Management office and ESF 4 Lead.	
	<input type="checkbox"/> Participate in county preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the county EOC.	
	<input type="checkbox"/> Inform Coos County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Ensure that ESF 4 Lead is monitoring conditions that could lead to fires.	
	<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other jurisdictional agencies and private contractors relative to wildland fire response.	
RESPONSE	<input type="checkbox"/> Activate the county EOC (if approved) and establish Incident Command or Unified Command, as appropriate. Staffing levels will vary with the complexity and needs of the response. At a minimum, the IC, Section Chiefs, Resource Coordinator, and management support positions will likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	<i>ICS Form 203, Organization Assignment List</i>
	<input type="checkbox"/> Notify ESF 4 supporting agencies.	
	<input type="checkbox"/> Identify local, regional, and state agencies that may be able to mobilize resources and staff to the county EOC for support.	

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	<ul style="list-style-type: none"> <input type="checkbox"/> Determine scope and extent of wildfire (recurring). Verify reports and obtain estimates of the area that may be affected. 	<i>ICS Form 209, Incident Status Summary</i>
	<ul style="list-style-type: none"> – Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. 	
	<ul style="list-style-type: none"> – Dedicate time during each shift to prepare for shift-change briefings. 	<i>ICS Form 201, Incident Briefing</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm or establish communications links between the county EOC and other jurisdictional EOCs, as well as the State ECC and any AOCs as applicable. Confirm operable telephone numbers and verify functionality of alternative communications systems. 	<i>ESF 2, Communications</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all required notifications have been made. Consider other local, county, tribal, state, and federal agencies that may be affected by the incident. Notify them of the status. 	<i>Established emergency contact lists at county EOC</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Assimilate into a Unified Command if scope of response increases. 	
	<ul style="list-style-type: none"> – If forest or wildland is impacted, Oregon Dept of Forestry will respond and a Unified Command System will be established. 	
	<ul style="list-style-type: none"> – If federal lands are impacted, a Unified Command will be established integrating the USFS and/or BLM. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement local plans and procedures for wildfire operations. Ensure copies of pertinent documents are available to response personnel. Implement agency-specific protocols and SOPs. 	<i>Agency-specific SOPs</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the wildfire (recurring). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities will be coordinated among multiple ESFs. 	<i>ESF 5, ESF 6, ESF 13, and ESF 15</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring). 	<i>ESF 7</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit request for a local emergency declaration, as appropriate. 	<i>Section 1 of Coos County EOP Basic Plan</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential and current needs. 	

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	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; ESF 7</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on-scene and receive deployment orders.	
	<input type="checkbox"/> Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate PIO(s) as required.	<i>ESF 15</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (recurring).	
	<ul style="list-style-type: none"> - Public information focusing on fire prevention, control, and suppression will be reviewed by IC, ESF 4 lead, and Lead PIO prior to dissemination to the public. 	<i>ESF 15</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, persons responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages and the person making/receiving them should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (recurring). At regular periodic intervals, the EOC Director/Manager and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (recurring). The IAP is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	<i>ICS Form 202, Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	

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RECOVERY/ DEMOBILIZATION	<input type="checkbox"/> Ensure that reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the IC and/or Safety Officer.	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>ESF 5 and ESF 14</i>
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (IP).	
	<input type="checkbox"/> Deactivate/demobilize the county EOC.	<i>ESF 5</i>
	<input type="checkbox"/> Implement revisions to the county EOP and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	