
Unit 11: Special Situations

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the Safety Officer's responsibility in dealing with accidents and special situations in an incident
- List situations in which a Critical Incident Stress Management/Critical Incident Stress Debriefing (CISM/CISD) Team could be activated
- List the five basic steps for initiating an accident investigation
- Discuss situations that require Special Reports

Methodology

This unit uses lecture, an exercise, and discussion.

Content from this unit will be tested through the Final Exam, as well as through the facilitation of Exercise 12. The purpose of this exercise is to provide participants with an opportunity to determine whether or not certain scenarios require the Safety Officer to create a Special Report. This exercise will last approximately 30 minutes. Students will consider the provided information and individually determine whether or not each scenario would require a Special Report. Then, in small groups, students will compare and discuss answers and reach a consensus, which will then be presented to the rest of the class.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required based on the experience level of the group.

Topic	Time
Lesson	45 minutes
Exercise 12	30 minutes
Total Time	1 hour 15 minutes

TopicUnit Title Slide

**Key Points**

Scope Statement

Through this unit, students will gain a general understanding of the types of situations that require Special Reports and how to handle accidents and “incidents within an incident.” The unit will also discuss the need for and use of critical incident stress management.

Unit Terminal Objective

Describe the Safety Officer's responsibility in dealing with accidents and special situations in an incident.

**Key Points**

U n i t T e r m i n a l O b j e c t i v e

Describe the Safety Officer's responsibility in dealing with accidents and special situations in an incident.

U n i t E n a b l i n g O b j e c t i v e s

- List situations in which a Critical Incident Stress Management/Critical Incident Stress Debriefing (CISM/CISD) Team could be activated
- List the five basic steps for initiating an accident investigation
- Discuss situations that require Special Reports

TopicUnit Overview

**Key Points**

This unit is all about “incidents within an incident,” which include:

- Critical incidents
- Accident Reports
- Special Reports

Critical Incident



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Visual 11-4

Key Points

A critical incident is something that causes an extreme emotional response from incident personnel.

Topic Critical Incident (cont.)

Critical Incident (cont.)

Definition: “A critical incident is any situation faced by emergency service personnel that caused them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene of the incident or after leaving the scene.”

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Visual 11-5

Key Points

The definition on the slide comes from the National Wildfire Coordinating Group, but each State and the Federal Government has a definition and guidelines about critical incidents, interventions, and how much time can pass before a debriefing.

Topic Critical Incident Stress Management Process

Critical Incident Stress Management Process

- A Critical Incident Stress Management/Critical Incident Stress Debriefing Team is ordered through the Supply Unit Leader with a resource order
- Make certain that the Incident Commander, Public Information Officer, and Agency Administrator/ Executive are informed of the incident

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Visual 11-6

Key Points

Discuss this with the Incident Commander and perhaps the entire Command and General Staff before placing the order because it is a big decision and can be controversial.

You also need to find out the policies of your agency and the agencies with whom you cooperate on critical incident management. It is probably a good idea to formalize the process that your IMT will use when critical incident management is necessary.

Remember that critical incident stress management or a debriefing needs to be available to anyone who wants it, and the IMT has to ensure that there is no stigma associated with it because asking for help can be contrary to the mentality of the responders' culture.

Topic Initiating an Accident Investigation

Initiating an Accident Investigation

- **The Safety Officer must initiate accident investigations**
- **Remember – you are still the Safety Officer!**

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Visual 11-7

Key Points

After any accident or injury, the Safety Officer needs to ensure that an investigation takes place. However, you are still the Safety Officer!

You must initiate, but do not have to run the accident investigation. Assign someone, such as an Assistant Safety Officer, if necessary, but you can't stop being the Safety Officer because the incident will continue.

You can use law enforcement for a traffic accident or other non-incident personnel for different types of accidents.

Accident reporting is a matter of regulations and liability. However, it is also useful to publish Accident Reports so that personnel can take away lessons learned. SAFECOMs (aviation) and SAFENETs (wildland fire) report near misses, which can be useful learning tools as well.

Accident Investigation



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Visual 11-8

Key Points

If you are the Safety Officer and are responding to an “incident within an incident,” or are the Assistant Safety Officer who is taking responsibility, you need to start taking pictures and doing crew interviews right away.

Topic Reporting Accidents

Reporting Accidents

- **ANYONE** at an incident can initiate emergency actions
- These will follow the procedures in ICS Form 206 - Medical Plan

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Visual 11-9

Key Points

The Safety Officer will have to take the lead in making sure that procedures are followed and that the accident investigation is underway, but anyone can start emergency actions, which will follow the procedures in ICS Form 206, Medical Plan.

Anyone can initiate the protocol for emergency procedures. This does not have to be related to operations—someone could have gotten hurt working in the Incident Command Post (ICP) or someone at the incident site could have had a heart attack.

Topic Accident Investigation Protocol

Accident Investigation Protocol

Standard operating procedures (SOPs) for accident investigations are necessary, including:

- Emergency procedures
- Medical procedures
- Investigation operation

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Visual 11-10

Key Points

The IMT knows what is important and what the roles are going to be, so they can pre-design a protocol so that everyone knows what to do should an accident occur at the incident site.

Standard operating procedures (SOPs) for accident investigations include:

- Emergency procedures
- Medical procedures
- Investigation operation

The IMT can formalize responsibility ahead of time to ensure as little disruption to incident operations as possible.

Just like having the emergency procedures on ICS Form 206, Medical Plan, emergency protocols prevent personnel from having to stop and think about what steps to take because this takes time and personnel risk missing essential steps.

Topic

Protocol

Protocol**Step 1:**

- **First priority is to properly care for the injured – Airway, Breathing, and Circulation (ABCs)**
- **Dispatch medical personnel per ICS Form 206 - Medical Plan in the Incident Action Plan**
- **Contact the proper Section Chief or Unit Leader to start further action**

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Visual 11-11

Key Points

Step 1

- The first priority is always the injured, no matter what: Use the ABCs (Airway, Breathing, and Circulation)
- Dispatch medical personnel according to the Medical Plan (ICS Form 206) in the Incident Action Plan
- Contact the people who need to know about the situation (the appropriate Section Chief or Unit Leader) so that further action can be started

Protocol (cont.)

Step 2:

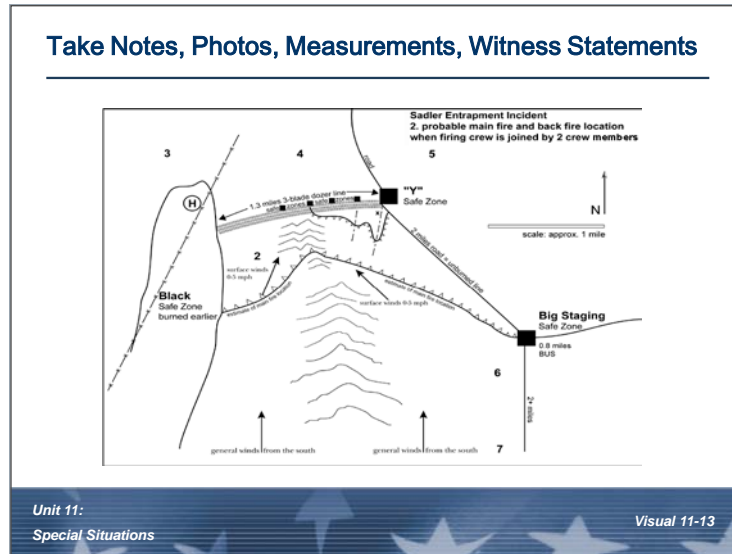
- **Secure the scene**
- **Start the preliminary investigation**

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Key Points

Step 2

- Secure the scene; make sure that there are no more injuries
- Start the preliminary investigation

Topic Take Notes, Photographs, Measurements, Witness Statements

Key Points

The Safety Officer needs to document everything so that he or she can report what happened. The Safety Officer should inform the Incident Commander, work with the Compensation and Claims Unit, and possibly deal with legal proceedings related to the accident.

The Safety Officer should have a camera so that he or she can start taking pictures. In addition, the Safety Officer should make sure no one disturbs the scene until the appropriate authorities arrive.

Topic

Protocol (cont.)

Protocol (cont.)

Step 3:

- **Notify and cooperate with appropriate authorities:**
 - **Federal**
 - **State**
 - **Local**
 - **Tribal**

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Visual 11-14

Key Points

Step 3

Notify and cooperate with the appropriate authorities:

- Federal
- State
- Local
- Tribal

Protocol (cont.)

Step 4:

- **Notify incident personnel:**
 - **Finance Section Chief**
 - **Medical Unit Leader**
 - **Public Information Officer**
 - **Liaison Officer**
 - **Incident Commander**

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Key Points

Step 4

Notify incident personnel:

- Finance Section Chief, including the Compensation and Claims Unit, which will be involved, but there is also the need for extra funds to deal with scene preservation and security, as well as the obvious changes to the operations
- Medical Unit Leader
- Public Information Officer
- Liaison Officer
 - The PIO and the Liaison Officer must have full and accurate information to brief the public and assist agencies, making sure that no false rumors are spread among the media or the incident personnel

- Incident Commander
 - The Incident Commander might not need to know first, depending on his or her preferences; the Incident Commander might prefer to find out before anyone else or might want the Safety Officer to tell him or her that the appropriate persons have been notified
 - This should be part of the protocol and should be decided ahead of time.

Protocol (cont.)

Step 5:

- **Ensure that accident investigation documentation for local agency and Incident Closeout Package is complete, for example:**
 - **Medical treatment**
 - **Final investigation report from the responsible jurisdiction**
 - **Compensation and claims**

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Visual 11-16

Key Points

Step 5

Ensure that accident investigation documentation for the local agency and Incident Closeout Package is complete, for example:

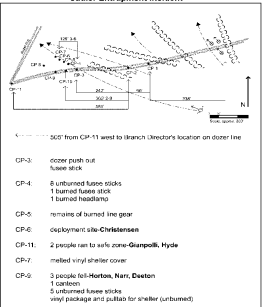
- Medical treatment
- Final investigation report from the responsible jurisdiction
- Compensation and claims

Full investigation documentation includes pictures, maps, interviews, and everything that is discovered during the investigation. The investigation could be a long-term event that lasts beyond the incident.

Special Reports

A special report is any report of an “incident within an incident” beyond ICS Form 214 - Activity Log.

Sadler Entrapment Incident



--- SCD from CP-11 used to branch Director's location on dozer line

- CP-3: 10000 mesh net
fuse stick
- CP-4: 8 unburned fuse sticks
1 burned fuse stick
1 burned headlamp
- CP-5: remains of burned line gear
- CP-6: deployment site **Christensen**
- CP-11: 2 people ran to safe zone **Guaripoli, Hyde**
- CP-7: melted vinyl shelter cover
- CP-8: 3 people **Holtz, Hori, Dutton**
1 cartoon
5 unburned knee sticks
vinyl package and outlets for shelter (unburned)

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Visual 11-17

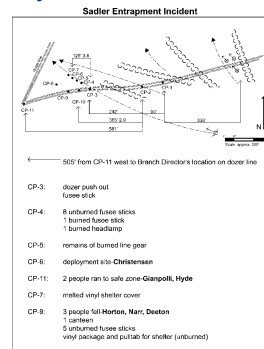
Key Points

A Special Report is anything that requires documentation beyond ICS Form 214, Activity Log.

Special Reports (cont.)

- Special reports may be necessary because of the following situations:

- Accidents/injuries
- Public health concerns
- Biological hazards
- Contagious diseases



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Visual 11-18

Key Points

Special reports may be necessary because of the following situations:

- Accidents/injuries
- Public health concerns
- Biological hazards
- Contagious diseases



Key Points

Follow directions from the instructor on how to complete this exercise.

Objectives Review

1. *What are some situations in which a Critical Incident Stress Management/Critical Incident Stress Debriefing (CISM/CISD) Team could be activated?*
2. *What are the five basic steps in initiating an accident investigation?*
3. *What types of situations require Special Reports?*

Key Points
