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IA 3 – Major Fire

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Major Fire Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by County Emergency Management and Fire Department.	
<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> Activate the Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>Basic Plan of the County Emergency Operations Plan and agency/company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting fire services agencies.	
<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the Emergency Operations Center for support.	
<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209 – Incident Status Summary</i>
<input type="checkbox"/> Notify Command Staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local city Emergency Operations Centers, and other Agency or regional Operations Centers, as applicable. Confirm operable phone numbers and verify the functionality of alternative communication equipment/channels.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> The Shasta County Fire Chief directs resources for fires within the County.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	

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<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific Standard Operating Procedures</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the County Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the County. 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; Emergency Function 7 Resources Annex of the County Emergency Operations Plan</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"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	

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<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with the private-sector partners as needed.	
RECOVERY/DEMOBILIZATION	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander 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>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan and agency recovery plans</i>
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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