

IA4

Wildfire

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Wildfire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Marion County Emergency Management and ESF-4 Lead.	<i>County NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Participate in Marion County preparedness activities, seeking understanding of interactions with participating agencies in a wildfire 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 Marion County EOC.	
	<input type="checkbox"/> Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the County EOC and establish Incident Command or UC, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	<i>Section 5 of the County EOP, agency and company-specific plans</i>
	<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.	<i>ESF 4 Annex to County EOP.</i>
	- Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the County EOC for support.	
	<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>
	- Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	<i>ICS Form 201-Incident Briefing.</i>
	<input type="checkbox"/> Confirm or establish communications links among County EOC, State ECC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	<i>ESF 2 Annex of County EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</i>

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	<input type="checkbox"/> Marion Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the County EOC.	<i>ESF 4 Annex of the County EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC if scope of response increases.	
	<ul style="list-style-type: none"> - If forest or wild land is impacted, the Oregon Department 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 Bureau of Land Management. 	
	<ul style="list-style-type: none"> - If ribal lands are impacted, a unified command incorporating the Warm Springs Indian Reservation will be established. 	
	<input type="checkbox"/> Implement local plans and procedures for wildfire operations. Ensure that copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs. <ul style="list-style-type: none"> - <i>Oregon State Fire Service Mobilization Plan (03/2004)</i> 	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the wildfire (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	<i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>ESF 7 Annex of County EOP</i>
	<input type="checkbox"/> Submit request for a local or County-wide disaster/emergency declaration, as applicable.	<i>Section 1.4 of County EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs.	
	<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 Annex of County EOP</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 JIC.	<i>Refer to ESF 15 Annex of the County EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	

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	<ul style="list-style-type: none"> - Public information focusing on fire prevention, control, and suppression will be reviewed by the Marion County Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public. 	<p><i>Refer to ESF 15 Annex of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks. 	<p><i>EOC Planning Section job action guide</i></p>
	<ul style="list-style-type: none"> <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. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Produce situation reports (recurring). At regular periodic intervals, the EOC Manager and staff will assemble a Situation Report. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop an IAP (recurring). This document 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. 	<p><i>ICS Form 202 – Incident Objectives</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the private sector partners as needed. 	
<p>RECOVERY/ DEMOBILIZATION</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the IC and/or Safety Officer. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Release mutual aid resources as soon as possible. 	
	<ul style="list-style-type: none"> <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. 	<p><i>ESF 14 Annex of the County EOP; Agency recovery plans</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate/demobilize the County EOC. 	<p><i>ESF 5 Annex of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement revisions to the Marion County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Correct response deficiencies reflected in the IP. 	
	<ul style="list-style-type: none"> <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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