

FIELD FATALITY/SERIOUS INJURY PLAN

Purpose - The intent of this plan is to list the steps that must be taken in response to fatalities or serious injury; to list the people/agencies with whom coordination must be maintained; where pertinent information is found.

Responsibility - Until delegated, the Line Officer has the responsibility for implementing the appropriate response(s) to address the situation when a fatality or serious injury occurs.

1. DO NOT MOVE THE DECEASED/INJURED INDIVIDUAL(S)
2. In the event of a fatality, notify the County Sheriff, who will in turn notify the County Coroner's Office.
3. Contact the Unit Public Affairs Officer to coordinate information flow and media contacts.
4. In the event of a serious injury, notify the Grand Junction Interagency Dispatch Center who will assist in arranging medivac and notification of appropriate personnel/agencies.

Notification - Timely delivery of accurate information on fatalities and/or serious injuries to home units and the families of victims is essential BEFORE the media spreads this information.

Organization - Addressing this type of situation constitutes 'an incident within an incident'. A separate Incident Management Team should be organized with a formal delegation of authority from the responsible Line Officer to the Incident Commander.

The following positions should be filled within the Incident Management Team at a minimum:

Incident Commander
Finance Section Chief
Logistics Section Chief

Procurement Unit Leader
Compensation/Claims Unit Leader
Incident Information Officer

Documentation - Documentation is critical. The Incident Information Officer is responsible to coordinate/facilitate communication with the home unit and family liaison. Consider organizing a unified command structure with the County Sheriff, jurisdictional agency and possibly the County Coroner's Office.

Notification

1. Notify the Rocky Mountain Area Coordination center (RMACC) who will coordinate the distribution of information within agency channels.
2. Establish a process to ensure coordination and information management activities are managed.
3. DO NOT USE THE NAMES OF THE VICTIMS INVOLVED over the radio.

Information Sources

1. Interagency Fire Business Management Handbook, Chapter 60
2. National Mobilization Guide, Section 25.5
3. Unit Aviation Plan, Appendix A

General Procedures – Fatality/Serious Injury

1. Complete accurate identification in cooperation with local authorities (County Sheriff, Coroner). Ensure accuracy in identifying dead, missing and injured individuals or survivors as applicable.

2. Coordinate notification procedures with local jurisdictions and affected home units. The home unit may identify liaison personnel to coordinate communications with affected family members.
3. Coordinate with incident mortuary and/or hospital for required transportation. The Government is responsible (through OWCP) for costs incurred in preparation, transportation and delivery to the receiving mortuary and/or hospital.
4. Check with the OWCP specialist regarding coverage of funeral/medical expenses.
5. Coordinate with home unit for delivery of remains in the event of a fatality.
6. Mobilize the following technical specialists:

Finance Section Chief
 Procurement Unit Leader
 Regional Incident Business Management Coordinator
 Compensation for Injury Specialist
 Regional OWCP Specialist
 Regional Procurement Staff

Information Sources

Employee Benefits Handbook
 Investigation and Reports Handbook
 Interagency Fire Business Management Handbook

General Procedures for Incident/Accident Survivors -

1. Arrange for medical care as appropriate.
2. Consider the need to remove personnel from incident operations.
3. Facilitate a Critical Incident Stress De-briefing.
4. Utilize the following positions:

Finance Section Chief
 Regional OWCP Specialist
 Regional Trauma Specialist
 Comp/Claims Unit Leader

General Procedures for Family Notification -

1. Ensure speedy, accurate information flow through a liaison arranged by the home unit.
2. Identify the agency contact (family liaison) to family members. This is the individual who acts as the focal point for all communication with the family in addition to providing explanations regarding benefits. This position determines family wishes and provides help/assistance as needed and appropriate.

Miscellaneous Travel Issues - Questions which arise regarding travel for family members or escorts for injured personnel or escorts for remains should be referred to the Regional fiscal/OWCP Specialist.

Benefits - In the event of a fatality, the Incident Commander or designee is responsible to coordinate with the incident mortuary to initiate requests for Death Certificates. Benefits information and related paperwork requirements should be coordinated through the OWCP Specialist for the Administrative Agency or Regional Office. The home unit OWCP Staff will initiate all actions related to payments of benefits due the victim(s).