

FINAL INCIDENT DOCUMENTATION PACKAGE

INCIDENT NAME: _____ NUMBER: _____

DATE: _____ LOCATION: _____

INCIDENT COMMANDER (S) _____

PLANNING SECTION CHIEF (S): _____

Command & Admin Records

- Computer Disks
- Delegation of Authority
- WFSA / WFIP
- Final Incident Narrative
- ICS 201 Incident Briefing
- Disciplinary / Sensitive Items
- Agency Administrator Briefing
- Incident Complexity Analysis
- Significant Events Narrative / Notes
- Team Transition / Debriefing / Rosters / Team Performance Evaluations
- Special Interest / Political Inquiries

Human Resources

- Critical Incident Stress Mgmt. Narrative
- Significant Events Narrative / Notes

Information

- Summary / Communication Strategy
- Press releases / Documents
- Newspaper Clippings
- Closure Orders
- Community Relations / PSA's
- Daily Fire Updates / Fact Sheets
- Media Log / Key Contacts / Traplines
- Special Events / Tours / VIP Visits
- Public Meeting Agendas / Notes / Briefings
- Thank you letters
- Web Pages / Videos / Photos

Liaison / Agency Reps

- Contact Log / Conversation record
- Significant Events

Safety Officer

- Accident Investigation Reports
- Hazard Abatement / Safety Strategy
- JHA's / Fire Shelter Training
- Safety Inspections / OSHA Reports
- Safenets

Planning Section Records

- Resource Advisor Info/Resource Plans
- Suppression Rehab Plan
- Mop-up / Turn-Back Standards
- Damage Assessment / Fire Effects
- Essential Photos, annotated

Resource Unit

- Original & Corrected IAP's (w/ 215, 215a)
- ICS 207 Organization Chart
- ICS 211 Check-in List
- ICS 215 Planning Worksheet
- ICS 215A LCES Safety Analysis
- Resource Tracking Glide Path

Situation Unit

- ICS 209 Incident Status Summary
- Final Fire Perimeter Map
- Final Fire Progression Map
- Suppression Rehab Map
- Agency Jurisdiction Map
- Infrared Imagery
- GIS Data - CD
- Maps - MISC

Fire Behavior Analyst /

Incident Meteorologist

- Fire Behavior Predictions – Long Range
- Final FBAN/LTAN Report
- Field Weather Observations
- Weather / Spot Forecasts

Demob Unit

- Demob Plan
- R & R Plan / Information
- Final ISUITE/ROSS Database Printout
- Performance Evaluations
- ICS 221 OH Demob
- ICS 221 Crews Demob
- ICS 221 Equip Demob
- ICS 221 Aircraft Demob
- ICS 221 Emergency

Training Specialist

- Incident Training Narrative / Final Report
- Individual Records A - L
- Individual Records M - Z
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Computer Tech

- Equipment/Property Records

Logistics Section

Communication Unit

- Communications Equipment Inventory
- Repeater Site Documentation
- Radio Traffic Logs/Telephone Logs
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Facilities Unit

- Health Inspections
-

Food Unit

- Caterer – Menu / Meal Logs
- Caterer – Orders / Waybills

Ground Support

- Dispatch Logs - Buses, PU, etc.
- Hazard Mitigation – Noxweeds / Hazmat
- Equipment Safety Pre-Inspection Reports
- ICS 212 - Demob Vehicle Safety Inspection
- ICS 218 Support / Trans Vehicle Inventory
- Equipment Repair Orders
-

Security Unit

- Patrol Logs
- Security Plan
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Medical Unit

- Accident Action Plan
- Medical Injury / Treatment Log
- Medical Issue Log
- Patients Medical Records HIPPA
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Supply Unit

- Accountable Property Summary to Cache
- Daily Inventory
- Resource Orders - OH
- Resource Orders - Crews
- Resource Order - Equipment
- Resource Orders - Supplies
- Incident Replacement Req. & AD 112's
- Saw Part Orders
- Supply Issue Logs
- Way Bills

Operations Section Records

- Operations Summary
- Contingency Plan(s)
- Demob Glidepath
- Evacuation Plan
- Strategy / Tactics
- Structure Protection Plan
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Air Operations

- Aircraft Authorizations
- Daily Cost Summary - cumulative
- Flight Use Reports
- Forest Aviation Summaries
- Helibase Briefing / debriefing checklist
- Load Calculations / Manifests
- Radio Logs
- Retardant Drop Tracking
- Safecomms
- Temporary Flight Restrictions (TFR's)
- Misc. Helibase Information
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Finance Section Records

- Final Statement of Costs
- Land Use Agreements
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Comp / Claims Unit

- Comp for Injury Docs / Logs
- Property Damage Claims / Logs

Cost Unit

- Aircraft Costs – Rotary / Fixed Wing
- Cost Share Apportionment / Agreements
- ISUITE Daily Cost tracking printout
- Weekly Cost Summary
- Cost Management

Time Unit

- Excessive Shift Justification
- I-9's and Tax Forms
- Personnel Time Records
- Work / Rest Justification / Worksheet

Procurement Unit

- Buying Team Info
- Commissary
- Contract Letter to CO
- Contract Performance Evaluations
- EERA Copies
- Equipment Time / Records / Claims
- Invoices / Issue Reports
- Operating Plan
- Pricing Issues

ICS 213 General Messages

Command Staff

- IC / Deputy IC
- Information
- Human Resources
- Liaison / AREP
- Safety

Finance Section

- Finance Section Chief
- Comp / Claims
- Cost
- Time
- Procurement

Operations Section

- Operations Section Chief
- Air Operations

Logistics Section

- Logistics Section Chief
- Communications
- Facilities
- Food
- Ground Support
- Medical
- Security
- Supply (Orders)
- Supply (Other Messages)

Planning Section

- Planning Section Chief
- Resources
- Situation (Includes FBAN / IMET)
- Demob
- Training Specialist
- Computer Tech

ICS 214 Unit Logs

Command Staff

- IC / Deputy IC
- Information
- Human Resources
- Liaison / AREP
- Safety

Finance Section

- Finance Section Chief
- Comp / Claims
- Cost
- Time
- Procurement

Operations Section

- Operations Section Chief
- Air Operations

Logistics Section

- Logistics Section Chief
- Communications
- Facilities
- Food
- Ground Support
- Medical
- Security
- Supply

Planning Section

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