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ACTIONS TO BE TAKEN BY THE UNIT

SECURE THE SITE

Upon completion of the rescue and medical assistance, the scene must be secured. This may be done by law enforcement; however it may be done by any responsible person under the direction of the agency administrator. The scene must remain secure until released by the accident investigation team. Methods to secure the site:

- Ropes
- Barrier tape
- Cones
- Signs
- Flashing Lights
- Posted guards

Do not move equipment, shelters, or any other items at the scene. Do not walk around the scene unless it's necessary for rescue or medical assistance. Nothing should be removed from the scene without permission from the accident investigation team leader or chief investigator. Evidence must be preserved at the scene. Photograph the scene (video or stills) if evidence could be lost before the accident investigation team arrives, such as by rainstorm, washing away ruts or fluid spills.

AUTOPSIES

Request an autopsy for all fatalities. Offer to pay for the autopsy if funding is an issue. Ask your local law enforcement officer or team representative to provide a liaison to the county medical examiner or coroner. Access to emergency (911) logs and police reports may be needed.

In case of a wildfire related fatality: immediately provide the county medical examiner or coroner with a copy of the FA 156 *Firefighter Autopsy Protocol*. Appendix F.

The Firefighter Autopsy Protocol is available on the following website:
www.usfa.dhs.gov/downloads/pdf/publications/firefighter_autopsy_protocol.pdf

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WITNESS STATEMENTS

Identify witnesses for accident investigation team interviews and make sure they stay in the area. If that is not possible and witnesses need to be released, have them write, date and sign a statement before they leave. Use the following procedures.

Separate the witnesses and have them write statements in their own words. Witness statements should be in the witness's own handwriting or typed by them on a computer. The witness statement should include:

- Name, work address, and phone number of the witness
- Time and location of the events
- What attracted the witness's attention to the accident
- Description of the sequence of events leading up to accident
- Environment (weather, lighting, temperature, noise)
- Positions of people, equipment, and material, as well as the witness
- What has been moved, repositioned, turned off or on, or taken from the scene
- What actions the witness took at the accident site
- Other witnesses or involved people (include names if known)

EMPLOYEE ASSISTANCE PROGRAM

The Agency Administrator should determine need for and level of Critical Incident Stress management (CISM) and implement accordingly.

Reference: SAIT Flash Drive

Agency Administrator's Guide to Critical Incident Management

BLM Employee Casualty Guide

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ACCIDENT INVESTIGATION TEAM ADMINISTRATIVE SUPPORT

The investigation team will need the following:

- A person to serve as a local unit liaison including phone numbers and fax numbers (the liaison should not be directly or indirectly involved in the accident)
- Lodging/meeting place for the investigation team (including private interview room). Coordinate with the team leader.
- Office supplies (including flip charts, markers).
- Documentation support (at the discretion of the team leader)
 - Shredder
 - Fax
 - Computers
 - Printer
 - Vehicles
 - Speaker phones
 - Copier

EVIDENCE COLLECTION

Collect all or as much as possible of the following applicable items from the local unit:

- Radio logs (written and recorded)
- Dispatch logs Occupant emergency plans
- Maps
- Job Hazard Analyses/Risk Assessment
- Safety briefings
- Team briefings
- Employee training records
- Medical examination records
- Work capacity test results
- Qualifications/certifications (including red cards)
 - Consult with appropriate IQCS Managers on red card qualifications.
- Work/rest (timesheets) for at least two pay periods (current and before the accident)
- Recent fire assignments
- Equipment maintenance records
- Equipment performance tests
- Inspection documents
- Fire management plan
- RAWs (remote automated weather system information)
- Weather (forecast/conditions)
- Fire Behavior
- Incident action plans/personnel lists

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EVIDENCE COLLECTION (CONTINUED)

- Delegation of authority
- MOU/agreements
- Specs/drawings
- Press releases
- Autopsy/toxicology report
- Death certificate
- 911 log
- Witness statements
- Internal policies/guidelines
- Tailgate safety session documentation
- Unit's safety plan

DO NOT collect evidence at the scene unless it is in danger of disappearing. Try to contact the Team Leader or Chief Investigator if you think it is necessary to remove evidence from the scene.

CONTACTS

Designate someone to provide the following:

- Family liaison - The purpose of the family liaison is to maintain open lines of communication between the agency and the family. The liaison will provide the family support, assistance, and information during the crisis situation.
- PAO - If there is significant media interest; contact the agency PAO for assistance.
- OSHA – Establish contact information for the following;
 - Area Director, name and phone number
 - Compliance Officer, name and phone number