

Department of Homeland Security
Federal Emergency Management Agency

National Urban Search and Rescue Response System

A Component of the National Response Framework
Emergency Support Function # 9



US&R Operations Manual

Annex F – Safety

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National US&R Response System
US&R Operations Manual Annex F - Safety

The content and update of this document is the responsibility of the National US&R Response System's Safety Subgroup in coordination with the Advisory Organization Subgroups and the IST. This document is revised on a regular basis as required or at a minimum of every three years. The Safety Subgroup is delegated this responsibility under the auspices of the Advisory Organization (AO) as outlined in the System's Administration Manual.

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This document supersedes previous versions and incorporates all other applicable FEMA US&R documents, policies and procedures.

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CHAPTER 1: INTRODUCTION

1-1. Purpose

The purpose of this document is to describe the Federal Emergency Management Agency (FEMA) National Urban Search and Rescue (US&R) Response System's (the System) roles, responsibilities, and provides the policy and procedures for managing a secondary incident. These incidents may directly involve or impact US&R incident personnel and require response by incident resources. These incidents could occur during a larger incident or other System event. This secondary event is known as an Incident Within an Incident (IWI). Some examples would be a significant traffic accident, capsized vessel, a helicopter crash, a secondary collapse entrapping US&R personnel etc. The IWI plan simplifies these examples into minor events, major events, and near miss incidents.

1-2. Applicability and Scope

This document applies to all members of the FEMA US&R System.

This document reflects FEMA US&R doctrine and policies that provide statutory, regulatory, and executive guidance for FEMA US&R activities.

1-3. History

Urban search and rescue is considered to be a "multi-hazard" discipline, and required for a variety of emergencies or disasters, including: earthquakes, hurricanes, typhoons, tornadoes, floods, dam failures, technological accidents, and terrorist activities. These high risk/low frequency incidents expose US&R and other assigned resources to near miss events, major injuries, or equipment failures that can result in loss of time and a potential for responder fatalities.

1-4. Overview

The intent of this IWI plan consists of three core functions:

1. Provides direction and guidelines for System personnel who encounter a transportation accident, serious injuries or illnesses, fatalities, or near miss incidents, damage during a response in an all-risk, all-hazard emergency, or other task force activity directly involving incident personnel or assigned resources. These events will be referenced as an IWI.
2. Outlines a standardized reporting process and forms used for facilitated learning analysis.
3. Identifies investigative components.

The IWI plan supplements the existing concepts of operation and is intended for use by all Task Force personnel.

1-5. Definitions

- A. **Authority Having Jurisdiction (AHJ)** – Where public safety is primary, the authority having jurisdiction is usually a State, County, or Municipal Leader; State US&R Coordinator, Mayor or City Official, City or County Emergency Manager, Fire or Police Chief or even a designated Incident Management Team.

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- B. Assigned Resources** – Any agency or dedicated operational asset specifically assigned to work directly with or for US&R IST/Task Forces. These resources are typically listed on the ICS 204 and includes but is not limited to: Force Protection, National Guard, or an Incident Management Team (IMT).
- C. Blue Sheet** – The “Blue Sheet” is the condensed name of the Summary Report of an Incident Within an Incident or Near Miss Event (Appendix B). The Blue Sheet is a brief summary report of any IWI or near miss event and is intended to provide factual information submitted to improve situational and safety awareness. Although this is ideally created within 24-hours after the event occurs, complex and sensitive issues may extend the completion time. When completed it is published and distributed System wide to improve situational and safety awareness. Information contained within may be subject to revision as further investigation is conducted and other reports or documents are received. Additionally, a Blue Sheet can be submitted for an IWI or near miss events that occurs during Training, Transit, In-theatre, or during Mobilization & Demobilization.
- Note:** A Blue Sheet may warrant a Safety Stand Down for dissemination of the information to assigned personnel.
- D. Facilitated Learning Analysis (FLA)** – The FLA is a non-punitive accident review process which seeks to understand the events through the process of “sensemaking”. The FLA process seeks to understand “how” it made sense to those involved, rather than “how” it makes sense in hindsight. This is particularly true of safety related issues, particularly the examination of near-misses or accidents. A learning organization directly addresses identified deficiencies so they can be avoided in the future. The FLA process is focused on the lessons learned rather than determining the causal factors of an accident.
- E. Incident Support Team (IST)** – The Incident Support Team is a group of highly qualified specialists readily available for rapid assembly and deployment to a disaster area. The IST furnishes Federal, State, and Local officials with technical assistance in acquiring and using US&R resources. It provides advice, incident command assistance, management, and coordination of US&R Task Forces and logistical support for Federal US&R assets.
- F. Incident Within an Incident (IWI)** – An IWI is a secondary incident involving or impacting incident personnel that requires response by incident resources occurring during a response in an all-risk, all-hazard emergency, or other task force activity directly involving team personnel or assigned resources. Some examples would be a swept or overturned water craft involving incident personnel, a helicopter crash, or a secondary collapse entrapping US&R personnel etc. This secondary incident may result in serious injuries or illnesses, fatalities, or near miss incidents. IWI’s should be further defined as a Minor or Major Event.
- G. Major Event** – An IWI that requires a high level of response (i.e. additional resources, technical rescue assistance, investigation etc.) to the secondary event and will involve significant injuries, illnesses, loss of time, or System fatality. Once a process is finalized and implemented, major events may result in the activation of a MERT and completion of a Red Sheet.

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- H. Minor Event** – An IWI that requires a low-level response to the secondary event and generally involve minor injuries, illnesses, or resulting damage that would not be considered an “emergency.” These incidents should have minimal, if any, impacts on ongoing operations. A Blue Sheet is not required but may be submitted to improve situational and safety awareness.
- I. Near Miss** – An unplanned event that did not result in injury, illness, or death but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or serious damage. Near miss events may meet the criteria for an IWI declaration. A Blue Sheet is required when a learning outcome can benefit others.
- J. Major Event Review Team (MERT)** – A MERT is a standalone team with the purpose of conducting a review of a major event or other assignment from an impartial and unbiased perspective. The MERT collects and interprets information to understand how and why the event occurred and to recommend corrective actions that change or establish agency policy or mitigate hazards to prevent future similar accidents. The MERT is particularly important in that they may influence organizational and operational change across multiple agencies.
- K. Red Sheet** – The Red Sheet is a comprehensive FLA conducted by the MERT. This report is intended to provide detailed information encompassing all aspects of the event. Upon completion, this report shall be submitted to the FEMA US&R Branch for approval and distribution. Information contained within this report may be part of a multi-agency investigation and be provided in addition to other reports and/or documents. This report shall be required for all MERT activations.
- L. Safety Stand Down** – A Safety Stand Down is an opportunity for personnel to pause and reflect on an issue, event, or pertinent information. This pause can range from a short tactical briefing to a complete cease of operations. Safety Stand Downs are typically used to improve the safety and welfare of personnel by increasing their situational awareness during an operational incident.
- M. Sponsoring Agency Chief (SAC)** – The Chief (head) of the Sponsoring Agency of a System task force who is ultimately the final authority for that task force.
- N. Sponsoring Agency Chief – Divisional (SAC-D)** – A Sponsoring Agency Chief of a System task force who is elected by the SACs in their Division (East, Central, or West) to represent that Division.
- O. Task Force Representative (TFR)** – A Task Force Representative (TFR) is the approved primary point of contact for all formal System communications with their task force.
- P. Task Force Representative – Divisional (TFR-D)** – A representative in (East, Central, or West) to represent their Division’s interests. TFR-Ds will ensure that all work products and decisions are shared with the TFRs of their Division.
- Q. Task Force Representative – National (TFR-N)** – A representative for all of the System’s 28 Task Force Representatives.

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CHAPTER 2: INCIDENT WITHIN AN INCIDENT (IWI)

The US&R System must react quickly and efficiently to any secondary incident with a standardized approach to the command, control, and coordination of resources. This chapter describes general requirements, scope, response, roles and responsibilities, notifications, and reporting requirements for an IWI. Appendix A – Incident Within an Incident Protocol outlines the specific roles and responsibilities to address an IWI.

2-1. General Requirements

The IWI is designed to address a second emergency situation such as an entrapment, aircraft crash, water related incidents such as vessel capsizing or near drowning, serious injuries, vehicle accident, etc., that may result in a near miss, serious injuries, or fatalities. This IWI may occur at any time or location. All System responses, training, or special events should have a contingency plan to address an IWI. Utilize the ICS 204 *Assignment List*, ICS 206 *Medical Form*, or any other documentation for pre-event planning. The intent is to establish control of an IWI as quickly as possible.

2-2. Scope of an Incident Within an Incident

The scope of an IWI simplifies these secondary incidents into minor events, major events, or near miss incidents. An IWI may also be implemented at the administrative level to address significant impacts to operations.

An IWI activation shall be defined as one of following:

- Minor Event
- Major Event
- Near Miss
- Administrative Request

A. Minor Event – Not all events warrant an IWI activation. In fact, minor medical incidents shall be administered under the ICS-206 Medical Plan. Minor events shall be communicated and documented using normal reporting procedures. The affected Task Force can activate an IWI at any time if they determine the scope of the event has exceeded their capabilities. Minor Event examples: a person sustains a small hand laceration while servicing cache equipment; a person sustains a muscle sprain/strain during a wide area search and ambulates to the Base of Operations.

B. Major Event – Those incidents that require a higher level of response (i.e. additional resources, technical rescue assistance, logistical support, investigative etc.) and will involve:

- B-1. One or more personnel who are in-patient hospitalized
- B-2. Serious disfigurement
- B-3. Dismemberment
- B-4. One or more fatalities

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- C. Near Miss** – Is an unplanned event that did not result in injury, illness, or death but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage.
- D. Administrative Request** – An administrative request may be implemented outside the definitions of a minor event, major event, or near miss. Examples include but not limited to:
 - D-1. Incident Support Team Leader (ISTL) can declare at any time if they determine the scope of the event has exceeded their capabilities
 - D-2. Consequences that the FEMA US&R Branch Chief or designee, ISTL, TFL, AHJ, or designated agency safety and health official or designated agency official warrants
 - D-3. Dignitary visits
 - D-4. Public Relations/Media

2-3. Response to an Incident Within an Incident

When a secondary incident occurs, the closest operationally qualified resource will initially oversee the incident and declare there is an IWI. Any US&R resource in the vicinity shall, to the best of their capabilities, immediately respond. Immediate actions, outlined in the IWI Protocol, may be necessary to Locate, Triage, Extricate, Treat, and Transport all injured patients in as quick and safe a manner as possible to the most appropriate facility for the event.

Notification of the IWI must be made to the appropriate IST supervisor (i.e. DIVS, Branch, OSC, DISTL). The IWI notification should include the nature of the incident, conditions, action being taken, and resource needs. The IST supervisor shall reallocate or send additional resources to support and/or coordinate operations with the affected resource. As soon as possible, the IST supervisor or designee shall manage the IWI.

2-4. Roles and Responsibilities

An IWI response can have a significant impact on the existing or future operations. Once an IWI has been identified, the roles and responsibilities at the task force and IST levels may be expanded. Additional personnel, resources, and equipment may be required to meet the needs of the IWI. Intended as a document used in the field, the specific duties are defined in the IWI Protocol. (*See: Appendix A - Incident Within an Incident Protocol*).

2-5. IWI Reporting

A Blue Sheet provides event information and recommendations for immediate corrective actions to all System cooperating agencies. It assists program management in dispelling rumors based on misinformation about the event, or sequence of events. When warranted, it provides a preventative warning or alert information relative to unsafe situations or conditions throughout the System. The Blue Sheet provides an operational, training, and safety forum to inform the US&R System.

- A. Time** – Event reporting must be expedited and be disseminated using the following timelines:
 - A-1. Non-Deployment Event – Prepared, reviewed and submitted to the FEMA US&R Branch within 48-hours of the event.

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- A-2. Deployment Event – Prepared and submitted to the ISTL within 24-hours of the event. Reviewed and submitted to the FEMA US&R Branch within 48-hours of the event. Although these timelines should be met if possible, complex and sensitive issues may extend them.
- A-3. A General Memorandum (GM) shall be distributed from the FEMA US&R Branch in a timely manner.
- B. Submission Process** – The IST Safety Officer (or a Task Force Safety Officer if the IST is not established) or designee will be identified to work with the affected Task Force Safety Officer or designee in developing a Blue Sheet Report containing all necessary information, facts, and lessons learned from the incident. This report should be forwarded through the established chain of command to the ISTL. The ISTL will review and approve the Blue Sheet within 48 hours. (*See the Blue Sheet Submittal Flow Chart in Appendix A*)
- C. Distribution** – The ISTL or designee, will disseminate the Blue Sheet to all incident personnel and provide a copy to the FEMA US&R Branch for formal distribution to the System. Once the Blue Sheet is distributed, it is considered a “public document” and may be shared with external sources.
- D. Data Tracking** – Form fields will assist with determining trends.
- A-1. Event Level:
- Minor Event
 - Major Event
 - Near Miss, or
 - Administrative Request
- A-2. Event Type:
- Response
 - Training, or
 - Special Event (i.e. Dignitary Visit, Media)
- A-3. Event Discipline:
- | | |
|--------------------|----------------------------|
| • Confined Space | • Law Enforcement Activity |
| • Collapse | • Rope Operations |
| • Disease/Exposure | • Aircraft/Vehicle |
| • Medical | • Terrorism |
| • Water Rescue | • Other |
- A-4. US&R Division: East, Central or West
- A-5. Summary - The Blue Sheet consists of a short factual synopsis of the event. Do not include unsubstantiated information, confidential information, or names. Provide a concise summary of all known information necessary to describe the event.

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- A-6. Recommendations for Immediate Corrective Action - This section includes recommendations for immediate hazard abatement when necessary. A Blue Sheet may be reissued at any time during the review if important accident prevention information is developed.

NOTE: A Blue Sheet may require a Safety Stand Down for dissemination of the information to assigned personnel.

- A-7. Photo/Site Diagrams/Map – Include pictures, charts, maps or other relative information

(See: Appendix B – Summary Report of an Incident Within an Incident or Near Miss Event (Blue Sheet))

2-6. IWI Reporting Review

Under the direction of the National US&R Advisory Group, the Safety Subgroup will ensure an annual review is completed for each IWI Blue Sheet. Other groups within the Advisory Organization may be included depending on the type and nature of the reporting. This annual review is to ensure appropriate concerns are properly reviewed and provided to the Strategic Group.

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Appendix A – Incident Within an Incident (IWI) Protocol

1-1 Overview

This protocol is designed to address an emergency situation such as a collapse, aircraft crash, extreme injury to incident personnel, vehicle accident, etc., that may result in a near miss, serious injuries or fatalities, destruction of property, and mental anguish. The emergency situation may occur at any time and may be in an isolated area of the incident. The IST will manage the emergency by assigning additional responsibilities to IST members and Task Force personnel.

The protocol will supplement the existing operational planning and is intended for use by the Federal Emergency Management Agency National US&R Response System (the System) and is not designed to supersede standard ICS procedures but to supplement such procedures. All routine medical incidents should be administered under the ICS-206 Medical Plan. It is not intended to be all-inclusive, so the Command and General Staff (C&G) are expected to perform their respective duties as assigned.

The primary goal of this IWI protocol is to provide task force personnel the guidelines necessary to mitigate any major event, near miss, or administrative request. This may include, but not limited to, locating, triaging, extricating, and treatment of all injured patients in as quick and safe a manner as possible to the most appropriate facility for the incident. The secondary purpose of this protocol is to address situations such as an entrapment, aircraft crash, serious injuries, vehicle accident, etc., during a sanctioned training event or response in all-risk, all-hazard emergency incidents. In the occurrence of a minor event the Incident Medical Plan (ICS 206) guidelines will be used.

Notification of the IWI must be made to the appropriate IST supervisor (i.e. DIVS, OSC, ISTL). The IWI notification should include the nature of the event, conditions, action being taken and resource needs. The IST supervisor shall reallocate or assign additional resources to support and/or coordinate operations with the affected task force if required. As soon as possible, the IST supervisor or designee shall manage the IWI.

Names of the injured or deceased personnel or task force designators, or other identifying information are not to be transmitted on the radio. The IST Leader or designee is the only authorized source for release of such identifying information.

Deceased individuals are not to be moved, except to accomplish rescue work or to protect the health and safety of others. Personal effects of the deceased are not to be moved or removed. Flag off the area and keep the media from entering the area. If the decedent(s) needs to be moved, photographs shall be taken prior to movement. The involved task force will work directly with the local Medical Examiner and/or Coroner's office in documenting pertinent information on the incident.

Each person involved with the management of the emergency will complete a thorough documentation of their respective actions. This is extremely important and is not to be overlooked. The ICS-214 form should be utilized for initial notations, but subsequent narratives will be required.

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1-2 Key Roles and Responsibilities

A. Incident Support Team (IST)

The IST (Operations, Plans, Medical and Safety Officer) will collaborate with the local first responders and Emergency Medical Services (EMS) to ensure integration of local information into IST planning meetings, operational briefings, and Operational Action Plan documents, specifically the ICS 204 Assignment List and ICS 206 Medical Form. Local information can include, but not limited to travel routes, resource limitations, EMS availability and capability, target hazards, etc.

B. Agency Having Authority / Agency Administrator

If applicable, IST liaisons shall coordinate with the Agency Having Jurisdiction (AHJ) and the IST should include key local and state stakeholders, governing agencies, or designated agency safety and health officials in operational and planning meetings and briefings.

2-1 Position Checklist

IWI Considerations

When a secondary incident occurs, the closest operationally qualified resource will initially oversee the incident and state there is an IWI. Any US&R resource in the vicinity shall, to the best of their capabilities, immediately respond and support the IWI incident.

The first arriving US&R resource must be the IWI Incident Commander (IC) to establish control of the IWI as soon as possible. Using the existing organizational structure, the IWI IC shall reallocate or request additional resources to support and/or coordinate operations with other resources as needed. The IWI IC reports directly to the IST Division, Branch, or IST OSC if established.

The procedures contained in this plan must be communicated to the entire incident and any external partners/cooperators involved with the incident.

The following positions and responsibilities can be staffed at the task force or IST level depending on the scope and nature of the event. Response configurations, such as Mission Ready Packages (MRP), should staff positions meeting their capabilities until reinforcements arrive. Communication and coordination must occur to reduce redundancy and duplication of efforts. An IWI may occur during Training, Transit, In-theatre, including Mobilization & Demobilization.

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Position Responsibilities

The following position responsibilities are provided as guidelines to manage the IWI:

A. US&R Branch

- A-1. Supports IST/TF operations
- A-2. Notification(s) to affected Task Force(s) and Sponsoring agencies
- A-3. Communicates with other governmental agencies as needed
- A-4. Authorizes the release of sensitive information

B. IST Leader (ILTL)

- B-1. Ensures that the IWI protocol is implemented to support TF operational needs
- B-2. Appoints Deputy IST Leader to oversee or manage the IWI
- B-3. Notifies the FEMA US&R Branch Chief/JFO/IMAT(s), RRCC(s) and other federal partners
- B-4. Notifies the AHJ/EOC/Stakeholders if applicable
- B-5. Provide briefing to Command and General Staff and at ICP for incident personnel as appropriate

C. IST Deputy Leader – (DISTL)

- C-1. Manages the IWI.
- C-2. Determines the need for ordering additional IST support to handle the IWI.
- C-3. Assign appropriate organization based on complexity or severity of incident.
- C-4. Insures hospital liaison or patient advocate is assigned for personnel at the hospital.
- C-5. Activates a MERT if applicable or requested.
- C-6. Protects patient's rights – HIPAA; NO Social Media Authorized.

D. IST Information Officer (PIO)

- D-1. Collect pertinent emergency information.
- D-2. Coordinate information release with ISTL and Joint Information Center (JIC).
- D-3. Contact the Sponsoring or home agency's PIO to coordinate roles of the Agency and the Team with respect to personnel information release.
- D-4. Assign Information Officers to field media inquiries at event site and/or other designated locations.
- D-5. Coordinate with ISTL, IST LOFR and IST SO regarding event actions and public informational needs.
- D-6. No personal information is to be released until approved by the ISTL.
- D-7. Restrict media from entering the scene until all Operations and Investigation activities are cleared.
- D-8. Coordinate with the ISTL and JIC on how information will be released.

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E. IST Liaison Officer (LOFR)

- E-1. Ensure coordination with investigating agencies.
- E-2. Assist other positions as needed.
- E-3. Coordinate with key local and state stakeholders.
- E-4. Assist TF and IST leadership positions as needed.
- E-5. Protects patient's rights – HIPAA; NO Social Media Authorized.

F. IST Operations Section Chief (OSC)

- F-1. Obtain situational awareness of the event (size-up or report on conditions).
- F-2. Identify an initial on scene Incident Commander (IC) for the event. In most cases this will be the closest Division Supervisor (DIVS) to the incident.
- F-3. Designate a single communications point, unless otherwise directed.
- F-4. Identify the nature of the incident (auto/aircraft accident, etc.) and number of assigned personnel, vehicle or aircraft involved.
- F-5. Identify Location and provide Lat/Long coordinates of site.
- F-6. Identify and ensure appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.
- F-7. Identify special needs, i.e. Law Enforcement, Rescue, and Haz-Mat response.
- F-8. Coordinate with the Logistics for on scene support.
- F-9. Coordinate with the IST Medical Manager and/or Task Force Medical Team Manager or Medical Specialist for location of receiving hospitals for patients (Form 206).
- F-10. Coordinate for air transportation needs with IST Air Ops Branch if established.
- F-11. Coordinates with Law Enforcement or their liaison to ensure the incident scene is secured.
- F-12. Coordinate and supports the TF/IST SO investigation and Law enforcement agencies involved.
- F-13. Protects patient's rights – HIPAA; NO Social Media Authorized.

G. IST Division Supervisor (DIVS)

The IST DIVS will:

- G-1. Identify the nature of the incident (auto/aircraft accident, etc.) and number of assigned personnel, vehicle or aircraft involved.
- G-2. Take charge of the scene and identify/determine needs.
- G-3. Identify Location and provide Lat/Long coordinates of site.
- G-4. Notify OSC, give location, type of event, number of injured, severity and the additional resources required.
- G-5. Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz-Mat response.
- G-6. Reallocate or request additional resources as needed.
- G-7. Coordinate and oversees EMS response.
- G-8. Provide direction for assigned US&R resources.
- G-9. Protects patient's rights – HIPAA; NO Social Media Authorized

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H. Task Force Leader (TFL)

- H-1. Assign personnel, to the best of their ability, and support the IWI.
- H-2. Notifies the IST of an IWI.
- H-3. Request resources/personnel based on complexity or severity of incident.
- H-4. Provide TF briefing as appropriate.
- H-5. Requests Critical Incident Stress Management (CISM) for affected personnel.
- H-6. Insures hospital liaison or patient advocate is assigned to any injured personnel sent to the hospital.
- H-7. Protects patient's rights – HIPAA; NO Social Media Authorized.
- H-8. Limit TF members to on-scene communications only.

I. (IST or TF) Safety Officer (SO)

- I-1. Evaluate safety issues at the incident site.
- I-2. Coordinate with the IST Division/Group Supervisor (DIVS) or designee overseeing the IWI.
- I-3. Initiates the investigation of the emergency and coordinates with the IST SO.
- I-4. Secures witnesses names and initial statements and all evidence relating to the accident, if applicable.
- I-5. Coordinates with Logistics, ESF-13 or designee and other agencies.
- I-6. Coordinates investigation with the IST SO and local investigative agency, if applicable.
- I-7. Obtains sketches and photos of event scene.
- I-8. Verify that agency reporting requirements have been followed.
- I-9. Coordinates with IST Medical to ensure and/or coordinate Critical Incident Stress Management (CISM) for affected personnel.
- I-10. Protects patient's rights – HIPAA; NO Social Media Authorized.

J. (IST or TF) Planning Section Chief (PSC) or Planning Team Manager (PTM)

- J-1. Assign staff to support Communication personnel if required to document all communications related to the IWI.
- J-2. Be prepared to brief other Command and General Staff on the incident.
- J-3. Develop a plan to coordinate with supporting agencies (ESF-9, Red Cross, CISM, Chaplin).
- J-4. Ensure this plan is briefed on and shared with all resources on the incident.
- J-5. Gather all incident documentation, 214's, photo's, charts, maps, et al.
- J-6. Protects patient's rights – HIPAA; NO Social Media Authorized.

K. (IST or TF) Communications Personnel

The TF communication specialist or designee will ensure the communication needs to support the event is established and maintained.

- K-1. Requests additional resources as needed.
- K-2. Protects patient's rights – HIPAA; NO Social Media Authorized.

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Appendix A – Incident Within an Incident (IWI) Protocol

L. (IST or TF) Logistics Section Chief (LSC) or Logistics Team Manager (LTM)

- L-1. Order needed resources for the emergency.
- L-2. Monitor support functions and assess additional needs.
- L-3. Provide ground transportation as needed.
- L-4. Ensure communications has been established.
- L-5. Provide support as needed to Communications personnel. This may include removing all non-essential personnel from the communications area.
- L-6. Coordinate with OSC, SO for on-site security support as needed.
- L-7. Coordinate with SO to locate and secure personal effects of injured personnel (unless otherwise directed).
- L-8. Coordinate and support operations for the Major Event Review Team (MERT) if established.
- L-9. Protects patient's rights – HIPAA; NO Social Media Authorized.

M. (IST or TF) Medical Officer or Medical Team Manager (MTM)

- M-1. Coordinate with the resources at scene to identify and prioritize transport options in terms of efficiency, based on resource availability, proximity, and potential for success—with a contingency plan in case the preferred mode of transportation cannot be used.
- M-2. Coordinate proper medical response with Operations.
- M-3. Coordinate with the Communications personnel as needed.
- M-4. Reference the Medical Plan (Form 206) for EMS information.
- M-5. Establish and maintain communications to provide the IST Medical Officer status updates.
- M-6. Contact local receiving facilities to include clinic(s), hospital(s) and tertiary care and specialty referral center(s), e.g., trauma or burn center. Contact should determine availability and limitations and define route for on-line medical control.
- M-7. Coordinate with IST SO to ensure and/or coordinate Critical Incident Stress Management (CISM) for affected personnel.
- M-8. Protects patient's rights – HIPAA; NO Social Media Authorized.

Summary Report of an Incident Within an Incident or Near Miss Event

Document Number: 306-B

Version: Jan. 2020



BLUE SHEET

Title/Description of Event

Select Incident Date

Event Level

Event Type

Event Discipline (If applicable)

US&R Division

SUMMARY

Provide a short factual overview of the accident, for the purposes of rumor control, which provides enough information and a general understanding of the accident. Do not include names or confidential information. Include pictures, charts, maps or other relative information.

RECOMMENDATIONS FOR IMMEDIATE CORRECTIVE ACTIONS

Provide any preventative warning or alert information relative to unsafe situations or conditions. If none are identified initially, state "No recommendations were identified within this summary."

Incident Name

Blue Sheet

PHOTOS / SITE DIAGRAMS / MAPS

Recommended for inclusion if applicable. Do not include names, identification, or confidential information.

INSTRUCTIONS ON HOW TO COMPLETE THE BLUE SHEET

Incident Within an Incident (IWI) Summary Report (Blue Sheet)

A Blue Sheet provides information, as identified in the Incident Within an Incident (IWI) Protocol (see Annex F – Safety), to all System cooperating agencies. It assists program management in dispelling rumors based on misinformation about the event or sequence of events. When warranted, it provides a preventative warning or alert information relative to unsafe situations or conditions throughout the System as soon as possible. Additionally, a Blue Sheet can be submitted for an injury or near miss events during Task Force level training.

A Blue Sheet may warrant a Safety Stand Down for dissemination of the information to assigned personnel.

Timeline

- Non-Deployment Event – Prepared, reviewed and submitted to the FEMA US&R Branch within 48-hours of the event.
- Deployment Event - Prepared and submitted to the IST Leader (ISTL) within 24-hours of the event. Reviewed and submitted to the FEMA US&R Branch within 48-hours of the event.
- A General Memorandum (GM) shall be distributed from the FEMA US&R Branch in a timely manner.

Submission Process

The IST Safety Officer (or a Task Force Safety Officer (SO) if the IST is not established) or designee will be identified to work with the affected Task Force Safety Officer or designee in developing a Blue Sheet Report containing all necessary information, facts, and lessons learned from the incident. This report should be forwarded through the established chain of command to the ISTL. The ISTL will review and approve the Blue Sheet.

Distribution

The ISTL or designee, will disseminate the Blue Sheet to all incident personnel. A copy is also provided to the FEMA US&R Branch for distribution to the System in the form of a General Memorandum. Once the Blue Sheet is distributed, it is considered a “public document” and may be shared with external sources.

Near Miss Reporting

A near miss event may be identified with or without an IWI activation. When a near miss event of significance occurs and an IWI team is not assigned, the IST Safety Officer or designee will work with the affected Task Force Safety Officer or designee. The outcome will be to develop a Blue Sheet Report containing all necessary information, facts, and lessons learned from the event. During deployments the determination will be made by the ISTL. During non-deployment events, the determination will be made by the Task Force Representative or their designee.

INSTRUCTIONS ON HOW TO COMPLETE THE BLUE SHEET

Field Title	What to Include
Incident Date	Date/time shall be in the following format: <u>Weekday, Month, Day, Year, at 0:00 AM/PM</u>
Event Level	Identify the level of the IWI: <ul style="list-style-type: none"> • Minor Event • Major Event • Near Miss
Event Type	Identify the type of IWI: <ul style="list-style-type: none"> • Response • Training • Special Event (Dignitary Visit/Media)
Event Discipline	Identify the event discipline: <ul style="list-style-type: none"> • Confined Space • Collapse • Disease/Exposure • Medical • Water Rescue • Law Enforcement Activity • Rope Operations • Aircraft/Vehicle • Terrorism • Other
US&R Division	Identify the event region: <ul style="list-style-type: none"> • West • Central • East
Summary	The Blue Sheet consists of a short factual synopsis of the event. Do not include unsubstantiated information, confidential information or names. Provide a concise summary of all known information necessary to describe the event.
Recommendations for Immediate Corrective Actions	Include recommendations for immediate hazard abatement when necessary. A Blue Sheet may be reissued at any time if important accident prevention or key training information is developed. A Blue Sheet may warrant a Safety Stand Down for dissemination of the information to assigned personnel.
Photos/Site Diagrams/Maps	Include pictures, charts, maps or other relative information.

Blue Sheet Submittal Flowchart

