



Type 1 & 2 Incident Review (FS210A)

INCIDENT INFORMATION		ASSESSMENT TEAM MEMBER(S)	
INCIDENT # / COMPLEX NAME:		INCIDENT COMMAND:	
INCIDENT COMMANDER:		LOGISTICS SECTION:	
INCIDENT TYPE:		PLANNING SECTION:	
DATE OF ASSESSMENT:		OPERATIONS:	
# OF PERSONNEL ASSIGNED TO INCIDENT:		AIR OPERATIONS:	
ESTIMATED DAILY COST:		FINANCE & ADMIN. SECTION:	
FIRE SIZE(S):		NOTES / COMMENTS:	
ASSESSMENT REQUESTED BY:			
FIRE CENTRE:			
FIRE ZONE:			
FIRE STAGE: (AT TIME OF ASSESSMENT)			
DATE ASSESSMENT REQUESTED:			
INCIDENT MANAGEMENT TEAM MEMBERS			
POSITION	NAME	CERTIFICATION (Certified / Under Implemented / Trainee)	
INCIDENT COMMANDER:			
OPERATIONS SECTION CHIEF:			
AIR OPS BRANCH DIRECTOR:			
PLANNING SECTION CHIEF:			
LOGISTICS SECTION CHIEF:			
FINANCE & ADMIN. SECTION CHIEF:			

BCWS – TYPE 1 & 2 Incident Review Guidelines for Completion

Keep the following points in mind during the completion of this assessment:

- Assure wildfire personnel that the assessment process is not in place to find fault. All aspects of the fire operation will be examined in order to determine areas that are functioning efficiently and to identify areas that require improvement.
- The comments section will allow for positive comments as well as constructive criticism from both the assessor and the person being assessed. If negative comments are provided, they must reflect specific examples and provide practical solutions. Comments will be generated through a combination of actual observations and discussions with the IMT.
- The completed form will serve as a record of reference. Assessment recommendations may identify areas that require improvement and with whom the responsibility lays for correcting deficiencies. This could be the Incident Commander and/or Incident Management Team members or, if there is a deficiency in resources, regional/provincial wildfire coordination centres.
- The primary focus of this form is to identify positive points as well as those areas that need improvement. This can assist the Incident Management Team and BCWS in making adjustments during an incident to maximize management efficiencies and effectiveness.
- The form is to be used as a guide. Additional questions or categories may be added or deleted. Additional pages may be added for supplementary information.
- Detailed comments are to be made within each pertinent section under the “**Comments / Action Taken**” column.
- Comments are also to be placed in the “**Follow-Up (Y/N, What & Who?)**” column for any areas needing to be reassessed.
- An **ACTION SUMMARY SHEET** is provided at the end of each section to summarize action items and timelines to address them.
- Assessment findings are to be reviewed with the personnel responsible for the activity to:
 - provide an opportunity for discussion (due process, transparency)
 - verify data and clarify any misconceptions
 - provide an opportunity for explanations of actions
 - ensure opinions are documented
- Each section is to be signed by the Assessor and the IC, Section Chief or Designate
- **Copies of completed forms complete with their Action Summary Sheets should be supplied to:**
 - The Incident Commander,
 - The FPO at the respective Fire Zone,
 - The SPO Operations at the respective Fire Centre,
 - HQ Kamloops Operations

COMMAND SECTION

FIRE CENTRE / ZONE RELATED:	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>1. Has a Transition Briefing been conducted with IC and General Staff members to completely assess fire needs and responses?</p> <p>Transition Briefing to include:</p> <ul style="list-style-type: none"> ● Incident Start Date ● Turnover Plan ● Provincial priority of the incident ● Local or Provincial Issues Identified ● Wx and spot forecasts from origin to transition date ● Brief fire history ● Fire behaviour to date ● Suppression efforts to date ● Resources on fire and ordered ● Fuel types ● Fire Analysis Plans to date ● Fire priorities set? ● Objectives clearly understood and reasonable? ● Values at risk identified? ● Local hazards identified? ● Up to date maps provided showing perimeter, any control lines, values at risk, fuel types, pressure points, location of camps, aviation. ● Contact Lists 		
<p>2. Is the Incident receiving adequate support from local and provincial authorities? (note: will be determined by RSWAP)</p>		
<p>3. Has the Incident Management Team Letter of Authority been provided to the out of province IMT by the Fire Centre / PWCC?</p>		

FIRE ANALYSIS	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>4. Has the Fire Zone or Centre prepared a Fire Analysis (FA)? If not, has the IMT begun or completed one?</p> <ul style="list-style-type: none"> ● Are management objectives and strategies identified in the FA being followed? ● Is the financial forecast sufficient for the time period identified? Is it sufficient to meet management objectives and operational strategies? ● Are management objectives and strategies reasonable, measurable and attainable? ● Do the IAP's match objectives, limitations etc., outlined in the FA? ● Are environmental considerations part of the overall suppression plan in the FA i.e.: <ul style="list-style-type: none"> ● Values threatened ● Fire break development ● Stream crossings ● Fuel storage and management ● Provincial Parks 		
COMMAND - GENERAL:	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>5. Has a detailed Fire Report been initiated by the Fire Centre? Is it being maintained by the IMT?</p>		
<p>6. Have adequate lines of communication been established between the IMT and the Fire Centre/Zone/MZOC?</p> <ul style="list-style-type: none"> ● Daily meetings and/or conference calls ● Status Reports 		
<p>7. Has a Fire Cause Investigation been done by the Fire Centre?</p> <ul style="list-style-type: none"> ● Is C&E involved in any aspect of the incident? ● Are they required and need to be notified? 		

COMMAND - GENERAL:	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>8. Are Command and General Staff functions being utilized with an acceptable span of control in place?</p> <ul style="list-style-type: none"> ● Deputy Incident Commander ● Liaison Officer ● Information Officer ● Safety Officer ● Finance and Admin Section Chief ● Operations Section Chief ● Logistics Section Chief ● Plans Section Chief 		
<p>9. Is span of control being monitored and followed for all sections as per ICS?</p>		
<p>10. Have adequate procedures been established within the IMT to ensure efficient and effective Incident management?</p> <ul style="list-style-type: none"> ● Daily staff meetings, ● Exchange and flow of information, ● Assignment coordination ● Issues management? 		
<p>11. Are policies and standard operating procedures being followed?</p> <ul style="list-style-type: none"> ● All Operational Safe Work Standards ● Work Shift Lengths ● Night Operations 		
<p>12. Does the IMT have all the required access/permissions necessary to retrieve and store documentation?</p>		
<p>13. Is the IC thoroughly familiar with the Incident operations, issues and concerns?</p>		
<p>14. Have all individuals assigned to the incident received a written or verbal briefing and orientation?</p> <ul style="list-style-type: none"> ● Are briefings documented? ● Are all priorities / objectives in place and have they been communicated? 		

COMMAND - GENERAL:	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
15. Is the Incident Commander actively participating in daily operational planning meetings to ensure communication between sections? <ul style="list-style-type: none"> ● Advise on incident capabilities ● Approving additional resource requirements ● Approving potential or future requirements ● Reviewing and approving demobilization plan 		
16. Is Rehabilitation being considered when operational decisions are made?		
17. Has a Rehab Plan been developed and implemented?		
18. Are trainees receiving appropriate supervision? <ul style="list-style-type: none"> ● Mentoring ● Daily briefings ● Evaluations ● Other 		
SAFETY RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
19. Is a Safety Plan developed and activated and are daily briefings held and pertinent information posted? <ul style="list-style-type: none"> ● Is the Incident Commander managing documentation of briefings held? ● Have Safety Officers been on site to conduct random inspections and reports provided to Incident Commander? 		
20. Are dangerous occurrences and/or safety incidents investigated and reported/documented? <ul style="list-style-type: none"> ● Have injuries been reported in a timely manner? ● Has Safety Officer been advised? ● Have all WorkSafe forms been filled out and sent to applicable agencies? ● Has Worksafe BC been involved or done an inspection on any aspect of the incident? ● Is CISM required? 		

FIRE INFORMATION RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
21. Is a Fire Information Officer being utilized? If not, is one required? Has it been requested?		
22. Are communications occurring with: <ul style="list-style-type: none"> ● Local Government (EOC) ● Community leaders ● First Nations ● Concerned citizens ● Industry representatives ● Media personnel and are their comments or concerns documented? ● 		
23. Have public meetings been scheduled/ held?		
24. Is Social Media being utilized and kept current?		
25. Are information releases timely, accurate and adequate to: <ul style="list-style-type: none"> ● RWCC / MZOC ● Media ● 		
LIAISON RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
26. Is a Liaison Officer being utilized? If not, is one required? Has it been requested?		
27. Have adequate measures been taken to ensure effective communication between agency representatives?		

FINANCE AND ADMIN RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
28. Are FAS cost estimates in line with actual costs?		
29. Is there a need for a Contract Monitor? Has one been requested?		
PLANS RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
30. Is the IC reviewing and approving applicable forms for inclusion in the current IAP?		
31. Is the IC signing the current IAP before distribution?		
32. Are Performance Evaluations being completed for: <ul style="list-style-type: none"> • Unit Crews • Single Resources • IMT members • Contract Crews 		
LOGISTICS RELATED	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
33. Has an Incident Command Post been established and identified properly?		
34. Are all other incident facilities adequate?		
ADDITIONAL ASSESSOR COMMENTS		

INCIDENT COMMANDER COMMENTS

Large empty rectangular area for incident commander comments.

Signature of Assessment Team Member	Position	Incident Commander or Designate Signature
Date:	Date:	

Type 1 & 2 Incident Review - Command

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

ACTION ITEM		PARTY RESPONSIBLE FOR ACTION ITEM:		DATE FOR COMPLETION:	
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Copies of Summary Sheet and Full Monitoring Report to:		IMT- Incident Commander	Fire Zone – FPO	Fire Centre – SPO Operations	HQ Kamloops – Fire Operations

OPERATIONS SECTION		
OPERATIONS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
1. Is the Operations Section adequate in size and structure to meet the demands of the Incident/Complex (i.e. Ground Tactical Resources, Aviation)		
2. Is the organization chart and/or assignment list information provided by the Operations section into the IAP accurate and updated daily?		
3. Have branches, divisions, segments, and/or groups been established? Are they of a manageable size?		
4. Are suppression objectives realistic?		
5. In consultation with the resources unit, have appropriate Branch, Division, Segment and Group Supervisors been indentified and briefed on the IAP and other relevant information pertaining to the Incident/Complex?		
6. Is the Operations Section Chief thoroughly familiar with Incident/Complex hazards, issues and concerns as they relate to the Operations Section?		

OPERATIONS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
7. Have all known operational hazards been identified and appropriately mitigated to reduce or eliminate risk to workers?		
8. In conjunction with the Plans Section, has operational contingency planning commenced? If so, are plans in place and have key trigger points for action been identified and communicated to appropriate staff? i.e. IC, Section Chiefs, Operations Section supervisors, etc.)		
9. Individuals assigned to the Operations Section receive appropriate written or verbal briefings and orientation. <ul style="list-style-type: none"> ● Are group briefings documented? ● Do daily briefings occur with all Operations section staff? If not, state reasons or conditions. 		
10. Has the Incident Action Plan (IAP) been distributed, communicated and understood daily by all fire line personnel?		
11. Are suppression efforts based on current and forecasted weather?		

OPERATIONS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>12. Is the Operations Section Chief actively participating in operational planning meetings to ensure communication between sections and within the Operations section?</p> <ul style="list-style-type: none"> ● Advise on current resource capabilities ● Determine additional resources required ● Identify potential for future resource requirements ● Demobilization plan 		
<p>13. Do suppression tactics reflect the objectives and strategic direction? Provide additional details taking into consideration the following:</p> <ul style="list-style-type: none"> ● Environmental Considerations ● Values at Risk ● Cost Effectiveness ● Efficiency ● Night fire fighting ops ● Personnel and Equipment requirements 		
<p>14. Have appropriate field areas been designated, identified, documented and maintained within the incident/complex for:</p> <ul style="list-style-type: none"> ● Staging area ● Helispots ● Helibase ● Fueling facilities (aviation/equipment) ● Suppression water sources ● Other sites (i.e. Mudpit sites, safety areas, first aid posts, watch out locations, archeological sites, etc.) 		

OPERATIONS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>15. Are Values at Risk (VAR) provided by the plans section identified and prioritized for the incident?</p> <ul style="list-style-type: none"> ● Maps ● New VAR's not previously identified ● Documented ● Website access for VARs? ● Ground intelligence? 		
<p>16. Are Operations Section personnel certified to an appropriate level to meet the Incident resource requirements and/or complexity?</p> <p>Provide rationale if certification is not commensurate with resource levels.</p>		
<p>17. Have Operations Section trainees and/or under implemented staff been identified at the incident/complex and receiving close and competent supervision? Consider the following:</p> <ul style="list-style-type: none"> ● Mentoring/coaching opportunities ● Daily briefings ● Frequent and timely Evaluations <p>Other (i.e. worker feedback, fireline complexities and risk tolerances)</p>		

GROUND TACTICAL OPERATIONS	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>18. Have control lines been established as part of tactical assignments?</p> <ul style="list-style-type: none"> ● Natural breaks used wherever possible? ● Are they effective? (the proper resources and support resources deployed) ● Rehabilitation Plan considered? ● Environmental impacts considerations for line construction? ● Resource Advisors, Forest Professionals, Forest Industry Personnel utilized? 		
<p>19. Are the Ground Tactical resources (personnel and equipment) adequate in numbers, size, structure and supervision to meet the demands of the Incident/Complex?</p> <p>Are they placed and being utilized appropriately? i.e. Unit Crews versus Contract Crews</p>		
<p>20. Are Fuel Free and Hand Guard control lines being developed?</p> <p>Are they effective?</p>		
<p>21. Are fireline crews meeting or exceeding Division Assignment /Control Operations objectives identified in the IAP and are deficiencies identified, documented, and corrected in successive daily objectives?</p>		
<p>22. Are Danger Tree assessments being completed and documented? Is there a requirement for a Danger Tree Specialist?</p>		
<p>23. Are retardant control lines being used? Are they being supported with ground tactical resources to maximize effectiveness? If not, provide rationale.</p>		

GROUND TACTICAL OPERATIONS	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>24. Are water delivery operations efficient and effective (i.e. source(s), the right pump(s), hose lays, foam utilization, use of relay tanks)?</p>		
<p>25. Is aerial/ground ignition implemented effectively and safely?</p> <p>Has OSWS #9 been adhered to? Documented deviations?</p>		
<p>26. Are Staging areas at the Incident/Complex sufficient in number, size, and location to meet the demands of the operation?</p> <p>Are they being utilized effectively?</p> <p>Have they been documented and incorporated into rehab plans?</p>		
<p>27. Have mop-up operations begun?</p> <p>If so, are mop-up objectives appropriate and achievable as written in the IAP?</p>		
<p>28. Does or will the Incident/Complex have any thermal imaging requirements?</p> <p>What are the recommended actions and appropriate resources to undertake this task? (consideration given to resource availability, costs, efficiency, and document output) i.e. Infrared operators, FLIR, etc.</p>		

SAFETY	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
29. Are all Safe Work Standards being complied with? DTA, Hours of Work etc.		
30. Have appropriate safety measures been established for ground personnel (i.e. Medi Ops plan, LACES, daily briefings, meetings conducted and recorded prior to assignment)? Is LACES established and communicated to fireline personnel? <ul style="list-style-type: none"> ● Through IAP ● Briefings ● Safety Bulletins 		
31. Are all incidents, accidents/injuries and near-misses being reported to the appropriate fireline supervisor, Safety Officer and Medical Unit for proper action and follow-up documentation?		
COMMUNICATIONS	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
32. Are communication resources adequate for incident? <ul style="list-style-type: none"> ● Need for stand-alone repeater? ● Significant Dispatch support? ● Adequate Communications Plan ● Flight watch ● Crew check-in procedure ● 24 hour capability 		

DEMOBILIZATION	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
33. Is resource release being coordinated through the Demobilization Unit?		
34. Has crew/resource replacement or release been considered?		
35. Is the rate of equipment release reasonable or premature?		
36. Is equipment recovery progressive?		
REHABILITATION	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
37. Will rehabilitation of fire suppression damages be required for the Incident/Complex? Is there a requirement for a Fire Rehabilitation Specialist? Is rehabilitation a consideration during control line layout and construction? If not, provide documented occurrences and rationale for not considering. (i.e. fireline emergency where safety of workers is in question)		
38. Has the land manager been notified and/or involved with the development of the Rehabilitation Plan for the Incident/Complex?		
39. Has the Rehabilitation Plan or components thereof been included in the Turnover Plan to the Fire Zone or Fire Centre?		

DOCUMENTATION	COMMENTS / ACTION TAKEN	FOLLOW UP (Y/N)?
<p>40. Is Operations Section Chief ensuring that line authorities have reviewed and approved all personnel and equipment time records within Operations Section and submitted them to the Time Unit Leader at the end of each operational period?</p> <ul style="list-style-type: none"> ● Staff ● Contractors 		
<p>41. Is Operations Section Chief ensuring accurate Daily Fireline Inventory reports are submitted daily to Logistics?</p> <ul style="list-style-type: none"> ● Equipment tracked ● Damaged equipment documented ● Written off equipment 		
<p>42. Are appropriate checklists and Incident/Complex notes/unit logs being completed and submitted to the documentation unit?</p> <ul style="list-style-type: none"> ● Branch Directors ● Division Supervisors ● Unit Leaders, Task Force or Strike Team Leaders ● Other Personnel in supervisory roles in the Operations Section 		
<p>43. Are FS469 Single Resource Performance Evaluations and FS 1385 Unit Crew Evaluations completed and reviewed with staff before they are demobilized?</p>		
ADDITIONAL ASSESSOR COMMENTS		

OPERATIONS SECTION CHIEF COMMENTS

Signature of Assessment Team Member	Position	Incident Commander/ Section Chief or Designate Signature
Date:		Date:

Type 1 & 2 Incident Review – Operations

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

ACTION ITEM		PARTY RESPONSIBLE FOR ACTION ITEM:		DATE FOR COMPLETION:
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Copies of Summary Sheet and Full Monitoring Report to:	IMT- Incident Commander	Fire Zone – FPO	Fire Centre – SPO Operations	HQ Kamloops – Fire Operations

AIR OPERATIONS

AIR OPERATIONS - GENERAL	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Have adequate communications been established between the AOBD and the Fire Center Aviation section? • Are there any external factors which are having an effect on the air operations of this incident (ie: adjacent incident, zone IA pressures, etc) 		
<ul style="list-style-type: none"> • Are aviation resources adequate to meet the demands of the incident/complex? • Are duty days and daily flight hours consistent with current policy? 		
<ul style="list-style-type: none"> • Are bucketing operations underway? • If so, who is directing and by what means? • Is this system working appropriately? 		
<ul style="list-style-type: none"> • Are required rotary wing resources properly equipped for the duties anticipated? (ie: foam inj., heli torch, maint crews, company maint. facilities, company bowser, etc?) 		
<ul style="list-style-type: none"> • Are Aviation needs, assignment plans and tactics discussed between Air Operations Branch Director and Operations Section Chief in a timely and constructive manner (ie: Is there a good linkage between Air and Ops)? 		
<ul style="list-style-type: none"> • Have fixed wing resources been considered? If so has there been PATC involvement? 		

AIR OPERATIONS GENERAL	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • ABD checklist completed and all deficiencies being addressed? 		
<ul style="list-style-type: none"> • Is there a NOTAM in place? Has it required extensions or modifications? Were these changes requested in a timely manner? 		
<ul style="list-style-type: none"> • Have all operational hazards been identified, communicated to appropriate staff and mitigating procedures put in place to minimize the risk? 		
<ul style="list-style-type: none"> • Has consideration been given to the Emergency Response Plan and how it would apply to this incident? Have all applicable staff been made aware of their responsibilities? 		
<ul style="list-style-type: none"> • Are all applicable Land Use Agreements in place and any special considerations being adhered to? 		
DOCUMENTATION	COMMENTS / ACTION TAKEN	FOLLOW UP (Y/N)?
<ul style="list-style-type: none"> • Completed daily documentation kept? (ie: daily briefing minutes, aircraft hours, fuel logs, retardant pit logs)? • ICS 220 Form (IAP Air Ops Summary) up to date and to Plans in a timely manner? • Flight Slips, Fuel Logs, Retardant Pit Logs to F&A in a timely manner? • Is appropriate documentation being received by ABD from the Center? (ie: Center/Incident Aircraft Designation List, contract specs/dates of exp, etc. • Are FS 469 Single Resource Performance Evaluations being completed for demobilized staff? 		

SAFE WORK & SAFE WORK STANDARDS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> ● Are staff duty hours appropriate and do they conform to SWD #2? ● Are any air team members showing sign of unreasonable fatigue? ● Is SWD #7 (Emergency Transportation by Aircraft & Aviation Manifests) being followed? ● Is there an assigned Medivac helicopter, is it in the Medical Ops Plan, in the IAP and do appropriate staff know this? (ie: First Aid Attendants, pilots, air staff, crews via the IAP) ● Have mock medivac exercises been held? ● Is there a procedure in the IAP to call for and deploy the Medivac helicopter and do all applicable staff understand the procedure? ● Are grounding times available and being followed appropriately? ● Are duty days appropriate? ● Equitable distribution of hours where possible? 		
INCIDENT/ CONCERN REPORTING	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> ● Has appropriate documentation occurred and have issues been addressed regarding: <ul style="list-style-type: none"> a. Pilot/air crew concerns b. Incidents/Accidents/Hazards c. Un-serviceability reports d. Non incident aircraft incursions into NOTAM area ● Have the appropriate reports been sent to the Fire Centre? 		

COMMUNICATIONS - INTERPERSONAL	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are there adequate communications between the AOBD and the Ops Chief? • Are there good communications between Air Branch Team members? • Are there good communications between Air Branch Team members and other IMT members? • If Air Attack/AAO has been on site was there a good level of communication and operational understanding prior to any action? • Have there been good communications between the HLCO's, pilots and the WMB ground crews? 		
COMMUNICATIONS - OPERATIONAL	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Is there an adequate operational communications plan within the air section? • Are there enough frequencies assigned and are they being used appropriately? • Have any communications concerns brought forward at pilot briefings been addressed? 		
MORNING BRIEFINGS (DAILY)	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are daily briefings being held? Minutes? • Are all appropriate staff in attendance? • Is there a map posted with all applicable aviation related information (ie: numbered heliports, flight corridors, NOTAM area, etc) • Are all appropriate operational/tactical topics being covered? • Are pilots, air crew and air staff being asked for input? • Is there an atmosphere that encourages open discussion? • Emergency plans discussed? 		

HELIBASES & HELIPADS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are helibases/pads sufficient in number and size to meet the demands of the operation? • Are helibases/pads properly located in relation to the camp and/or incident? • Are helibases/pads consistent with current safety and setup standards? • Are helibases/pads staffed and equipped appropriately? • Are there good communications between aircraft and helibase? • Is there a need for specific aircraft arrival and departure traffic control? Is this in place? • Is there good liaison between Helibase Manager and ABD/HLCO's/Ground Crews? • Has the Helibase Manager checklist been completed and all deficiencies being addressed? • Have inspections been conducted and documented on helipads and helispots? 		
AERIAL IGNITION	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Was incident assessed for Aerial Ignition? • Are Aerial Ignition operations being conducted? • Are they effective? • All safety procedures being followed? • Are mixing requirements being met? Is proper PPE being used? • Mixing staff are appropriately trained? • Are MSDS sheets available? • Is there good liaison between ABD/HLCO's/Ignition Crew and the Ignition Specialist? 		

HLCO'S	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> ● Is there an adequate number? ● Are they properly briefed regarding operational/tactical plans? ● Are they running a safe and efficient group? ● Are they adequately prepared for an emergency? ● Do they display good command and control? ● Have they completed the HLCO checklist and addressed any concerns? ● Do they display a good level of liaison between themselves and other air team members? ● Documentation up to date? 		
AIR SUPPORT GROUP SUPERVISOR	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> ● Is this position required? In place? ● Proper objectives and duties well understood? ● Running a safe and efficient operation? ● Has the ASGS checklist been completed and any concerns addressed? ● Do they display a good level of liaison between themselves and other air team members? ● Documentation up to date? 		

RETARDANT OPERATIONS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are dip tanks in appropriate locations? • Safe approach and departure paths? • Safe, efficient operations? • Environmentally safeguarded? • Good liaison with air team members? • Documentation up to date and to F&A in a timely manner? • Inventory appropriate? 		
SLINGING OPERATIONS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are these operations being utilized appropriately? • Safe approach and departure paths? • Safe, efficient operations? • Good liaison with air team members? • All staff utilizing appropriate PPE? • Good communications between aircraft and ground crews? 		

AVIATION FUELING OPERATIONS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Are site locations appropriate? • Are there sufficient bowsers and are they in the correct locations? • Are the operations being conducted safely and efficiently? • Proper safety equipment and controls in place (spill kits, response plan, flagging, wind indicator, etc) • Fuel log up to date and copies submitted in a timely manner to F&A? • All staff utilizing appropriate PPE? • Good communications between aircraft and fueling staff? 		
INFRA RED SCANNING OPERATIONS	COMMENTS / ACTION TAKEN:	FOLLOW UP? (Y/N, What & Who)
<ul style="list-style-type: none"> • Is the appropriate equipment on site? • Are certified operators identified? • Are the operations being conducted safely and efficiently? 		
ADDITIONAL ASSESSOR COMMENTS		

AIR BRANCH DIRECTOR COMMENTS

Large empty rectangular area for writing comments.

Signature of Assessment Team Member	Position	Incident Commander, Operations Chief or Air Branch Director Signature:
Date:		Date:

Type 1 & 2 Incident Review – Air Operations

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

ACTION ITEM		PARTY RESPONSIBLE FOR ACTION ITEM:		DATE FOR COMPLETION:
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Copies of Summary Sheet and Full Monitoring Report to:	IMT- Incident Commander	Fire Zone – FPO	Fire Centre – SPO Operations	PWCC – Fire Operations

LOGISTICS SECTION		
LOGISTICS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
1. Is there an accurate organization chart or assignment list for the logistics section that covers all function requirements for the incident? Is this information being reflected in the IAP?		
2. Are all individuals assigned to the logistics section receiving written or verbal briefings and orientation? <ul style="list-style-type: none"> ● Are briefings documented? ● Initial briefing? ● Daily briefing? ● Demobilization briefing? 		
3. Is the Logistics Chief actively participating in operational planning meetings to ensure communication between sections and within the logistics section? <ul style="list-style-type: none"> ● Advise on current capabilities ● Determine additional resources required ● Identify potential or future requirements ● Demobilization plan 		
4. Is the Logistics Chief developing and reviewing applicable forms for inclusion in current IAP?		

LOGISTICS GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>5. Is the Logistics Chief reviewing and approving section personnel and equipment time records and submitting to the Time Unit Leader</p> <ul style="list-style-type: none"> ● Staff: whenever time permits ● Contractors: daily 		
<p>6. What is the status of the following personnel – Certified or not certified? Staffed or not staffed?</p> <ul style="list-style-type: none"> ● Service Branch Director ● Support Branch Director ● Medical Unit Leader ● Communications Unit Leader ● Food Unit Leader ● Facilities Unit Leader ● Ground Support Unit Leader ● Supply Unit Leader ● Other 		
<p>7. Are trainees receiving close and competent supervision?</p> <ul style="list-style-type: none"> ● Mentoring ● Daily briefings ● Evaluations ● Other 		
<p>8. Has a Contract Monitor been assigned to the incident by the Fire Centre / PWCC to review incident contracts?</p>		

MEDICAL UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>9. Is the medical plan (ICS Form 206) reviewed, completed and posted daily?</p> <ul style="list-style-type: none"> ● Area health care resources and their capabilities ● Incident resources and their assignment ● Procedures for handling medivac and medical calls 		
<p>10. Are medical forms documented and filed?</p> <ul style="list-style-type: none"> ● Are all first aid and accident reports up to date? ● FA Attendant reports – daily and summary 		
<p>11. Are medical requirements as per Worksafe BC fulfilled for:</p> <ul style="list-style-type: none"> ● Base Camp ● Fireline 		
<p>12. Are medical personnel on site following terms and conditions of the contract?</p> <p>Personnel Qualified?</p> <ul style="list-style-type: none"> ● Position responsibilities ● Visual identity ● Hours of work and tour of duty ● Contracted Equipment available ● Other 		

MEDICAL UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
13. Is emergency plan for incident in place? <ul style="list-style-type: none"> ● Evacuation Plan 		
14. Describe how Emergency Plans are communicated to staff. <ul style="list-style-type: none"> ● Bulletin Boards ● IAP ● Briefings 		
15. Are the Medical Unit Leader and the Safety Officer working together and meeting regularly to identify and address illnesses or injuries that could be a result of working conditions?		
16. Is the Medical Unit adequate in size and structure to meet the demands of the Incident?		
COMMUNICATIONS UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
17. Is there a communications plan (ICS205) in place that meets incident requirements?		
18. Have the communication system and equipment requirements for the incident been established to meet demands? <ul style="list-style-type: none"> ● Timely response ● Technical support remain on site until fully operational ● Ongoing maintenance 		
19. Is the Communications Unit adequate in size and structure to meet the demands of the Incident?		

FOOD UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
20. Is the Food Unit adequate in size and structure to meet the demands of the incident? (i.e. remote locations, line camps)		
21. Are we meeting our part of the Contract; <ul style="list-style-type: none"> ● adequate accommodation for camp staff ● adequate notice of camp #'s ● waste disposal 		
FACILITIES UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
22. Do facilities meet incident requirements and are they safe and sufficient for the size of operation? <ul style="list-style-type: none"> ● Base camp ● Line camp ● Incident Command post ● Medical facilities ● Shower and washing facilities adequate ● Accommodations ● Land Use Agreement in place? 		

FACILITIES UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
23. Are facilities inventoried and is that inventory being maintained? <ul style="list-style-type: none"> ● Room assignments ● Facilities map developed and posted ● Parking facility identified ● Facility contract on file 		
24. Are facility inspections conducted and documented? <ul style="list-style-type: none"> ● Cleanliness ● Maintenance of the facility ● Safety inspections ● Reclamation of facility/camp sites 		
25. Has security been assigned to the incident? <ul style="list-style-type: none"> ● Base camp ● Line camp ● Main road accesses ● Fuel cache ● Food cache ● Helibase/Helispot 		
26. Are security personnel working to the terms and conditions of the contract?		
27. Are they qualified/bonded <ul style="list-style-type: none"> ● Position responsibilities ● Visual identity ● Hours of work and tour of duty 		

SUPPLY UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
28. Is the Supply Unit adequate in size and structure to meet the demands of the Incident?		
29. Was provincial warehouse mgr provided?		
30. Has an inventory management system been established? (i.e. inventory tracking, stocking levels, equipment recovery, equipment repair, equipment re-issuance, equipment reconciliation prior to release of resources, write-offs being done progressively, etc.)? (IMIS and TCards)		
31. Has a resource-ordering process been established? (i.e. comms links with RWCC logistics desk and/or warehouse, communication links within incident, turn-around times identified, mechanism to track out-standing orders, proper use of documentation, proper record keeping, timely follow-up to issues, etc.)? (Resource Request / Response Form)		

SUPPLY UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>32. Are procedures followed by the Supply Unit for all incident related resources?</p> <ul style="list-style-type: none"> ● Ordering ● Local/Fire Centre Area/Province ● Receiving ● Reconciling ● Secure storage and inventory 		
<p>33. Are adequate communications taking place between Logistics and Finance Sections to ensure procurement procedures are followed?</p>		
<p>34. Are all purchasing and procurement policies and procedures followed?</p> <ul style="list-style-type: none"> ● Are Purchasing Delegations followed? ● Are contracts established as per Finance Administration Manual requirements? Are contract terms and conditions adhered to? ● Are Standing Offers utilized? ● Purchase Orders issued prior to purchase being made? ● Do the invoices provide complete and accurate detail regarding purchases made? ● Are transactions being split to stay under the dollar threshold? 		

GROUND SUPPORT UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
35. Is the Ground Support Unit adequate in size and structure to meet the demands of the Incident?		
36. Are appropriate and cost efficient transportation methods utilized for the incident? <ul style="list-style-type: none"> ● Base camp ● Transportation of crews ● Aerial transport/ground transport ● Bus and taxi ● Boat ● ATV ● Other 		
37. Are vehicle fuel storage /and supply facilities adequate to meet the demands of the Incident (placement, safety)?		
38. Is fuel distribution tracked?		
39. Are related rental contracts being monitored for compliance and are contract concerns being forwarded through the chain of command for ratification?		

GROUND SUPPORT UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
40. Is there a Traffic Plan for the incident (i.e. # of resources assigned, efficient resource allocation, unit inspections, servicing and tracking, transfer of information to the Financial Section, resource release, processing of vehicle accident information, etc)?		
41. Are there road closures/restrictions on incident? Is there a process in place to manage the closure/restriction?		
DEMOBILIZATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
42. Is resource release being coordinated through the Demobilization Unit?		
43. Is there a Turnover Plan?		
44. Are Single Resource Performance Evaluations (FS 469) completed and reviewed with staff before they are demobilized? Have contractor evaluations been completed?		
45. Are unit logs completed? <ul style="list-style-type: none"> ● Branch Director ● Unit Leader ● Personnel in supervisory roles 		
ADDITIONAL ASSESSOR COMMENTS		

LOGISTICS SECTION CHIEF COMMENTS

Signature of Assessment Team Member	Position	Incident Commander/ Section Chief or Designate Signature
Date:		Date:

Type 1 & 2 Incident Review - Logistics

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

ACTION ITEM		PARTY RESPONSIBLE FOR ACTION ITEM:		DATE FOR COMPLETION:
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Copies of Summary Sheet and Full Monitoring Report to:	IMT- Incident Commander	Fire Zone – FPO	Fire Centre – SPO Operations	HQ Kamloops– Fire Operations

PLANS SECTION CHIEF		
PLANS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>1. Has an incident planning cycle been established?</p> <ul style="list-style-type: none"> • How does the planning cycle work for other sections at the incident? • Does the planning cycle integrate with RWCC planning process? 		
<p>2. Are the daily planning meetings effective and do they meet the needs of:</p> <ul style="list-style-type: none"> • Operations • Sharing information between sections • Daily planning cycle 		
<p>3. Is the Fire Analysis complete?</p> <ul style="list-style-type: none"> • Do the objectives in the Incident Action Plan reflect the Fire Analysis? • Do the strategies and tactics in the IAP reflect the Fire Analysis? • Are there contingency plans and/or alternative strategies and tactics? 		
<p>4. Does the overall organization of the fire (Branch, Division, Group) follow ICS standards and support incident objectives, strategy and tactics?</p>		
<p>5. Is each section tracking potential issues for:</p> <ul style="list-style-type: none"> • Turnover Plan • After Action Review for section/team 		
<p>6. Does the Plans Section follow standard ICS structure?</p> <ul style="list-style-type: none"> • Are Unit Leaders duties clearly assigned and coordinated? • How is the organizational structure documented: ICS 203 Form or Organizational Chart ICS 207 		

PLANS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
<p>7. Are Unit Leaders duties clearly assigned and coordinated?</p> <ul style="list-style-type: none"> ● Documentation Unit ● Resource Unit ● Situation Unit ● Demobilization Unit 		
<p>8. Are technical specialist positions clearly assigned and coordinated?</p> <p>Fire Behaviour</p> <ul style="list-style-type: none"> ● Weather Forecaster ● Dangerous Tree Assessment ● GIS ● Rehabilitation ● Infrared Scanning 		
<p>9. Does the Plans chief effectively coordinate the plans section and promote teamwork through:</p> <ul style="list-style-type: none"> ● Daily meetings ● Clear accountability for tasks ● Opportunities for feedback in both group and individual settings 		
<p>10. Is the Plans Chief managing time and workload of section by:</p> <ul style="list-style-type: none"> ● Staggered shifts ● Daily approval of time worked 		
<p>11. Is there appropriate supervision (and coaching/mentoring) of Plans staff based on:</p> <ul style="list-style-type: none"> ● Experience ● Technical knowledge ● Certification levels ● Familiarity with assigned tasks ● Developmental opportunities 		

PLANS - GENERAL	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
12. Are Plans meetings and decisions being appropriately documented by: <ul style="list-style-type: none"> ● Plans Chief ● Unit Leaders 		
13. Are Plans staff receiving written formal evaluations at the end of their deployment?		
SITUATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
14. Does the Situation Unit have adequate? <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office space 		
15. Are daily incident status summaries (e.g. ICS 209) being produced and distributed in a timely fashion to: <ul style="list-style-type: none"> ● RWCC Plans Section ● Cooperating Agencies 		
16. Is there effective coordination between Plans, Operations and technical specialists to produce maps as per standard in a timely fashion? Are effective maps being produced for: <ul style="list-style-type: none"> ● Operational needs at branch, division and crew level ● Air Branch ● Overview maps ● Values and value protection ● Fire growth maps ● Dangerous Tree Assessment ● Rehabilitation ● Evacuation ● Fire behaviour projection ● Infrared scanning ● Incident Action Plan ● RWCC Plans 		

SITUATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
17. Do the maps produced following provincial guidelines? If not, give reasons for deviation, e.g. readability, costs, printer resources, etc.		
18. Does geomatics data meet provincial standards? Is there effective data sharing between Situation Unit and GIS Specialist?		
19. Are daily IAPs being produced in a timely fashion? Do they contain? <ul style="list-style-type: none"> ● Incident Objectives ICS 202 ● Safety Message ● Medical Operations Plan ICS 206 ● Radio Communications Plan ICS 205 ● Fire Behaviour Forecast ● Weather forecast ● Organizational list Form ICS 203 ● Assignment list ICS 204 ● Operational planning worksheet ICS 215 ● Air Operations Summary ICS 220 		
20. Are IAPs being distributed to: <ul style="list-style-type: none"> ● Supervisors at incident ● RWCC Plans ● Cooperating agencies 		

RESOURCE UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
21. Does the Resource Unit have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
22. Has an effective check-in / checkout process for personnel and equipment been established for the incident?		
23. Is the incident receiving timely notification of arriving resources from the RWCC?		
24. Has a system of manifesting been established for the Incident (i.e. including a master list of all resources)?		
25. Is there an effective process for resource tracking at the incident? <ul style="list-style-type: none"> ● T-cards ● Resource tracking program ● Organization chart 		
DOCUMENTATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
26. Does the Documentation Unit have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
27. Is there a systematic process to gather and organize documents and electronic data for the Incident? Are all sections following the process?		
28. Is there an effective filing system (chronological or by section/unit) for all: <ul style="list-style-type: none"> ● Documents ● Electronic data 		
29. Are sensitive documents securely stored: <ul style="list-style-type: none"> ● Personnel evaluations (FS 469's) ● Accident reports 		

DOCUMENTATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
30. Are Performance Evaluations and/or Task Books being completed for Section personnel?		
31. Is there a system in place for all resources leaving the fire to submit: <ul style="list-style-type: none"> ● Notes ● Electronic data, i.e. photos 		
DEMOBILIZATION UNIT	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
32. Does the Demobilization Unit have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
33. Is there timely and effective sharing of the demobilization plan with: <ul style="list-style-type: none"> ● Operations ● Crews ● Regional Wildfire Coordination Centre 		
34. Is accurate information about travel times (to return home) for resources being collected when resources arrive?		

GIS	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
35. Does the GIS Specialist have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
36. Is there a system in place to coordinate and prioritize map requests?		
37. Is there an effective system for submitting accurate data from the field to the GIS Specialist?		
38. Do maps and geomatics data meet provincial standards?		
FIRE-BEHAVIOUR	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
39. Does the Fire Behaviour Specialist have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
40. Is a process in place for fire behavior analysis and prediction that meets provincial standards?		
41. Is fire weather data being provided/collected/analyzed? <ul style="list-style-type: none"> ● By meteorologist ● Remote weather station ● Quick deploy weather station ● Personal weather kit ● By crews on the fireline 		
42. Are fire behavior forecasts being completed and communicated to the incident? <ul style="list-style-type: none"> ● IAP's ● Briefings ● Advisories and warnings over radio when required 		

REHABILITATION	COMMENTS / ACTION TAKEN	FOLLOW UP REQUIRED? (Y/N, What & Who?)
43. Does the Rehab Specialist have adequate: <ul style="list-style-type: none"> ● Certified staff ● Technical knowledge ● Computers and equipment ● Office facilities 		
44. Has rehab been a consideration in operation planning and decision-making?		
45. Is there a process to collect accurate information for the development of the Rehab Plan?		
46. Has a Rehab Plan been developed for the Incident?		

ADDITIONAL ASSESSOR COMMENTS

PLANS SECTION CHIEF COMMENTS

Signature of Assessment Team Member	Position	Incident Commander/ Section Chief or Designate Signature
Date:	Date:	

Type 1 & 2 Incident Review - Plans

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

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FINANCE SECTION

FINANCE GENERAL	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
1. Does the section have enough staff and are they certified for the positions they are in?		
2. Are the facilities adequate? Size/space/security <ul style="list-style-type: none"> • work area clean and safe? 		
3. Are the communications (internet/phone) adequate?		
4. Is there sufficient office equipment? <ul style="list-style-type: none"> • photocopiers/fax machines • hardware • printers • chairs • desk space 		
5. Is there a signing matrix in place?		
6. Are section personnel FS 469 Single Resource Performance Evaluations completed?		
7. Has an issues list been established?		
8. Is there a paper/electronic filing system in place and organized as per the ICS structure?		
9. Does the fire centre have a communications process established?		
10. Has a batching and mailing process been established?		

TIME UNIT	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
11. Are Stat Hire DTR's received daily?		
12. Are employee diaries received (if applicable)?		
13. Are diaries being authorized daily?		
14. Are FS60's being received from crew leaders?		
15. Has commissary been established?		
PROCUREMENT UNIT	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
16. Are the names listed on the DTR's consistent with the names listed in the corresponding standing offer?		
17. Is a current ERA in place for each piece of equipment listed on the DTRs?		
18. Are DTR's received daily?		
19. Is a contract in place for daily services?		
20. Are land use agreements in place?		

COST UNIT	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
21. Are daily costs received from each section within the established timelines?		
22. Are (DEC) costs received, compiled and submitted within established time lines?		
23. Is the FACE being utilized?		
COMPENSATION / CLAIMS UNIT	COMMENTS / ACTION TAKEN:	FOLLOW UP REQUIRED? (Y/N, What & Who?)
24. Are WorkSafe BC forms completed and forwarded for distribution to meet timelines?		
25. Have general incident loss reports been initiated?		
ADDITIONAL ASSESSOR COMMENTS		

FINANCE AND ADMIN SECTION CHIEF COMMENTS

Large empty rectangular area for writing comments.

Signature of Assessment Team Member	Position	Incident Commander/ Section Chief or Designate Signature
Date:		Date:

Type 1 & 2 Incident Review – Finance and Administration

ACTION SUMMARY SHEET

(Assessor / Assessment Team to list all actions required following the Incident Review)

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