

ANNEX A

FIRE ENTRAPMENT INVESTIGATION & REVIEW GUIDELINES

DEFINITIONS:

Agency Administrator--That lead employee having responsibility for management of land and/or resources on an organizational unit, and having accountability for overall results of management actions.

Entrapment--A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. These situations may or may not result in injury. They include “near misses”.

ENTRAPMENT INVESTIGATION ELEMENTS:

The following elements most commonly contribute to entrapment situations. As a minimum, each of these elements should be addressed in an entrapment investigation and subsequent report, even if the investigation indicates that the element did not contribute to the entrapment. Exhibit I, “Entrapment Investigation Element Matrix”, may be utilized to expedite the process.

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| I. FIRE BEHAVIOR | IV. CONTROL MECHANISMS |
| Fuels | Span of Control |
| Weather | Communications |
| Topography | Ongoing Evaluations |
| Predicted vs. Observed | “10 Standard Fire Orders/18 Watchout Situations” |
| II. ENVIRONMENTAL FACTORS | V. INVOLVED PERSONNEL PROFILES |
| Smoke | Training/Qualifications |
| Temperature | Operational Period Length/Fatigue |
| Visibility | Attitudes |
| Slope | Leadership |
| Other | Experience Levels |
| III. INCIDENT MANAGEMENT | VI. EQUIPMENT |
| Incident Objectives | Availability |
| Strategy | Performance/Non-performance |
| Tactics | Clothing and Equipment |
| Safety Briefings/Major Concerns Addressed | Used for Intended Purpose? |
| Instructions Given | Etc. |

MANAGEMENT AND COMMAND RESPONSIBILITIES

Incident Commander Responsibilities (in addition to those identified in ICS 410-1, “Fireline Handbook”)

Upon notification of an entrapment, the Incident Commander should consider:

1. Removing involved personnel from the fireline, ensuring appropriate medical attention as necessary. When hospitalization or fatalities occur, relevant facilities and organizations should be advised to preserve all involved personnel’s protective clothing and equipment.
2. Ensuring that the entrapment or deployment scene is secured and that all pertinent evidentiary items are secured (in place if possible), particularly fire shelters and personal protective equipment as required by the Occupational Safety and Health Act.
3. Immediately notifying the DNRC Line Officer and providing details on the incident status summary (ICS-209).
4. Initiating a preliminary investigation of the entrapment or deployment to determine the facts of the entrapment, insofar as possible. The initial investigation will be completed within 24 hours of the entrapment.
5. Relieving involved supervisors from fireline duty until the preliminary investigation has been completed.
6. Ensuring that personnel and supervisors are readily available for interviews by the Entrapment Investigation Team (EIT, below defined). “Available” means present at the incident base or nearby R&R center.
7. As soon as possible, providing the results of the Incident Commander’s preliminary investigation to the Entrapment Investigation Team. Ensure preparation of a roster of individuals involved in the entrapment. The roster must minimally contain their names, employing agency, genders, ages, addresses, incident position titles, and appropriate employee identification numbers.

Agency Administrator Responsibilities

Upon notification of an entrapment or deployment, the Agency Administrator should assure that the following activities take place within 24 hours of notification:

1. Convene an Entrapment Investigation Team (EIT) to investigate the entrapment. It is recommended that the EIT be interagency in nature and should include personnel with the following skill areas:
 - a. Incident Commander or Operation’s Section Chief (Type I).
 - b. Fire Behavior Analyst, qualified in the specific fuel type.
 - c. Safety Officer, with investigative expertise.

- d. Wildfire Operations, with expertise at the peer level of the person(s) directly involved.
 - e. Agency Representative of involved person(s).
 - f. Employee representation (union, peer at operations level).
 - g. Fire weather meteorology.
 - h. Personal protective equipment specialist, from a lab such as the USDA Forest Service's Missoula Technology and Development Center.
2. Instruct the EIT to arrive on scene within 24 hours.
 3. Advise the Incident Management Team of the EIT's time of arrival and team composition.
 4. As required by the Occupational Safety and Health Act of 1970, advise the nearest office of the Occupational Safety and Health Administration (federal or state as applicable) if the entrapment involves a fatality or the hospitalization of 5 or more personnel. Advise OSHA office that a formal investigation is being conducted by a designated Entrapment Investigation Team.
 5. Arrange for a critical incident stress debriefing team for the personnel involved in the entrapment.
 6. Notify the home unit agency administrator of all individuals involved in the entrapment/deployment.
 7. Submit a copy of the EIT's final report to the NWCG Safety and Health Working Team within 60 days of receipt from the EIT.

Entrapment Investigation Team Responsibilities

1. The EIT will conduct the investigation, identify causal factors and list findings for the entrapment situation. Recommendations for corrective actions should be included in the letter of transmittal.
2. The EIT will brief the Agency Administrator and the Incident Commander of their preliminary findings prior to leaving the incident.
3. Within 30 days of the EIT's dispatch, the EIT's final report and recommendations for corrective actions will be submitted to the Agency Administrator.

NWCG Safety and Health Working Team (SHWT) Responsibilities

1. Within 30 days of receipt of each entrapment report, the SHWT will distribute a summary of the applicable findings to NWCG agencies and the National Fire Protection Association, per the NWCG “Safety Gram.” This summary will not include any incriminating agency references or information identified as sensitive by the agency.

2. The SHWT will periodically review all entrapment reports, determine trends, and incorporate findings to develop specific prevention recommendations for implementation by NWCG agencies.

ENTRAPMENT INVESTIGATION ELEMENT MATRIX

I. FIRE BEHAVIOR

	Did Not Contribute	*Influenced	*Significant Contribution
Fuels			
Weather			
Topography			
Predicted vs. Observed			

II. ENVIRONMENTAL FACTORS

	Did Not Contribute	*Influenced	*Significant Contribution
Smoke			
Temperature			
Visibility			
Slope			
Other			

III. INCIDENT MANAGEMENT

	Did Not Contribute	*Influenced	*Significant Contribution
Incident Objectives			
Strategy			
Tactics			
Safety Briefings/Major Concerns Addressed			
Instructions Given			

**Element items must be supported with written documentation.*

IV. CONTROL MECHANISMS

	Did Not Contribute	*Influenced	*Significant Contribution
Span of Control			
Communications			
Ongoing Evaluations			
“10 Standard Fire Orders/18 Watchout Situations”.			

V. INVOLVED PERSONNEL PROFILES

	Did Not Contribute	*Influenced	*Significant Contribution
Training/Qualifications			
Operational Period Length/Fatigue			
Attitudes			
Leadership			
Experience Levels			

**Element items must be supported with written documentation.*

VI. EQUIPMENT

	Did Not Contribute	*Influenced	*Significant Contribution
Availability			
Performance/Non- performance			
Clothing and Equipment			
Used for Intended Purpose?			

**Element items must be supported with written documentation.*