

## **RESPONSIBLE PERSON**

**7781**

(No. 14 September 1996)

The person activating a review team in Section 7780.1 has the responsibility and the authority to initiate a review. He/She will:

- Assure that no outside influences are brought to bear on the review team that would affect the efforts or decisions of the team or any of its members. Other work assignments or duties are to be put aside by team members until completion of the review.
- Designate the level of security and confidentiality of the information being developed by the review team.
- Perform liaison functions as the point-of-contact for Departmental officials and those of other involved agencies.

## **MAJOR INCIDENT MANAGEMENT REVIEW TEAM LEADER**

**7781.1**

(No. 14 September 1996)

The person activating a review team shall appoint a CAL FIRE Major Incident Management Review Team leader from a list of qualified personnel that is maintained in the Sacramento Fire Protection section and in each region.

A qualified team leader is an individual who has demonstrated knowledge of the Incident Command and Multi-agency Coordination Systems; who has received training as it has been developed and made available; and who has sufficient rank to execute the review. The team leader shall be at least at unit or staff chief level.

## **TEAM LEADER RESPONSIBILITIES**

**7781.2**

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- Manage the review and supervise team members.
- Prepare and execute a Major Incident Review Action Plan. This may be a dynamic document which is updated as needed, but not necessarily published for each shift. The Action Plan should contain:
  - Incident information.
  - Review team objectives.

- Team organization and assignments with time elements.
- Documentation requirements.
- Logistic and support considerations such as communications, transportation and clerical support.
- Develop a filing system for the retention and retrieval of all information being developed by the team.
  - Must address the needs of the individual team members, as well as the collective effort.
  - Must provide the security necessary to assure that no information, documents or reports are lost or taken without authorization.
  - After completion and submission of the report, the filing system information material will be retained.
- Conduct briefings as necessary or required.
- Maintain liaison with the region chief, unit chief and the incident commander.
- Provide the team with the equipment, transportation, communications, work space, supplies and technical assistance necessary for the members to accomplish their objectives.
- Provide for the health and safety of team members.
- Identify situations where Department liability may exist, or other issues of a serious nature, and notify the incident commander and/or the unit chief immediately.

## **MAJOR INCIDENT MANAGEMENT REVIEW**

**7781.3**

### **TEAM MEMBERSHIP**

(No. 14 September 1996)

The person activating a review team shall appoint the CAL FIRE Major Incident Management Review Team consisting of three qualified individuals. The team members will be at least the rank of assistant chief. No member of the Review Team shall be from the administrative unit where the incident is located.

## TEAM RESPONSIBILITIES

7781.4

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The team's specific functions are:

1. Thoroughly review and analyze management of the incident. Prepare and submit a Major Incident Management Review Report documenting the efficiency, effectiveness, and fiscal responsibility of the incident management organization.

The purpose of this report is to develop facts, and to present a review of the incident to CAL FIRE management. The review will examine the following areas:

- The appropriate use and application of the Incident Command System on the incident.
  - Review and analyze the effectiveness of the incident management organization.
  - Review the training certification and qualifications of members of the incident management organization.
  - Review and analyze the fiscal management of the incident.
  - Review and analyze how safely the operations are being conducted on the incident.
2. Develop a document entitled "Working Recommendations" to be considered by the Director, region chief and unit chief. As a confidential document it may contain, but may not be limited to, the following:
    - Opinions and conclusions of the Review Team.
    - Recommendations for improvements or changes to the Incident Command System.
    - Recommendations for additional or different training requirements.
    - Administrative action recommendations.
    - Management concerns.

This document shall be delivered under confidential cover to the person activating the team after first meeting with the area and unit chief.

To the extent possible, the working recommendations will be discussed with the management team IC either during the course of development or prior to the time of departure from the incident.

3. The team will complete all documentation, assemble the report and complete the "working recommendations" no later than five days after demobilization, unless directed to do otherwise by the person activating the review team.

## **UNIT RESPONSIBILITIES**

**7781.5**

(No. 14 September 1996)

A unit point-of-contact or liaison must be designated and made available to assist the team. This contact person is not a member of the Review Team, and will not have access to information generated by the team.

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[\(see Forms or Forms Samples\)](#)