

# **TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **INCIDENT WITHIN AN INCIDENT PROCESS**

### **VOLUME 1**

### **REFERENCE NO. 1-23**

#### **1.00 PURPOSE**

- 1.01 The purpose of this document is to provide information on how to document an Incident Within an Incident (IWI) or Near Miss. The process is not intended for finding fault, but for gathering and sharing information to reduce the risk that similar preventable events could happen in the future.

#### **2.00 OBJECTIVE**

- 2.01 Understand the guidelines for when and how to document an incident that occurs during a training event or while on a deployment.

#### **3.00 DEFINITIONS**

- 3.01 Incident Within an Incident (IWI): (1) An event either at a training event or a deployment that had the potential to or did cause property damage and/or injury to one or more individuals. (2) a secondary incident occurring during a response, involving or impacting incident personnel, that requires response by incident resources.
- 3.02 Near Miss: An unplanned event that did not result in injury, illness, or death but had the potential to do so.
- 3.03 Blue Sheet: A summary report of any IWI or Near Miss event that is intended to provide factual information regarding the event in order to improve situational and safety awareness.

#### **4.0 GENERAL GUIDELINES**

- 4.01 If an event occurs that meets the IWI or Near Miss criteria during a deployment, the event will be reported to the Task Force Leader (TFL) or Water Group Supervisor (WGS), who will then report it to the Assistant Operations Chief (Asst. Ops. Chief). If a Safety Officer has been rostered, the Safety Officer will also be notified. The Asst. Ops. Chief will then determine if

the IWI process should be initiated. If the incident involves injury to a member, the Asst. Ops. Chief will notify the leadership and begin the First Report of Injury and Accident Investigation process as required by TEEX and state law.

- 4.02 If it is determined that the IWI process will be initiated, the TFL or WGS will designate the person responsible for filling out the IWI questionnaire. The IWI questionnaire can be found on the Task force MyEMOS.com website.
- 4.03 If the IWI or Near Miss occurred during a task force training event, a task force Safety Officer may be enlisted to help with completing the questionnaire.
- 4.04 Upon completion the report will be reviewed by the leadership and then released to all personnel. The document will then be posted in MyEMOS under the Safety tab.

**Blue Sheet Flowchart**

