

Incident Organizer Veld Fire

Situation Report																													
Incident Name: Location: Incident Number: Incident Type: Grid Reference:				Shift: Date: Hours:																									
Assessment: Current Situation (Note any critical issues & assumptions made)																													
Action Taken: (Consider Progress)																													
Factors: (Weather and other factors or limitation should be noted including resource status)																													
Predicted Incident Development: (Note how this situation is expected to evolve)																													
Resource Summary																													
Resources Ordered (hrs)	Resources Type & Name Call Sign	ETA (hrs)	Arrival (hrs)	Location/Assignment/Comment	Time Released (hrs)																								
Completed by:			Date:																										
Position:			Time:																										
Hints for Successful Incident Management: <ul style="list-style-type: none"> • Keep records • Plan ahead • Set up a Command and Control structure • Delegate functions • Develop and update Incident Action Plans • Brief Personnel • Sectorise the incident • Give regular Situation Reports • Plan Changeovers • Have effective Communications <p style="margin-top: 5px;">Safety First, Every Job, Every time (L.A.C.E.S.)</p>				Situation Report: <p style="text-align: right;">Prepared & Communicated: Time:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">On Arrival</td> <td style="width: 30%; border-bottom: 1px solid black;">_____</td> <td style="width: 30%; border-bottom: 1px solid black;">_____</td> <td style="width: 10%; border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>+ 1 hr</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>+ 2 hrs</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>+ 3 hrs</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>+ 4 hrs</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>+ 5 hrs</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>		On Arrival	_____	_____	_____	+ 1 hr	_____	_____	_____	+ 2 hrs	_____	_____	_____	+ 3 hrs	_____	_____	_____	+ 4 hrs	_____	_____	_____	+ 5 hrs	_____	_____	_____
On Arrival	_____	_____	_____																										
+ 1 hr	_____	_____	_____																										
+ 2 hrs	_____	_____	_____																										
+ 3 hrs	_____	_____	_____																										
+ 4 hrs	_____	_____	_____																										
+ 5 hrs	_____	_____	_____																										

Incident Organizer Veld Fire

Incident Action Plan

Incident Objective / Aim: (Analyse and consider all options before setting plan to achieve desired outcome)

Strategy / Strategies: (Plan of Action to meet Incident Objective/ Aim)

Tactics: (Specific actions to achieve incident strategy/s)

Tasks: (Allocation of work. Who must do what and by when)

Date: _____ **Period:** _____
Prepared by: _____ **Position:** _____

Incident Map

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
																			1
																			2
																			3
																			4
																			5
																			6
																			7
																			8
																			9
																			10
																			11
																			12
																			13
																			14
																			15
																			16
																			17

Map Legend:	
Incident Control Point	ICP
Assembly Area	AA
Staging Area	SA
Safe Forward Point	SFP
Helibase	HB
Helipad	HP
Other	



Incident Organizer Veld Fire

Incident Management Structure

Prepared by: _____
 Position: _____
 Date/time: _____
 Build/Draw your structure and fill in positions, names & radio call signs [RCS]

Incident Controller

Name _____
RCS _____

Planning/Intelligence

Name _____
RCS _____

Operations

Name _____
RCS _____

Logistics

Name _____
RCS _____

Information

Safety

Liaison

Situation

Resources

Management support

Intelligence/Information

Advanced planning

Supplies

Facilities

Communications

Medical

Catering

Finance

Operational Tasking

