



Serious Incident Review Team Procedure Manual

The Serious Incident Review Team (SIRT) Procedure Manual provides guidance for the SIRT process. Position descriptions, checklists, and diagrams are provided to facilitate that guidance. The information contained in this document is intended to enhance the user's experience, training, and knowledge in all phases of the process. All users must obtain appropriate training at the level necessary to effectively complete the process.

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SECTION ONE: ADMINISTRATIVE GUIDELINES

PURPOSE

- Gather and distribute information that may be useful in preventing a similar occurrence
- Detect design, procedural, training, and enforcement deficiencies
- Detect and document Department liabilities
- Comply with state and federal regulations

FISCAL RESPONSIBILITY

The jurisdiction requesting the SIRT is responsible for providing logistical support to the team as necessary.

The Team Leader and the Agency Administrator provide appropriate interpretation of compensation rules for a SIRT deployment.

Fiscal responsibility for expenditures:

- Reviews within San Diego County
 - Expenditures incurred by a team member who is assigned to a review team for another agency are the responsibility of the supplying agency
- Reviews requested outside the San Diego County Region
 - Supplying Region or Program bears the cost unless it is agreed before activation that the requesting agency takes costs.

REPORTS AND RECOMMENDATIONS

Documents prepared by the team typically include the following:

- In order of severity or significance (determined by the requesting agency)
 - Incident Review
 - The incident review process is a non-punitive review of a significant incident that requires additional attention or research
 - The intended purpose is to identify areas where the Department can improve operations or where personnel perform so that others may learn from their accomplishments

Note: An After Action Review (AAR) is an internal review that doesn't involve other agencies and is not intended to be disseminated

or

- Preliminary Summary Report (Blue Sheet)
 - Produced as soon as possible following an incident that results in a fatality, serious injury, or illness to get the facts to all personnel
- Informational Summary Report (Green Sheet)
 - Green Sheets are produced after interviews and a complete investigation of an incident that results in a fatality, serious injury, or illness.

Or

- Draft Confidential - SIRT Final Review Report
 - These are completed when a comprehensive investigation greater than a Green Sheet is required due to the nature of the injury or death.
 - The review team completes the Draft Confidential SIRT Final Review Report as directed by the Agency Administrator. The Draft Confidential SIRT Final Review Report follows the instructions and format of the Department's template. All written sections of the Draft Confidential SIRT Final Review Report are completed before any necessary team members are released.
 - The completed report is forwarded directly to the Department Health & Safety Officer from the Team Leader.
 - A SIRT representative (Team Leader or Lead Investigator) will present findings to an Executive Board of Review after completing the Draft Confidential SIRT Final Review Report.
 - The Team Leader supervises the preparation and completion of the Draft Confidential SIRT Final Review Report according to the instructions provided on the Department's template.
 - This report involves many potential expert investigators without a conflict of interest and may come from outside agencies and are agreed upon by management and recognized employee organizations
 - All written elements of the Draft Confidential SIRT Final Review Report are completed prior to the release of any team member.
- Draft Confidential Working Recommendations
 - The Team Leader completes Draft Confidential Working Recommendations according to the instructions provided on the Department's template.
 - These recommendations are not to be included in the Confidential SIRT report. They are submitted directly to the AHJ under separate and confidential cover.
 - As a confidential working document, it may describe the most probable cause, causal factors, contributory factors, opinions, possible management concerns, and recommendations.
 - Commendations should be considered for employees whose exemplary actions in the incident or rescue operations reduced losses.
- Final SIRT Report
 - Executive Board of Review determines what items will be included in the public document for release

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

The need, scope, or format of a defusing or debriefing, i.e., Critical Incident Stress Management (CISM), shall occur after a consultation between the agency behavioral wellness clinician, lead investigator, and the Health & Safety Officer. This determination should occur as expeditiously as possible, under clinician guidance, for the care of those affected by the incident.

- Consideration:

- IF NECESSARY, the CISM process can be conducted individually versus in a group if a group debriefing can compromise the witness information.

SECTION TWO: REQUESTING AGENCY RESPONSIBILITIES

FIRE CHIEF

The agency having jurisdiction (AHJ) Chief will request a SIRT investigation through the Health & Safety Section Chair or the SDCFCA '01 Section Liaison, then assign an Agency Administrator.

The AHJ where the accident occurred should perform the following before the SIRT arrives.

- Establish a location for SIRT to work from.
- Secure the incident site and evidence applicable to the incident (PPE, apparatus, etc.).
- Establish a preliminary witness/victim list.
- Remove witnesses from the incident, do not release them from the incident.
- Attempt to secure aerial photographs of the incident site (as soon as possible).
- Obtain weather observations from the incident site.
- Complete the Serious Incident Review Team briefing form for SIRT personnel assuming the responsibilities for an accident review.
- Assist with the briefing of the serious accident review team as needed.

AGENCY ADMINISTRATOR

The fire chief shall appoint an Agency Administrator with the responsibility and authority to execute the SIRT. The Agency Administrator will typically be, at minimum, a Division Chief and shall not be assigned as a review team member.

The team will complete all documentation and assemble the reports prior to demobilization unless otherwise directed by the Agency Administrator.

Information gathered by the review team will be treated as confidential by the team. A Chain-of-Custody is maintained throughout the history of the documents.

Responsibilities

- Consult with the fire chief to establish guidelines/objectives
- Receive, review, and approve for release of information to the Department, other agencies, or the public as appropriate
- A Unit point-of-contact or liaison must be designated and made available to assist the team with logistics, procurement, communications, and provision of personnel for an interview as requested by the Team Leader. This individual will not be a team member and will not have access to team meetings or information generated or gathered by the team.

DEPARTMENT HEALTH & SAFETY OFFICER (HSO) RESPONSIBILITIES

- Host the Management Safety Assessment conference call and SIRT activation conference call
- Act as liaison and point of contact for Department officials and those from other involved agencies (OSHA, NIOSH, media)
- Ensures notification requirements are met, such as NWCG Wildland Entrapment Report, OSHA, family notifications, etc.
- Supervise the Team Leader
- Monitor ongoing SIRT activations
- Receive and secure SIRT documentation and evidence as required by department administration
- Notify the requesting agency fire chief when a Draft Confidential SIRT Final Review Report has been received
- Receive the Executive Board of Review Action Plans
 - Develop a file for each of the action items and track the status of each item
 - Report the status of action items to the appropriate level of administration
- Develop and maintain a database containing all crucial elements of each accident, including identification of the accident, date, type, results, causal factors, contributory factors, and any other necessary information
- After the Executive Board of Review and at the direction of the fire chief, coordinate with the Agency Administrator to ensure notification requirements are met
- File and retain all published Draft Confidential SIRT Final Review Report, Green Sheets, and Blue Sheets, as well as all collateral information and evidence generated by the teams and considered necessary for retention but not included in the Draft Confidential SIRT Final Review Report
- Evidence and SIRT documentation are retained for one year unless a more extended period is needed due to potential litigation.

INCIDENT COMMANDER

The Incident Commander notifies the dispatch center, duty chief, and, if necessary, the AHJ chief of the occurrence of a serious incident or near serious incident accident and takes the following actions to secure the integrity of the scene and witness statements.

Responsibilities

- Secure the scene to preserve the accident site and ensure evidence at the scene is undisturbed and protected until the serious accident review team assumes custody of the scene.
 - Isolate the area and deny entry using incident personnel or law enforcement.
 - Disturb only as necessary to remove injured person(s).
 - Obtain weather observations from the accident site as soon as possible

- Photograph and document evidence that must be moved.
- Acquire initial scene sketches, photos, and an aerial photograph, if possible.
- Place a rock on any used fire shelters to prevent displacement by the wind.
- Protect fragile evidence, such as tire tracks, foot impressions, fluids, etc.
- Secure other applicable evidence - PPE, apparatus, etc.
- Provide for the rescue and treatment of survivors.
- In confidence, gather participants' and witnesses' names and contact information and obtain witness written statements and photographs. Inform the witness of the confidential nature of the SIRT process.
 - Establish a preliminary witness list of individuals involved or who may have information about the accident.
 - Remind witnesses and involved persons not to discuss the incident amongst themselves or the media.
 - Witnesses and involved persons may contact one family member with their status and location, but they are not to discuss the incident details
- Identify immediate life/health hazards such as but not limited to snags, loss of structural integrity, or the presence of hazardous materials.
- Prepare information for the serious accident review team briefing and relay that information to the HSO assigned to prepare the SIRT briefing.

INCIDENT SAFETY OFFICER (ISO)

The Incident Safety Officer working with the Incident Commander, will take the following actions to ensure the rescue and treatment of affected personnel.

Responsibilities

- Assist the Incident Commander, as directed, to provide for the rescue and treatment of survivors.
- Identify and inform the Incident Commander of any immediate life/health hazards, such as but not limited to snags, loss of structural integrity, or the presence of hazardous materials.
- Under the direction of the Incident Commander, who is in consultation with the incoming SIRT Team Leader and Lead Investigator:
 - Document conditions and mitigate the life/health hazard.
 - Assist with the preservation of physical evidence, such as shelters and PPE.
 - Prepare information for the serious accident review team briefing and relay that information to the Incident Commander to prepare the SIRT briefing.
 - Assist with the briefing of the serious accident review team as needed.

SECTION THREE: TEAM MEMBERS

Core Positions

SDCFCA SIRT will maintain a list of trained and qualified individuals for deployment as SIRT members.

Trained and qualified individuals for each SIRT deployment fill the following core positions:

- Team Leader
- Lead Investigator
- Safety Program Representative
- Training Program Representative
- Documentation Specialist
- Technical Specialist
- Labor Representative

Qualifications

- Core positions must complete the San Diego County SIRT workshop before being assigned as a pre-identified accident review team member.
- Accreditation from the FDSOA (Fire Department Safety Officers Association) for course completion and Health & Safety Officer (HSO) Pro Board Certification.
- Have been on a serious accident review team assignment once in the previous five-year period or repeat the training to remain qualified.

Witness Accounts

Witness accounts should be documented in writing, regardless of the importance or details provided. The two methods of gathering witness accounts are statements and interviews.

Statements

Statements may be given in confidence on form, Witness Statement, or may be written on plain paper. Whichever form the witness statement is written, the document is regarded as confidential. Self-written statements must be signed and dated by the witness. Witness statements are followed up with an interview and summarized on a SIRT documentation form.

Statements should contain, at a minimum, the following witness information:

- Incident number and name of the incident
- Full name, address, and phone numbers of witnesses.
- Date, time, and location of the statement

Interviews

Interviews are captured through an audio recording in confidence and summarized on the SIRT. Transcriptions may be included in the Draft Confidential SIRT Final Review Report. Any documents produced from these interviews are regarded and processed as confidential.

Physical Evidence

This section identifies, describes, and explains any physical evidence relating to the cause of the

accident, the sequence of events, or the results of the accident. It also explains any relevance of these items or observations, which may be pertinent to the prevention of future accidents.

All physical evidence retained by the SIRT must be documented.

Each item of retained physical evidence must be:

1. Described with appropriate detail
2. Accounted for in a documented Chain-Of-Custody
3. Identified as to its disposition and location

Photographic & Video Documentation

Photographs taken by the Review Team should show general and overhead views of the scene, as well as specific views of the location of the accident, including any impact points, evidence, and damaged property or vehicles. All photographic records retained by the SIRT are documented on a Photographic Log.

TEAM LEADER

The Team Leader is responsible for ensuring that, to the extent possible, the SIRT and its report will be viewed with credibility and as an unbiased report. The Team Leader will direct the serious accident review team. The Team Leader is selected based on the severity of the accident and the level of management representation needed. The individual is appointed from outside the Unit or Program that incurred the accident.

Qualifications

- A senior management official at or above the Battalion Chief level.
- Participation in at least one SIRT assignment as Team Leader (trainee).
- Certification of a San Diego County SIRT workshop.
- Knowledgeable of San Diego County SIRT policy.

Responsibilities

- Ensure all team members understand the purpose of a SIRT and regard all gathered information as confidential.
 - Have each team member and witness read and sign the SIRT Confidentiality Agreement
- Identify the needs of the accident review based on the circumstances of the initial accident factors and ensure that all notifications required by the policy have been completed.
- Develop an investigation plan based on the initial accident factors and staff accordingly.
- Arrange for a site visit of the incident location if possible.
- Collect, document, and organize documents, observations, expert opinions, data, and statements while establishing and maintaining an organized Chain of Custody.
- Conduct objective analysis and testing of evidence, documents, expert opinions, data, and statements. Conduct further review and research where a factual basis for a finding cannot be established.

- Establish a sequence of events and findings based on the analysis of factual evidence, documents, expert opinions, data, and statements.
- Test the findings through the direct documentation and linking of specific supporting facts for each finding using the review's factual evidence, documents, expert opinions, data, and statements.
- Document findings of the review; prepare summaries, reports, and recommendations as required by department policy based on the analysis of the factual evidence, documents, expert opinions, data, statements, and sequence of events.
- Compile the *Confidential Working Recommendations*, which will be sealed and forwarded to the appropriate legal counsel
- Present the findings to an Executive Board of Review after completing the Draft Confidential SIRT Final Review Report.

Conflict of Interest

Excuse from participation, in all or part, from an accident review, any team member who has a conflict of interest specific to the incident being reviewed. A conflict is any circumstance where the interests of the team member conflict, either directly or indirectly, with the interests of his/her duties and responsibilities as a team member.

- A supervisor/subordinate relationship exists with a subject or significant witness.
- The incident occurred within the department or work location of the team member.
- The incident involved employees from the department or work location of the team member or one in which the team member has worked in the last three years.
- A subject or a significant witness is a relative of the team member.

Consultation with the Agency Administrator

- Receive briefing from the Agency Administrator
- Contact the AHJ chief where the incident occurred.
 - Assure that personnel has secured the scene
 - Assure the names and contact information have been gathered.
 - Secure any written statements
 - Ensure the security of any written statements and physical evidence.
- Establish a central point of operations for the team. When considering lodging and meeting rooms, consideration should be given to location, security, limited distractions, and site control for media, bystanders, etc.

Team Briefing

- Establish a briefing location and hold an initial team meeting.
- Preliminary information is provided to the team by someone who has current information. This may be the Incident Health & Safety Officer or anyone else who can offer specific preliminary details on the event.
- Review Team member's roles and responsibilities

- Identify Logistical support needs and processes
- Inform team members about confidentiality
- Establish a process for press releases
- Review/Establish Chain of custody requirements
- Determine a team meeting schedule
- Develop Entry plan for site visits developed jointly by the Lead Investigator (to preserve evidence and site integrity) and safety representative (to ensure team safety)
- Establish assignments and task team members

LEAD INVESTIGATOR

The SIRT Lead Investigator is responsible for scene security, evidence collection, and coordinating/conducting interviews of witnesses. The Lead Investigator works directly for the Team Leader. Due to the amount of writing, the majority of the Draft Confidential SIRT Final Review Report will be written by the Lead Investigator.

Qualifications

- Captain or above.
- Participation in at least two SIRT assignments as an Investigator (assistant).
- Participation in at least one SIRT assignment as a Lead Investigator (trainee).
- Certification from a SAN DIEGO COUNTY SIRT workshop.

Responsibilities

- Gather all facts and interview confidence.
- Ensure all witnesses are informed of the purpose of a SIRT and affirm the confidential nature of the SIRT process.
 - Have each witness read and sign the SIRT Confidentiality Agreement.
- Conduct all witness interviews in plain clothes.
- Determine the jurisdiction of the incident and any allied agency involvement.
- Videos and photos, including aerial, if possible.
- Establish the number, condition, and location of the victim(s).
- Establish the number and location of witnesses.
- Determine the number of Investigators and level of expertise required
- Determine any specialized equipment needs
- Establish site security protocol
 - Develop a Site Entry Plan jointly with the Safety Representative for team safety
- Supervise and conduct investigative activities

- Interviews
- Fire investigation in the area
- Scene processing and proper documentation
- Evidence collection, security, and management
 - Chain of custody
- Liaison with cooperating allied agencies (Sheriff's Department, Coroner's Office, CHP, NWCG, Federal Cooperators, MTDC, Etc.)
- Supervise the writing of the Sequence of Events.
 - Memorialize the sequence of events, findings, causal factors, and contributory factors.
- Take custody of all documentation and evidence after assignment.
 - Log evidence into a secure location.

SAFETY REPRESENTATIVE

The SIRT Safety Representative is a safety and occupational health professional responsible for advising the team on safety issues pertinent to the review in accordance with California Occupational Safety and Health Administration (Cal/OSHA).

Qualifications

- Fire Captain or above.
- Certification from a SAN DIEGO COUNTY SIRT workshop.
- Knowledge of San Diego County safety and health policies, local, state, and federal standards, laws, and regulations.

Responsibilities

- Advises the team on the conduct of the review to ensure compliance with Cal/OSHA and zone policies.
- Provide factual and verified information with regard to the accident being reviewed. Information should be professional, neutral, and unbiased.
- Participate in team discussions and contribute to writing the Draft Confidential SIRT Final Review Report.
- Provide necessary documentation to support conclusions/recommendations for Draft Confidential SIRT Final Review Report.
- Conduct daily safety briefings.
- Completed the review team's operations and activities, including immediate coordination with the Lead Investigator for scene safety.
- Keep Team Leader updated on safety-related issues.
- Coordinate SIRT safety issues with incident SOF.

- Develop jointly with the Lead Investigator (to preserve evidence and site integrity) a Site Entry Plan (to ensure team safety).
- Identify and coordinate with the Team Leader for any conditions or circumstances warranting immediate corrective action (apparatus, equipment, policies, and procedures).

TRAINING PROGRAM REPRESENTATIVE

The Training Program Representative is a core position of the SIRT.

Qualifications

- Fire Captain or higher.
- Certification from a SAN DIEGO COUNTY SIRT workshop.
- Knowledge of SAN DIEGO COUNTY training policies.

Responsibilities

- Gather training records for personnel involved in the incident.
- Evaluate the specific items from the training documentation which apply to the individual and the accident.
- Evaluate all training that applies to the classification of the employee.
- Participate in making recommendations, particularly those related to training issues.
- Ensure documentation has all training information relative to the accident and supports conclusions.
- Evaluate the need for additional personnel to assist.
- Provide factually and verified information about the accident being reviewed. Information should be professional, neutral, and unbiased.
- Participate in team discussions and contribute to writing the Draft Confidential SIRT Final Review Report.
- Provide necessary documentation to support conclusions/recommendations for Draft Confidential SIRT Final Review Report.

DOCUMENTATION SPECIALIST

As a core team position, the Documentation Specialist works for the Team Leader, coordinates and supports the investigative process with the Lead Investigator, and maintains all files for the SIRT.

Qualifications

- Completion of the SIRT workshop.
- Desirable to possess strong computer skills.

Responsibilities

- Ensure confidentiality of all SIRT documents produced and collected.
- Identify, maintain, and control investigation documents.

- Receive and log all documents into the Investigative File Inventory spreadsheet.
- Scan all documents into PDF file format.
- Establish document procedures and drop box.
- Control the security of documents.
- Place Draft Confidential SIRT Final Review Report, all PDF files, and IFI onto single media, i.e., CD, DVD, External Hard Drive server location.
- Coordinate with the Team Leader to produce the SIRT report in the standard format.
- Possess a general understanding of each team member's function.
- Conduct an overall incident assessment to determine if documentation efforts will be satisfactory to meet SIRT requirements.
- Advise the Team Leader on the adequacy of documentation efforts and suggest improvements.
- Coordinate an effective documentation system to support demobilization efforts and ensure the system captures all lingering documentation.
- Unless directed otherwise by the Team Leader, document files are kept under secure and confidential custody of the Documentation Specialist until the Confidential Draft SIRT Final Review Report is produced and the Executive Board of Review has been held.

Inventory Numbers

- DIN = Document Identification Number
- EIN = Evidence Identification Number
- PIN = Photograph Identification Number
- AIN = Audio Identification Number
- VIN = Video Identification Number

TECHNICAL SPECIALISTS

Specific incidents may require technical specialists or subject matter experts with specialized knowledge and expertise. These are trained and experienced personnel to address specific technical issues (weather, fuels, equipment, media, etc.).

Technical Specialists will typically be assigned to the Team Leader or other functions as directed by the Team Leader. Technical Specialists must submit a Draft Confidential SIRT Final Review Report to the Team Leader, including methodology, evaluation, analysis, results, and recommendations.

Qualifications

- Experience in subject matter
- Technical skills
- Licenses/Certifications

Responsibilities

- Conduct analysis
- Provide technical data
- Perform research
- Provide documentation of analysis/recommendations.

Examples

- Fire Behavior
- Camps
- GIS
- Faller
- Automotive/Fire Apparatus
- Aviation
- Meteorology

LABOR REPRESENTATIVE

The Labor Representative is an employee designated by the Department's union to serve as a team member. The Labor Representative reports directly to the Team Leader, fulfills the same obligations, and adheres to the same constraints as all team members.

Responsibilities

- Explain to employees and other witnesses that the purpose of the review is purely fact-finding.
- Ensure proper representation is sought and provided prior to any request from employees.
- Provides checks & balances to help promote the health and safety of all employees.
- Assist with the development of the Draft Confidential SIRT Final Review Report.
- Ensure an objective evaluation of facts, evidence, observations, opinions, and eyewitness statements.
- Act as the liaison for all labor issues but do not personally represent the union for any employee.
- Liaison for other Bargaining Unit Union Representatives.

SECTION FOUR: EXECUTIVE BOARD OF REVIEW

Under the guidance of the Chairperson, the Executive Board of Review (EBOR) considers the findings of the SIRT and Confidential Working Recommendations to develop an action plan to prevent recurrence through policy change, training, R & D, or other appropriate measures. The

agency having jurisdiction determines who is selected for the Executive Board of Review. The EBOR can be exclusive to an agency's representatives or include individuals from the SIRT. The Host agency will determine the general criteria and makeup.

Preparation

The EBOR Chairperson is responsible for ensuring the organization, facilitation, and completion of the EBOR. The delegation of tasks required to meet these responsibilities is allowable.

1. **Gather Documents** (*Working Recommendations, EBOR Spreadsheet, Agenda Template, Confirmation Templates, Record of Deliberations, and Actions Template*)
2. **Select a Date** as identified by the Department Health & Safety Office.
3. **Secure a Location** suitable for the EBOR. This may also be done prior to or in parallel with selecting a date.
4. **Schedule Panel Members** as identified by the EBOR Chairperson.
 - a. Record the identification of appropriate EBOR Panel members utilizing the EBOR Spreadsheet.
 - b. Contact each member by phone or email to request their participation in the EBOR.
 - c. Ensure that each panel member is available for the date(s) of the EBOR.
 - d. Schedule an Outlook meeting invitation for each panel member. Attach a copy of the agenda.
5. **Send Packet**
 - a. Mail out EBOR packets through UPS or FedEx. (*Note: panel members must have executive summaries two weeks prior to EBOR*)
 - b. The EBOR packet consists of
 - i. Letter or Memo
 1. Prepare a confirmation letter for any panel member(s) not affiliated with the agency having jurisdiction.
 2. Prepare a memorandum for the agency having jurisdiction panel members.
 - ii. Agenda
 - iii. Appropriate Executive Summaries

Maintain Documentation

- Maintain documentation of board decisions and a record of the factors considered in the decision process to develop the action plan.

Review the Draft Confidential SIRT Final Review Report

- SIRT Representative presents chronology, findings, and recommendations; responds to any clarifying questions from the panel members.
- Board discusses the viability and propriety of policy options (safety, training, etc.)
- The Board may approve the report, request additional information, return the report to the review team for further work, or commission a second review.

Develop Action Plan

The action plan contains a listing of findings that require action. Each action item has three components.

1. The specific activity prescribed by the Board, such as policy changes, research and development, training development, additional review, commendations, and any other actions deemed appropriate by the Board.
 2. The Department program and name of the person responsible for completing the identified action.
 3. A completion deadline or an incremental progress schedule and a close-out mechanism, such as reporting each item's progress, completion, or failure, to the Department Safety Program.
- Chairperson develops action plans with affected Program representatives to establish dates/deliverables.
 - Board members develop an action plan to implement necessary changes in a timely and cost-effectively.
 - Set objectives: Develop a systematic plan of action steps addressing all proposed changes.
 - Provide expected outcomes: Provide a timetable and a set of steps to achieve objectives.
 - Define responsibilities: Identify the individual and program responsible for completion.
 - The Chairperson summarizes action plan items for presentation to the AHJ's Health & Safety Officer.

Collect documents from attendees

- All documents provided to any attendee are collected for destruction at the adjournment of the Board of Review.

AFTER ACTIONS

1. Chairperson designates an individual to write:
 - a. A memorandum to the Fire Chief containing the findings of the Board of Review Action Plan
2. The Draft Confidential SIRT Final Review Report, recommendations for disposition of materials, and the action plan are submitted by the Chairperson to the AHJ's Health & Safety Officer.
3. Department Health & Safety Officer receives the Executive Board of Review Action Plans, develops a tickler file for each action item, and tracks each item's status.
4. The Department Health & Safety Officer reports the action items' status to the appropriate administrative level.
5. The Department Health & Safety Officer maintains a database containing all crucial elements of each accident, including identification of the accident, date, type, results, causal factors, contributory factors, and any other necessary information.
 - a. Transfer, file, and retain the approved Confidential SIRT Final Review Report, documentation, and evidence.

- b. Develop a retention schedule for the Draft Confidential SIRT Final Review Reports, Confidential SIRT Final Review Report, and any documents or evidence used to develop the Final Review Reports.
6. Produce the approved Final SIRT Report based on the Board of Review Action Plan

SECTION FIVE: APPENDICES SIRT POSITIONS

CORE MEMBERS	
SIRT Position	ROSS ID
Team Leader	SATL
Lead Investigator	SALE
Safety Representative	SASR
Training Representative	SATR
Documentation Specialist	SADS
Labor Representative	SLRR

TECHNICAL SPECIALISTS	
SIRT Position	ROSS ID
Technical Specialist Aviation	STSA
Technical Specialist Camps	STSC
Fire Behavior Specialist	SFBS
Technical Specialist Faller	STSF
Technical Specialist GIS	STSG
Technical Specialist Investigator	STSI
Technical Specialist Logistics	STSL
Technical Specialist Media	STMS
Technical Specialist Mobile Equipment	STSM

GLOSSARY OF TERMS AND ACRONYMS

SIRT	Serious Incident Review Team
OSHA	Occupational Safety & Health Administration
Cal/OSHA	California Occupational Safety & Health Administration
NIOSH	National Institute for Safety & Health
NWCG	National Wildfire Coordination Group
CWCG	California Wildfire Coordination Group
MOU	Memorandum of Understanding
SRA	State Responsibility Area
FRA	Federal Responsibility Area
LRA	Local Responsibility Area
NFES	National Fire Equipment System
LE	Law Enforcement
EEO	Equal Employment Opportunity
CISD	Critical Incident Stress Debriefing
ECC	Emergency Command Center
LCES	Lookouts, Communications, Escape Routes, Safety Zones
USFS	United States Forest Service
OES	Office of Emergency Services
GPS	Global Positions Satellite or (System)
GIS	Geographical Information System
IT	Information Technology
FBAN	Fire Behavior Analysis
IIPP	Injury Illness Prevention Program
PPE	Personal Protective Equipment
DOB	Date of Birth
DL	Driver's License
DMV	Department of Motor Vehicle
FP	Fire Prevention
RAWS	Remote Area Weather Stations
10's or 10	Ten Standard Fire Orders
18's or 18	Eighteen Situations to Shout Watch Out IAP
IAP	Incident Action Plan
EAP	Employee Assistance Program
NTSB	National Transportation Safety Board
FAA	Federal Aviation Administration
AHJ	Authority Having Jurisdiction

SIRT STYLE GUIDELINES

Please refer to these guidelines when preparing written materials.

Templates

Use the standardized templates with SDCFCA logo to the left and department logo on the right

Font

Merriweather is the standard font for all documents associated with a SIRT.

- Size:
 - Cover page:
 - Department name 22 pt
 - Incident, date, and address 18 pt
 - Body 10 pt
- Justification:
 - Full for paragraphs
 - Left for sequence of events or bullets

Abbreviations

Use the full name on initial appearance in text with the abbreviation in parenthesis. Use abbreviations for all further references.

- The Office of the State Fire Marshal (OFSM)

Some common abbreviations do not need clarification, such as CPR, Cal/OSHA, or mph.

Capitalization

Compass directions are lowercase: the fire was spreading eastward, the winds were blowing from the west, or the station is located northwest of Nevada City.

Dates

Capitalize the names of all months. Do not use st, nd, rd or th.

- The fire season was officially closed on Monday, November 6, 2005, at 0800 hours.

One Word

- firefighter
- airtanker
- wildland
- hoselay

Miscellaneous

- Injuries are *suffered*
- Equipment *receives* or *sustains* damages

Numbers

Use figures for

- numbers 10 and above (12 of the candidates)
- numbers above and below 10 grouped for comparison (2 of 16 firefighters)
- numbers representing time, dates, and age (3 years ago)
- numbers denoting a specific place in a series or table (Table 1, Photo 3, page 2) Use words

for

- numbers below 10 that do not represent precise measurements
- numbers beginning a sentence, title, or heading
- Note: Hyphenate all compound numbers from twenty-one through ninety-nine.

Times

Use military time. Do not use colons to separate hours and minutes. Always use four digits, followed by the word *hours* (2100 hours, 0800 hours)

Units of Measure

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width.

Put a space between the number and the unit of measure, such as 100 degrees Fahrenheit or 68 percent relative humidity.

Do not use a space between a number and a symbol, such as 100° Fahrenheit or 68% relative humidity.