

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: 0;">Safety First, Every Job, Every time (L.A.C.E.S.)</p>				Situation Report: <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">Prepared</th> <th style="text-align: center;">& Communicated:</th> <th style="text-align: center;">Time:</th> </tr> </thead> <tbody> <tr> <td>On Arrival</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>+ 1 hr</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>+ 2 hrs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>+ 3 hrs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>+ 4 hrs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>+ 5 hrs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			Prepared	& Communicated:	Time:	On Arrival	_____	_____	_____	+ 1 hr	_____	_____	_____	+ 2 hrs	_____	_____	_____	+ 3 hrs	_____	_____	_____	+ 4 hrs	_____	_____	_____	+ 5 hrs	_____	_____	_____
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+ 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
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Map Legend:

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

North

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

Sector	Resource	Task	Grid	Tasked at hrs

