



WESTERN REGION
emergency operations plan
1992 season

United States Department of the Interior, National Park Service

WESTERN REGION
EMERGENCY OPERATIONS PLAN
1992 SEASON

Federal Recycling Program



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WESTERN REGION EMERGENCY
OPERATIONS PLAN
1992 SEASON
EMERGENCY OCCURRENCES

LEVEL 1 - Immediate Reporting Procedures

Regular Working Hours

During regular working hours, reports should be submitted to the Division of Ranger Services by telephone, telefax or telecommunications, as soon as possible after discovery of LEVEL 1 occurrences. Either SEAdog or Compuserve are presently acceptable as telecommunications systems, as long as the submitter calls and advises that a report is being sent. When the Service shifts to cc:Mail, reports may be submitted by that system.

Regular working hours are defined as 7:00 AM to 4:00 PM, Pacific, Monday through Friday.

The following phone numbers and/or telecommunication addresses should be employed:

- Telephone:
- Telefax:
- SEAdog: 80/8072
- CompuServe: RANGER-WRO

Off Duty Hours

During Off-duty hours, and on weekends and holidays, reports should be submitted to Regional dispatchers in order listed, Person to Person:

Regional Law Enforcement Specialist

Mike O'Neal

Emergency Services Coordinator

Herb Gercke

Fire Management: FIRST, FOR FIRE ONLY

Chris Cameron

Regional Prescribed Fire Specialist: FIRE ONLY

Tom Nichols

Regional Fire Program Assistant: FIRE ONLY

Ken Hay

Chief, Park Uses & Emergency Services

Carl Christensen

Chief, Division of Ranger Services

Philip W. Ward

Chief, Division of Safety

HAZARDOUS CONTAMINATION ONLY

Bill Cecil

LEVEL 2 - STANDARD REPORTING PROCEDURES

LEVEL 2 incidents will be submitted on the next working day, to the Regional Division of Ranger Services, during work hours, by telephone, CC-Mail, or electronic facsimile machine at

LEVEL 1 - IMMEDIATE REPORTING

- | | |
|----------------------------------|--|
| 1.1 -Employee Fatalities | All employee deaths from any cause, whether on duty or off duty. |
| 1.2 -Multiple Injuries | In-patient hospitalization of five or more NPS personnel or non-NPS personnel in any single incident. |
| 1.3 -Structural Fires | Structural fires involving any NPS-owned property. |
| 1.4 -High Property Damage | Any incident resulting in property damage in excess of \$100,000. |
| 1.5 -Aircraft Accidents | Any aircraft accidents which are reportable under OAS criteria. |
| 1.6 -Officer Fatality | The death or life threatening injury to any law enforcement employee while in the performance of his or her duties. |
| 1.7 -Serious Crimes | Serious crimes which occur in any park area. |
| 1.8 -Drug Incidents | Major or unusual drug seizures or drug-related arrests in which the circumstances, value, and/or the amount of the seizure could attract media or political attention. |
| 1.9 -Political Officials | Serious incidents, major events or serious accidents involving senior political officials of state, Federal or foreign governments or their immediate families. |

1.10 -Terrorist Activity

Actual, attempted or planned terrorist activity, sabotage or other hostile acts against NPS property.

1.11 -Significant Events

Significant law enforcement events other than planned special events that have required or may require the dispatch of specially-trained teams to augment normal enforcement capabilities.

1.12 -Disasters

Major natural or man-caused disasters which cause significant injuries, resource or property damage to or impact on visitor use of an NPS-administered area, including dam failures, floods and storms. Wildfires are excluded; Region dispatchers should report these to the Branch of Fire Management in Boise.

1.13 -Weapons Discharge

The discharge of a weapon by an employee toward another individual or any discharge of a weapon at any employee.

LEVEL 2 - STANDARD REPORTING

2.1 -Visitor Fatalities	Except by natural causes.
2.2 -Employee Injuries	Serious injury* to any employee, either on or off duty.
2.3 -Employee Arrest	Arrest or detention of any employee on felony charges, regardless of arresting or detaining agency.
2.4 -ARPA Incidents	Any incident which will likely lead to an Archeological Resource Protection Act (ARPA) prosecution.
2.5 -Wildlife Incidents	Wildlife incidents which result in serious injury* or death.
2.6 -Drug Incidents	Drug seizures in which the value of the drugs exceeds \$5,000, or major drug cases which are investigated by other agencies but that were initiated by the NPS or in which the NPS assisted.
2.7 -Missing Persons	Confirmed missing persons where foul play is suspected.
2.8 -Felony Arrests	Multiple felony arrests.
2.9 -Demonstrations	Demonstrations or other hostile acts (planned, purported or actual) on or adjacent to parks.
2.10 -Malicious Destruction	Significant malicious damage to cultural or natural resources.

- 2.11 -Theft and Burglary** Monetary losses in excess of \$10,000 through theft or burglary (excluding vehicle thefts).
- 2.12 -Search and Rescue** Major searches and/or rescues, generally defined as any SAR requiring a significant call-out of resources or a prolonged or difficult search.
- 2.13 -Aircraft Accidents** Aircraft accidents involving military, civilian or non-NPS owned or contracted aircraft.
- 2.14 -International Events** Any significant event involving foreign nationals or international cooperation.
- 2.15 -Arson** Any incident of known or suspected arson.

* For purposes of these guidelines, serious injuries are defined as those that require advanced life support and/or lead to overnight hospitalization.

STANDARD REPORT FORM

The following checklist should be used in submitting reports to Western Division of Ranger Services.

Date/Time of Incident _____

Park _____

Park Case Incident Number _____

Location _____

Submitted By (Park Reporter) _____

Phone Number (Park Phone) _____

Other Agencies Involved _____

Status of Investigation _____

Summary of Incident _____

Persons Involved:

NAME _____

ADDRESS _____

DATE OF BIRTH/AGE _____

FIRE REPORTING

Notify the Regional Office by telephone as soon as possible after discovery of a fire that is estimated will (a) burn over 100 acres inside of the park, (b) cost the Service \$10,000 or more in suppression costs, or (c) likely result in need for inter-or intra-region overhead.

Record fire data on the Regional Office Form -Telephonic Request of a Serious Forest, Brush and Grass Fires by telephone.

Fire Suppression And/Or Logistic Support

When areas in States other than California have utilized all of their fire supervisory personnel and/or equipment, they will request assistance from other local agencies if such assistance or mutual aid is covered by agreement.

If the situation cannot be handled with resources from other local agencies, parks in Arizona should contact the U.S. Forest Service Regional Dispatcher, Albuquerque, New Mexico , commercial ; Hawaii parks should contact the U.S. Forest Service South Zone Dispatch, Riverside, California , or after hours.

In California, the following procedures will be followed, as agreed upon with the U.S. Forest Service Pacific Southwest Region:

1. Parks (including all areas administered by the National Park Service in California), will rely on local agreements with adjacent agencies for first assistance in wildfire suppression emergencies.
2. If the situation outgrows local agreements, parks will go directly to the appropriate U.S. Forest Service Zone for assistance.
3. If the U.S. Forest Zone cannot provide the necessary assistance, Zone will go to the Boise Interagency Fire Center for additional logistic support. Parks will not go to BIFC independently. All orders to BIFC will go through the U.S. Forest Service Zone.

4. All Class I or Class II Overhead Teams will be requested through Zone.
5. If Zone has doubts about a request, or questions the capability of the park staff to make such a request, it may be cleared through the National Park Service Western Regional Office coordinators.
6. Parks have the responsibility to keep National Park Service Regional Office coordinators informed. In the event of a serious fire, notification will be done immediately by telephone; other fires will be reported in the normal manner on the daily situation report.
7. In the event a park wishes to specify National Park Service or Interior personnel or equipment, this request must be made to Zone at the time the order is placed.

In accordance with specific direction from Associate Director Albright (memorandum of July 23, 1985, to all Regional Directors), Superintendents are expected to make immediately available as many qualified "red-carded" personnel as possible for fire suppression purposes in other parks and/or other agency lands if requested by the Regional Fire Coordinator or the Zone Dispatcher. Detailed procedures to be followed in these circumstances will be found in the Western Region Wildland Fire Mobilization Plan that will be distributed to all parks prior to April 1 of each year.

8. When National Park Service personnel, crews, or equipment are needed in other areas, or for other agencies in California, Zone will make the request directly to the Park.
9. The National Park Service Regional Office will provide Zone with names and telephone numbers of contacts in each park, as well as in the Regional Office, through which requests for assistance may be made. The U.S. Forest Service will provide the National Park Service with a complete list of applicable telephone numbers.
10. Lassen Volcanic National Park will follow previously established procedures agreed upon with the Susanville Interagency Fire Dispatch Center.
11. A written Escaped Fire Situation Analysis and Delegation of Authority will be prepared by the receiving park, as specified in

NPS-18 Fire Management Guidelines, when an overhead team is requested to manage a major wildfire.

12. All Overhead Teams assigned to fires in parks will be directed to follow these procedures and request logistic support through Zone. This stipulation will be included in delegations of authority.
13. On any fire in a park on which outside personnel are assigned, a Resource Advisor will be appointed by the park Superintendent to inform the Incident Commander of parameters concerning resource damage, i.e., use of bulldozers, dyed retardants, etc.
14. If any fire occurs in a park beyond the qualifications of any employee of that area to manage, the Western Regional Office will be notified immediately and a qualified person will be dispatched from another area to coordinate and act as liaison between the Superintendent and Incident Commander.
15. *In counties where primary State fire protection responsibility is handled by contract between CDF and the counties, similar procedures should be followed. Assistance maybe requested from Zone when local agreements are insufficient to handle a fire.*
16. Parks and Forests will notify adjacent agencies and the appropriate Zone of the occurrence of any natural and/or prescribed fire and of any significant change in status of such fires.
17. These operating procedures will be reviewed annually and revised as required.

Addresses and telephone numbers of U.S.F.S. Zones:

U.S.F.S.

South Zone

2524 Mulberry Street
P.O. BOX 1067
Riverside, CA 92502

U.S.F.S.

North Zone

6101 Airport Road
Redding, CA 96001

In the event any unusual circumstances preclude assistance from the Zones listed, the Western Regional dispatchers should be contacted in the order shown on the attached list.

WILDFIRE MOBILIZATION PROCEDURES

The following procedures are to be used when NPS Western Region hand crews are requested to assist in wildfire suppression efforts either with the Region or elsewhere in the nation:

Initial Request For Crews

The initial request for crews will come from the incident through regular dispatch channels to North Zone dispatch, Redding, California, which will in turn call the Regional Fire Coordinator.

Occasionally crews will be requested by North Zone to be assembled and placed on standby at the Western Region Mobilization Site, Marin Headlands, Golden Gate NRA pending assignment to an incident.

In both cases, the Regional Fire Coordinator will notify park Fire Management Officers and/or Chief Rangers and request crew members to report by a certain date and time to the Western Region Mob Site. An Emergency PRESUPPRESSION Account Number (PWE381) will be given to the Park at this time if the crew is to be placed at the Mob Site.

If the crew has been ordered for a specific fire, the PARK will open an Emergency SUPPRESSION Account (PWE 382) using their appropriate organization code.

A Chief of Party should be designated by the Park if more than one crew member is involved. The Region will select qualified Crew Supervisors, Crew Supervisor Trainees, and Crew Representatives (Crew Liaison Officers.) ALL PERSONNEL MUST HAVE CURRENT RED CARDS, APPROPRIATE BOOTS, FIRE SHELTERS, and personal gear NOT TO EXCEED 55 pounds total.

Only a minimum amount of personal gear is necessary on a fire assignment. Usually \$25-\$30 cash is sufficient, and expensive and or fragile items like cameras, radios tape players, etc. should be left home, as these may be lost, stolen, or damaged.

Travel Authorizations

The PARK issues individual Travel Authorization to cover travel FROM THE PARK TO THE FIRE ASSIGNMENT AND RETURN TO THE PARK. This will include a per diem rate of \$2.00 per day for incidental expenses while at the Mob Site and on the fire. Lodging and meals will be provided by the government while at the Mob Site and on the fire.

The PARK should make travel arrangements (via privately owned vehicle, government vehicle, or commercial carrier) from the park to the Mob Site. If commercial carrier is used a **round trip ticket must be purchased to and from San Francisco with an open return.**

Arrival In San Francisco

Personnel from the Western Region Mobilization Site will meet incoming crew members at the San Francisco International Airport and will arrange local transportation to the Mob Site. They will notify North Zone of the crew's availability and get details of the crew's fire assignment.

Mob Site personnel will arrange for meals and assign lodging at the Mob Site. They will also check personal protective equipment and issue radios to Crew Supervisors and Crew Supervisors and Squad Bosses for intra-crew use. They will supply chainsaws and any hand tools needed if the crew has been requested to come with tools to the incident.

Mob Site personnel will also arrange for any charter bus transportation to and from the incident when this is the best means of transportation (generally for fires in California only.)

When the crew has been demobilized from the incident back to San Francisco, Mob Site personnel will meet the crew at the airport (if arriving by commercial or charter aircraft), arrange for return travel, and will usually arrange for overnight lodging and meals at the Mob Site. Crew members will be returned directly to their home parks (without an overnight stay at the Mob Site) ONLY if they have had

adequate rest before leaving the incident and have arrived at San Francisco early enough in the day to allow for a reasonable arrival time at their home destination.

These procedures are meant to cover the majority of situations. There will be times when extraordinary circumstances occur; for instance, crews may be requested on a Friday afternoon and it may be difficult or impossible for parks to issue Travel Authorizations immediately. In that case, other arrangements can and will be made. It is important the park, region, and Mob Site personnel communicate with each other to assure an orderly mobilization process.

LAW ENFORCEMENT EMERGENCIES

Law enforcement emergencies will be handled in accordance with each park's Emergency Operations Plan. Parks with cooperative agreements with other law enforcement agencies will request personnel and equipment directly from those agencies. The Regional Law Enforcement Specialist, or in his absence, another person shown on the enclosed list of Regional Office Dispatchers, shall be notified immediately on any occasion in which unusual assistance is required or requested.

In the event any park requires assistance from the Western Regional Special Event Teams, the Superintendent will submit a memorandum to the Regional Director, Western Region, explaining the reasons for the request, as well as a completed written application form for "Emergency Law and Order Funding." If time does not permit or if Superintendents desire assistance in determining need for help from the SET teams, they may contact the Regional Law Enforcement Specialist or the Commander of Special Event Teams. During other than office hours, requests should go to the Regional Law Enforcement Officer, the SET Commander, or in their absence, to one of the other Regional emergency dispatchers.

SEARCH AND RESCUE

Requests for assistance in SAR operations should be made through the Regional Dispatcher, who will, in turn, request assistance from Scott Air Force Base or other NPS areas, as appropriate.

Parks that have established a working relationship with ^{Langley} Scott AFB may make call directly, . In this event, the Regional Office should be notified promptly.

California parks may obtain various SAR resources, including search dogs and handlers (CARDA/WOOF), SCUBA dive teams, mine rescue teams, and Civil Air Patrol support by calling the California Office of Emergency Services (OES) 24-hour switchboard at . The Regional Office should be notified if OES assistance has been requested.

Costs incurred in minor search and rescue incidents (those costing less than \$500) will be paid out of the park operating funds; however, major SAR costs will continue to be reimbursed.

AIRCRAFT ACCIDENTS (NPS)

In accordance with Associate Director Davis' memorandum A7615 of November 6, 1991, any serious aircraft accident (defined as one involving an employee fatality, five or more employees hospitalized as the result of a single incident, or property damage of \$100,000 or more) will be investigated by a professional ground safety manager (meeting FS-018 standards) and an aircraft safety investigator from the Office of Aircraft Services. A Regional Safety Manager from other than the Western Region will normally be assigned to any such investigation occurring in the Western Region.

OIL AND HAZARDOUS SUBSTANCE POLLUTION CONTINGENCY PLAN

Objective

To define the Regional Director's guidelines for planning and responding to releases of hazardous substances, pollutants and contaminants into the environment.

Scope

This plan applies to all areas and parks within the Western Region.

Responsibilities

Overall Responsibility

A release of a hazardous substance, pollutant or contaminant on NPS property or off NPS lands, but affecting park resources is the responsibility of the spiller. If the spiller cannot be located the National Park Service is generally financially responsible for cleanup of the site.

Spill Response

Spill response is usually handled at the lowest governmental level capable of response; first the park, then the county, then the state, and finally the Environmental Protection Agency or Coast Guard. Protection of park resources is the responsibility of the park superintendent. Each area and park, through contract or agreement, shall prearrange for emergency spill response and site cleanup services.

Organization

Chief, Division of Safety, Western Region -Is the Regional Director's designated Official to coordinate the Regional Hazardous Spill Program.

Park Hazardous Spill Coordinator -Is the Superintendent's designated official to coordinate and direct, the park Hazardous Spill Program.

Contingency Plans

1. Each area and park shall have an Oil and Hazardous Substance Pollution Contingency Plan. As a minimum this plan shall include:
 - a) Identification of the agency or contractor who by contract or agreement will provide emergency spill response to the park.
 - b) List of contact telephone numbers.
 - c) List of cooperating agencies, organizations.
 - d) Park emergency response organization.
 - e) List and location of emergency response materials and equipment.
 - f) Emergency action plan(s).
 - g) Identification of most probable causes of a hazardous spill.
2. Contingency plans shall be updated annually.
3. One copy of the approved park contingency plan shall be submitted to the Chief, Division of Safety, Western Region for review.

Action Plan

Notification Requirements

The following authorities shall be immediately notified of the release of hazardous pollutants, substances or contaminants into the environment. Written follow-up notification with all pertinent information shall be transmitted to the Western Region Safety Manager by telefax or electronic mail the next business day following the incident.

Day

Night

1. National Response Center

2. Regional Dispatchers
**See listing for night time numbers

3. and, Bill Cecil
Division of Safety
or, B. J. Griffin
Assoc. Reg. Director
or, Irv Dunton
Chief, Eng. & Maint.

The Gulf of the Farallons National Marine Sanctuary has requested to be notified in the event of an oil spill in the San Francisco, Marin, Sonoma County area. Please call:

Ed Ueber
Sanctuary Manager
or Angie Wulfow

State

Arizona, Division of Emergency Service

California, Office of Emergency Service

Nevada, Div. of Emergency Management

Hawaii, State Civil Defense

Guam, Environmental Protection Agency

Commonwealth of Northern Mariana Islands

Division of Environmental Quality, Saipan

America Samoa, Office of the Governor,
Environmental Protection Agency,

Counties

Counties shall be notified under appropriate laws, regulations and/or local agreements. Each park shall maintain a directory of local officials.

Notification Information

To the extent possible, the following information should be provided:

1. Your name address and telephone number.
2. Name of the party or individual responsible for the incident.
3. Mailing address of the responsible party.
4. Telephone number of the responsible party.
5. Date and time the incident occurred or was discovered.
6. Specific location of the incident.
7. Name of material spilled or released.
8. Source of the spilled material.
9. Cause of the release.
10. Total quantity released
11. Whether the material released to air, ground, water, or subsurface.
12. Amount spilled into water.
13. Water conditions.
14. Identifying numbers of responsible vessel, railcar or truck.
15. Name of carrier.
16. Number and type of injuries or fatalities.
17. Whether evacuations have occurred.
18. Estimated dollar amount of property damage.
19. Description of cleanup action taken and future plans.
20. Other agencies that have been notified or will be notified.

Personnel Safety

National Park Service employees shall not participate in spill response activities that require direct contact with a known or suspected hazardous material unless specifically approved by the superintendent. Spill response will generally be limited to securing the area, traffic control and other such non-contact activities.

Employees who may respond to and/or discover a spill shall be trained in accordance with 29 CFR 1910.120.

General Procedures

When arriving at a spill site:

1. Approach on the assumption that the material is EXTREMELY HAZARDOUS, unless it is otherwise known to be non-hazardous.
2. Always approach a spill site from upwind with a predetermined escape route established.
3. Avoid contact with the spilled material, contaminated containers, wreckage, debris, soil, water, vapor, etc.
4. Do not smoke and have all possible ignition sources removed.
5. Restrict access to the spill area by roping or barricading and establishing one easily controlled point of entry.
6. Do not approach the spill area until material is identified and specific procedures have been developed.

From a safe distance attempt to determine as many of the following factors as possible:

1. Nature of suspected materials (e.g., solid, liquid, odor, etc.)
2. Type of container, if any.
3. Evidence of leakage from containers.
4. Number of containers.
5. Markings on containers.
6. Evidence of dead plants or animals around site.
7. Precise location of site.
8. Photographs of site.
9. Proximity to residences, communities, water supplies and natural resources of particular concern. Under no circumstances are NPS personnel to sample or handle a suspected hazardous substance unless appropriately trained and outfitted in the necessary safety clothing and protective equipment.

OTHER EMERGENCIES

Reports of other emergencies and requests for assistance not covered by this plan shall be handled in a like manner. Doubtful or borderline cases should be reported promptly, even though immediate assistance is not required, in order that preliminary planning can be accomplished.

BOMB THREATS OR EXPLOSIVES

Such cases will be handled in accordance with the Emergency Operations Plan for individual areas, a copy of which should be on file in the Regional Office. Regional Dispatchers may be called for assistance in contacting explosive disposal teams if desired.

INCIDENTS WITH FOREIGN RELATIONS IMPLICATIONS

The President has directed that uniform procedures be established for dealing with various types of non-military incidents that could have an adverse impact on foreign relations. Some examples are: harassment, violence, disappearance, accidents, death, affronts, arrests, etc., involving foreign nationals. All such incidents should be reported to Regional Dispatchers, who, in turn will report to the Chief of Public Affairs, WASO.

All reports of violence, or threats of violence, attributed to terrorists will be reported to Regional Dispatchers, who, in turn will report to the Office of Ranger Activities, WASO.

PUBLIC HEALTH

When a public health emergency arises, call Regional Dispatchers, who will give you the names to call for public health assistance.

Reasons to call USPHS:

1. A sudden increase of illness reports from staff or visitors, especially if symptoms include vomiting, diarrhea, and nausea.
2. A major break in a sewer line or spillage of sewage.
3. Contamination of drinking water, or interruption of chlorination system. Do not hesitate to call even if circumstances seem doubtful. Delay can result in unnecessary illnesses.

FEMA INSTRUCTIONS FOR FLOOD DAMAGE

In order to minimize flood and hurricane damage the Federal Emergency Management Agency (FEMA) has been designated as lead agency by the Office of Management and Budget to develop an interagency agreement to establish common flood disaster planning and post-flood recovery practices. The Western Regional Office is a member of the Region IX team that includes California, Arizona, Nevada, and Hawaii. Mrs. Patricia Port, Regional Environmental Officer, Department of the Interior is designated as the Departmental contact person when the Mitigation Teams are activated by the FEMA Regional Director and will contact the appropriate bureau personnel and assign them to the FHMT in accordance with the dictates of the situation.

Representative:

Dept of the Interior
Task Force Member

Mr. Terry Martin
Department of the Interior
1849 C. St. NW, M42340
Washington D.C. 20240

FEMA Region IX
Team Leader

Ms. Viki Doty
Building 105
Presidio of
San Francisco CA 94129

I.H.M.T.
Representative

Patricia S. Port
Reg. Environmental Officer
Dept of the Interior
600 Harrison St., Suite 600
San Francisco, CA 94107

Alternate:
Reg. Environmental
Assist.

William C. Allan
Dept of the Interior
600 Harrison St., Suite 600
San Francisco, CA 94107

Gary Egan (CA/NV)
Bureau of Reclamation
Federal Office Building
2800 Cottage Way
Sacramento, CA 95825

Alan Nease
(Lower Colorado River Basin)
Bureau of Reclamation
Nevada Highway and Park Street
Boulder City, NV 89005

Robert Smith
Fish & Wildlife Service
Pacific Islands Administrator
300 Ala Moana Blvd, Room 5302
Honolulu, HI 96850

Bureau Representative **Mr. Irv Dunton**
National Park Service
600 Harrison St., Suite 600
San Francisco, CA 94107

Federal Emergency Management
Agency, Region IX, Building 105
Presidio of San Francisco, California 94129

Notice to: ALL INDIVIDUALS AND ORGANIZATIONS
INVOLVED WITH THE FEDERAL EMERGENCY
MANAGEMENT AGENCY (FEMA), REGION IX

Please be advised effective March 1, 1992, all telephone communication for the preparedness programs of the FEMA Region IX Natural and Technological Hazards Division should be made as follows:

Earthquake Preparedness
Hazardous Materials
Radiological Preparedness
Floodplain Management
Natl Flood Insurance Program
Dam Safety
Hurricane Preparedness

We are hopeful the new telephone arrangement will assist in better service to you.

Signed:
Robert L. Vickers, Regional Director

PUBLIC AFFAIRS EMERGENCY SUPPORT

In the event of an emergency, catastrophe, or disaster, you are encouraged to identify a spokesperson to answer all media inquiries and, if necessary, provide on-site coordination of news gathering and photo sessions. An employee trained in the mechanics of media relations and public affairs is recommended. A qualified public information officer is trained to work with rangers to provide support to the emergency team and to gather consistently accurate information for the news media.

The Western Region Office of Public Affairs can provide you with names of qualified employees who can serve as public information officers during emergencies. Contact the regional public affairs officer immediately, at work or home, if you require this assistance. The regional office is aware of NPS employees with collateral public affairs duty who are capable of managing a public awareness program and will assist you in identifying an appropriate spokesperson.

CRITICAL INCIDENT STRESS DEBRIEFING

Policy

Post Trauma Stress (PTS) is recognized as a potential risk for commissioned rangers and emergency services personnel and shall be dealt with in a humanistic and professional manner. Employees and supervisors shall be trained to recognize the symptoms of PTS and to provide initial assistance to coworkers exhibiting those symptoms. Individuals who display symptoms of PTS or who have been involved in an incident or a series of incidents that have the potential for resulting in PTS shall be provided assistance promptly. Depending on the severity and duration of the individual's symptoms, assistance may take the form of any or all of the following:

- A. Informal support provided by peers and supervisors in open and frank discussions following a critical incident.
- B. Counseling provided by a trained Employee Assistance Counseling service in a formal "critical incident stress debriefing" format.
- C. Professional counseling and/or other forms of medical, social, and psychological assistance.

Guidelines

Incident Commanders, supervisors, commissioned rangers and their coworkers must all be conscious of the potential for PTS when employees are exposed to certain aggravated events or experiences that have the facility to interfere with Their ability to function either at the scene or later. Symptoms of PTS may appear dramatically and almost immediately or may surface later in other forms. These emotional after-shocks can affect a person's performance within the organization as well as his relationship within his family.

Most of the formal assistance available is in the form of counseling. The fact that an employee is undergoing counseling is not indicative of a need for medical treatment or change in duty status, which may

be separate considerations. Counseling is intended to assist the employee resolve emotionally difficult events, diminish traumatic stress symptoms, and prevent development of Post Traumatic Stress Disorder. The details of counseling shall remain confidential, although if symptoms persist and appear to affect adversely the employee's ability to function effectively in law enforcement, the ranger's supervisor shall take appropriate action to initiate a formal fitness for duty evaluation.

Certain situations automatically require formal PTS debriefing conducted by a professional service experienced in public-safety service operations. These debriefing sessions, whenever possible, will be conducted during a period twenty four hours after the end of an event and within five days following the event. Employees will be directed to attend a debriefing session, which will be confidential and limited to only those individuals and dispatch personnel directly involved with the incident. Attendance at these debriefings is mandatory; however, participation while at the meeting is voluntary. Supervisors that did not participate directly at the scene of the incident will not be allowed to attend.

To assist the Debriefing Process and to serve as liaison between employees and the clinician, Service Peer Counselors will be present during formal sessions.

The following are examples of critical incidents that require mandatory formal PTS debriefings. They include, but are not limited to:

1. The serious injury or death of a park visitor resulting from emergency services activities.
2. The serious injury or death of an employee in the line of duty.
3. Whenever an employee is involved in a situation that the Incident Commander or supervisor determines significant enough to require assistance (i.e., a mass disaster involving multiple fatalities, death or serious injury to children, prolonged searches of persons without positive results, shelter deployments during fire fighting operations, search and rescue operations that are conducted in extreme exposure or for

lengthy periods of time, or require extraordinary expenditures of physical and emotional energy, etc.)

4. Almost any case that attracts extremely unusual attention from the news media.

The reaction of an individual involved in a significant traumatic incident may exceed the need for routine counseling and result in the immediate need for medical attention and/or a change in duty status. A supervisor may have to consider placing an employee on administrative leave pending a visit to a medical facility or, in extreme cases, arrange for the employee to be transported to an emergency room for immediate treatment.

It is the intent of the Western Region of the National Park Service to support and assist those public safety persons, and their families, that risk their lives for the safety of others and to allow their careers to continue as valuable and productive employees.

**Should a debriefing session be necessary you are directed to contact Occupational Health Services at it's Toll Free Number
The Western Region Office Of Ranger Services, Emergency Services Coordinator,
or _____, can assist you in identifying an appropriate Peer Counselor.**

PEER COUNSELOR LISTING

If you wish to contact a trained peer counselor directly we provide the following counselor names. All these persons have received standing authority from their respective superintendents to respond to your needs.

NAME	PARK	TELEPHONE NUMBERS
Herb Gercke	Reg Office	
Yvette Ruan	Reg Office	
Steve Martin	Reg Office	
Sarah Espy	Reg Office	
Sharon Clark	CHIR	
Edward Lopez	CORO	
Marjorie Andreco	SEKI	
Starla Burkhardt	SEKI	
Lynne Dominy	SEKI	
Mark J. Maciha	DEVA	
Dave Sandbakken	DEVA	
Joe Sumner	DEVA	
Roxanne Farwell	GOGA	
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