



WELCOME TO _____ Incident

_____, Texas

Date, 2011

We appreciate the work you have done, or the work you are preparing to do in support of this incident. It is our mission to support you from your arrival at _____ until you return safely back home. The following are some of our expectations for all individuals assigned to the incident.

Incident Commander Expectations:

- ***Provide for safety first in all incident operations:*** *Safety* will be the responsibility of everyone on the Team. All of us will make safety our goal.
- ***Service to the Host Agency:*** We are committed to ***excellence in service*** to the Host Agency/Jurisdiction. We will do all we can to meet their direction and expectations.
- ***Professionalism:*** *We are all professionals here.* We will conduct ourselves accordingly on this incident, and adhere to agency policy prohibiting alcohol and illegal drugs in camp and in the workplace. We will meet the intent of the work rest guidelines.
- ***Respect:*** *We will treat all individuals associated with the incident and affected by the incident with respect.* We are guests in this location and we need to act accordingly.

Thank you for your service!

Incident Commander

Incident Conduct Expectations:

There is **ZERO tolerance** for inappropriate behavior while assigned to this incident. This includes conduct such as:

- Drug and alcohol use
- Unsafe actions
- Discrimination
- Sexual Harassment
- Hostile work environment
- Misuse of government vehicles and property
- Curfew violations
- Breach of security protocols
- Violation of any local, state or federal laws or regulation

BASE SUPPORT INFORMATION

- Telephones are available at _____. These are for 1-800, or collect calls only. Phones are limited to 10 minutes maximum, and shut down at 2200 when it is lights off.
- Shower times are 0500 to 1100 and 1300 to 2300.
- Supervisor contact for needs and questions during shift will be Operations Section Chief or appropriate Section Chief, camp security afterwards.
- Curfew is 2200; Must be back inside camp.
- Quiet time is 2200 and lights will be turned off.
- Meal times are:
 - Breakfast 0500-0800
 - Lunch Bag available at breakfast
 - Supper 1800-2100
- Sleeping area is tight. Please conserve space by using only designated area for your crew.
- For your safety, please stay within the camp area (see map)--other areas of this complex are off limits. We appreciate your cooperation in this goal.
- For supply needs, contact Supply, but have supervisor's approval for supply & equipment

BASE SAFETY MESSAGE

- **Your safety is our top priority! Make it yours too.**
- **Review the Fire Evacuation and Safety Plan (attached) and familiarize yourself with your surroundings. Note the location of the closest fire extinguisher and exit to your sleeping area.**
- **No smoking in the sleeping area or any buildings. Smoking is allowed in designated areas only.**
- **Hand washing is required before eating. Use good hygiene to prevent the spread of sickness.**
- **Scorpions may be present! Check sleeping bags before bedding down. Check shoes & boots too! Fire Ants are present! The fire ant mounds are marked with pink pin flags. Leave them alone, don't mess with them. Even though we are in town, the skunk population is high!**
- **Watch for vehicle traffic & tripping hazards.**
- **A Medical Unit Leader is available (see map). After hours, security can contact him. EMT's are on station 24 hrs a day at the Medical Unit in Logistics.**
- **No portable heaters allowed in sleeping areas.**
- **No Frisbee, football, etc. playing on asphalt or concrete areas. Use grassy area for those type activities.**

HUMAN RESOURCE MESSAGE

We expect everyone assigned to the incident to conduct themselves in a reasonable manner inappropriate actions or behavior or comments will not be tolerated. You have a responsibility to stop inappropriate actions or behavior or comments immediately upon becoming aware of such.

All allegations of sexual harassment must be reported to your immediate supervisor and the Incident Human Resource Specialist within 24 hrs. of the incident taking place. If you are a supervisor and you are made aware of an incident of sexual harassment, you must report it immediately to the IC, or Human Resource Specialist. Retaliation of individuals who report discrimination including sexual harassment will not be tolerated

Fire Evacuation Plan

This Fire Evacuation Plan is prepared to provide for the life safety of all personnel working, lodging, or visiting the facilities for the _____ Incident. This plan is designed to provide the critical information necessary to provide for safe escape and/or evacuation of this Area in the event of an emergency. All information contained is prepared in accordance to the Fire Codes & guidelines, which are the adopted codes utilized and enforced by the local fire department.

Alert or Notification System

The base/camp does not have a fire alarm system installed. Therefore, the Incident Management Team has developed a Fire Watch System to serve as the alert system for this facility. Notify local emergency responders by:

1. 911 via public or cellular telephones
2. Incident Law Enforcement/Security utilizing radio communication to contact the local Sheriff's Office/Police Department.

A Fire Watch will be maintained at all times when personnel are sleeping in the Base/Camp Area. This watch shall consist of Incident security personnel, a Radio Operator (Communications Unit), and EMT's walking/patrolling the interior and exterior of the Camp Area. These personnel will be equipped with whistles, portable radio and/or cellular phone communications.

In the event of a fire emergency, the following actions will be initiated:

1. Immediately sound 3 loud blasts of the whistle
2. Contact 911 by one of the three methods described above. Describe what the nature of the emergency and location:
 - The Local Address is _____ (per local 9-1-1 addressing).
3. Contact other Fire Watch personnel for assistance. Remain in the area to direct the evacuation if you can do so safely. If a fire is small, the Fire Watch should attempt to suppress with the closest extinguisher.
4. Begin directing complete evacuation of the building. This should be done in an orderly manner by directing personnel to the closest exit.
5. Upon notification, Supervisors will lead their personnel to the nearest exit in a calm and orderly manner. (See Attached Fire Evacuation Map).
6. Evacuees will gather in the field on the _____ side of the building. Evacuees will remain in the field area until directed to return to the building by Fire Department personnel..
7. Supervisors will perform a headcount for their personnel. In the event that a Supervisor cannot account for everyone, the Supervisor will notify 'Security' immediately with the missing individual(s) name and last known location.
8. The Safety Officer and Logistics Section Chief will be contacted by phone or radio and made aware of this situation.
 - Safety Officer: _____ XXX-XXX-XXXX
 - Logistics Chief: _____ XXX-XXX-XXXX

_____, Safety Officer

_____, Incident Commander
Lone Star State IMT

Severe Thunderstorm/Tornado Action Plan

This is the season for severe thunderstorms and tornado activity in _____ Texas. The _____ area (does/does) not typically experience tornadoes. The typical severe weather for this area is downburst or "crosswind" type winds. Winds speeds may reach or exceed 100 mph, heavy/intense rainfall and large hail may be experienced. Storms typically do not last more than 45 minutes, although rain may continue for hours.

The Incident Meteorologist will monitor weather conditions to provide warnings to Incident. The local Emergency Management/Fire Chief has provided details on local weather. In the event of tornado activity in the area, the local emergency management office sets off local warning sirens. There are sirens located at _____ .

In the event of severe weather, all personnel on site will be promptly notified. First notification will be to 'Communications' for immediate broadcast to all personnel. 'Security' at the incident will proceed through each facility to notifying all personnel in a timely manner. Emphasis will be placed on notifying caterer and shower contractors.

Safety Zones:
(Location & Description)

Incoming personnel will be briefed for severe weather and Safety Zones. Incident management personnel are briefed on severe weather notification and procedures from this plan, and/or IMT meetings, and periodic Tornado Warning drills.

Communications will broadcast the "All Clear" at the completion of the weather emergency.

_____, Safety Officer

_____, Incident Commander
Lone Star State IMT

ATTENTION

Due to heightened security level, all persons are reminded of the following security requirements:

- NO unattended bags or packages are allowed. Keep all bags and packages in your immediate possession at ALL times
- ALL unattended bags and packages are subject to immediate seizure and search.
- Immediately report any unattended bags or packages or any suspicious activity to the nearest law enforcement officer

Thank you for your assistance and cooperation