

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



DATE: December 18, 2015

SUBJECT: You Will Not Stand Alone

TO: Course Participant

Congratulations, you have been selected to attend You Will Not Stand Alone, to be presented at the Angeles Training and Conference Center in Arcadia, California, February 1 – 5, 2016. The course will begin promptly at 0800 on Monday, February 1st and end at approximately 1300 on Friday, February 5th. You must attend the entire session to receive a certificate for successful completion of the course. Please make your travel plans accordingly.

There are implications of both action and inaction by leaders when there is a tragedy. Line of duty deaths, off duty deaths, serious accidents, and serious injuries are extraordinarily traumatic events for both the surviving family members and the organization. These tragedies occur suddenly and without warning. For that reason, pre-incident planning and training are invaluable. "Preparing 'our best' for 'the worst' can help to stabilize an otherwise intense situation."

Course Objectives:

This course will provide guidance for Agency Administrators, employees, and all who might assist in the event of a critical incident. The focus is taking care of those who respond, preplanning, agency and survivor support, knowing what to expect in the first 24 hours, knowing how to apply self-care, and dealing with compassion fatigue.

Discussion topics include:

The Agency Administrator's Guide to Critical Incident Management, Agency Guidance for Initial Support, Memorials, and Funerals, Modified Incident Management Organization, Hospital/Family Liaisons, Working with the Media, Notification, Survivor/Agency Benefits, Resilient Leadership, Investigation Process, Honor Guard, and Continued Support.

Please be aware: The course material and discussion may evoke strong emotional reactions.

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Pre-work: There will be a group exercise the first day of class based on the material below.

1. Review the Agency Administrator's Guide to Critical Incident Management:
https://www.nifc.gov/PUBLICATIONS/acc_invest_march2010/resources/AgencyAdministratorGuide2005PMS926-DRAFT.pdf
2. Review the Forest Service Death and Serious Injury Handbook:
http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834783.pdf

Optional materials to bring to class:

3. Copy of your agency's line of duty death policy (if available).

Travel:

The Angeles Training and Conference Center is located at 701 N. Santa Anita Ave., Arcadia, CA, 91006. From I-210, exit Santa Anita Ave. and head south to the Angeles National Forest Headquarters compound (first driveway on the right). Traffic may be heavy in the mornings and afternoons. Students travelling by air should use Bob Hope Airport (BUR), located in Burbank, about 20 minutes from the training center.

The Arcadia area has a large variety of dining and lodging to choose from. Below is a partial list of lodging in Arcadia, near the training center.

Hampton Inn
311 Huntington Drive
626-574-5600

Residence Inn
321 E. Huntington Drive
626-446-6500

Hilton Garden Inn
199 N. 2nd Ave.
626-574-6900

Springhill Suites
99 N. 2nd Ave.
626-821-5400

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Extended Stay America
401 E. Santa Clara St.
626-446-6422

More information about the Angeles Training and Conference Center can be found at http://www.nationalfiretraining.net/ca/dbtc_logistics

We are looking forward to training and preparing individuals to manage critical incidents. By effectively handling a critical incident, long term adverse effects can be greatly mitigated for individuals as well as the agency. If you have any questions, please feel free to contact me.

/s/ Kristel Johnson

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