# MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT FLOW CHART

***Received by Section Chief or Unit Leader***

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT**

**STEP 1**

After taking action, complete top half of Major Incident or Significant Information Report. Complete all blocks except incident Number and Report Number (top right corner). When report has been completed place in Section Chief out-basket

**STEP 2**

A Message Runner will pick-up report and take to Message Coordinator (in Planning Section). Message Coordinator will record the Incident Number and Report Number (top right corner). Message Coordinator will then log report in the Master Message Log. (See STEP 5)

**STEP 3**

The report will be given back to the runner who will take report to copy machine and make five (5) copies. The original copy is returned to the Message Coordinator to be placed in the Master Log. The other copies are placed in Section Chief's in-baskets.

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT (MANAGEMENT)**

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT (OPERATIONS)**

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT (PLANNING)**

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT (LOGISTICS)**

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT (FINANCE)**

**STEP 4**

Each Section Chief will read report and verbally assign tasks (as required) to Unit Leaders. If no action is required, the Section Chief records "NAR" (No Action Required) in bottom half of report. If action is required, Unit Leaders record description of actions they completed in bottom half of report. The back of the report may also be used to record information if the bottom half is not enough. Document is then given back to the Section Chief for final review.

**STEP 5**

Section Chief (or Scribe) places report on left side of Section Log. The Incident Number and Report Number plus a brief description of incident or information is logged on right side of Section Log. If done correctly, reports will be entered into log in sequence by the Report Number (1 ,2, 3, etc.). If a Report Number is missing, the Chief should obtain the missing report from the Message Coordinator. If coordination is required from other sections, Section Chief or Unit Leader verbally completes this action. No additional copies of document are made.

**MAJOR INCIDENT OR SIGNIFICANT EVENT REPORT**

**SECTION LOG**

**INDIVIDUAL SECTION CHIEF MASTER FOLDER**