**Title/Description of Event**

**Select Incident Date**

**Event Level Event Type Event Discipline (if applicable) Choose Region**

**Summary**

Provide a short factual overview of the accident, for the purposes of rumor control, which provides enough information and a general understanding of the accident. Do not include names or confidential information. Include pictures, charts, maps or other relative information.

**Recommendations for Immediate Corrective Actions**

Provide any preventative warning or alert information relative to unsafe situations or conditions. If none are identified initially, state “No recommendations were identified within this summary.”

**Photos/Site Diagrams/Maps**

Provide any preventative warning or alert information relative to unsafe situations or conditions. If none are identified initially, state “No recommendations were identified within this summary.”

**INSTRUCTIONS ON HOW TO COMPLETE THE BLUE SHEET**

|  |  |  |
| --- | --- | --- |
| **Incident Within an Incident (IWI) Summary Report (Blue Sheet)**  A Blue Sheet provides information, as identified in the Incident Within an Incident (IWI) Protocol (see Annex F – Safety, Addendum I), to all System cooperating agencies. It assists program management in dispelling rumors based on misinformation about the event or sequence of events. When warranted, it provides a preventative warning or alert information relative to unsafe situations or conditions throughout the System as soon as possible. Additionally, a Blue Sheet can be submitted for an injury or near miss events during Task Force level training.  *A Blue Sheet may warrant a Safety Stand Down for dissemination of the information to assigned personnel.*  **Timeline**   * Non-Deployment Event – Prepared, reviewed and submitted to the FEMA US&R Branch within 48-hours of the event. * Deployment Event - Prepared and submitted to the ISTL within 24-hours of the event. Reviewed and submitted to the FEMA US&R Branch within 48-hours of the event. * A General Memorandum (GM) shall be distributed from the FEMA US&R Branch in a timely manner.   **Submission Process**  The IST Safety (TF SOF if IST is not established) or designee will be identified to work with the affected Task Force Safety or designee in developing a Blue Sheet Report containing all necessary information, facts, and lessons learned from the incident. This report should be forwarded through the established chain of command to the ISTL. The ISTL will review and approve the Blue Sheet.  **Distribution**  The ISTL or designee, will disseminate the Blue Sheet to all incident personnel. A copy is also provided to the FEMA US&R Branch for distribution to the System in the form of a General Memorandum. Once the Blue Sheet is distributed, it is considered a “public document” and may be shared with external sources.  **Near Miss Reporting**  A near serious accident may be identified with or without an IWI activation. In the event of a near serious accident of significance and an IWI team is not assigned, the IST Safety or designee will be identified to work with the affected Task Force Safety or designee in developing a Blue Sheet Report containing all necessary information, facts, and lessons learned from the incident. Determination will be made by the ISTL. | | |
| Field Title | | What to Include | | |
| **Incident Date** | | Date/time shall be in the following format:  Weekday, Month, Day, Year, at 0:00 AM/PM | | |
| **Event Level** | | Identify the level of the IWI:   * Minor Event * Major Event * Near Miss | | |
| **Event Type** | | Identify the type of IWI:   * Response * Training * Special Event (Dignitary visit) | | |
| **Event Discipline** | | Identify the event discipline:   * Confined Space * Collapse * Terrorism * Water Rescue | * Aircraft/Vehicle * Disease/Exposure * Medical * Rope Operations * Other | |
| **Region** | | Identify the event region:   * West * Central * East |  | |
| **Summary** | | The Blue Sheet consists of a short factual synopsis of the event.  Do not include unsubstantiated information, confidential information or names. Provide a concise summary of all known information necessary to describe the event. (font: Calibri 12) | | |
| **Recommendations for Immediate Corrective Actions** | | Include recommendations for immediate hazard abatement when necessary. A Blue Sheet may be reissued at any time if important accident prevention or key training information is developed.  (font: Calibri 12)  **A Blue Sheet may warrant a Safety Stand Down for dissemination of the information to assigned personnel.** | | |
| **Photos/Site Diagrams/Maps** | | Include pictures, charts, maps or other relative information. Label items as needed. (font: Calibri 12) | | |