



State of Montana
Department of Natural Resources and Conservation

Critical Incident Response Procedure

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Approval Signature: /s/ John E. Tubbs, Director		Last Revised: 08/03/20

Procedure Purpose: The purpose of this procedure is to ensure a thorough and timely response to critical incidents by the Department of Natural Resources and Conservation (DNRC), including those that may involve a serious injury or fatality of a DNRC employee. The procedure is intended to make certain that the emergency care of involved personnel in a critical incident is the top priority and the department is prepared to support our response to a critical incident.

In the event of a critical incident, the DNRC employee first aware of the incident should:

1. **Call 911** (activate emergency response) if necessary.
2. Notify your supervisor / chain of command.
3. Call the DNRC Critical Response phone (406) 444 -1430 (*Director's Office Executive Team – Director, Deputy Director, Chief of Staff, or Administrator*).
4. Relay this information to the Critical Response phone:
 - a. Details of the issue including who, when, where, what, and status; your name, location, and contact information;
5. Stabilize and protect the scene if safe and possible;
6. Follow instructions from emergency response personnel if applicable.

History: **NEW** 07/06/15; **AMD**: 4/18/16; **AMD**: 08/03/20.

Note: Not all steps may apply to every critical incident. The goal of this checklist is to provide guidance for DNRC employees involved in a critical incident and to provide seamless communication to the primary contact responding to notification of a critical incident.