

# Agency Administrator Guide

## Incident Kits for Employee Health, Wellbeing and the Work Environment

### Why it Matters?

This AA Guide is provided to describe some opportunities you can take advantage of to lead. It provides information about the Incident Kits to enhance your understanding and support you to lead in this context.

We're committed to doing everything we can to better support the mental health and wellbeing of our employees. We wholeheartedly believe we have the most talented, dedicated and committed employees, and we owe it to each of our employees that they be safe, including mentally and emotionally. The role of an Agency Administrator positions you to directly lead on an incident and to provide intent to support employee health and wellbeing through added language in the delegation to an IMT. We have resources available for employees and have created these kits for easy deployment on an incident to help connect employees with resources and skill building opportunities on high priority topics. There is another document titled "Incident Kit Introduction" which will orient you to the kit and how they can be used.

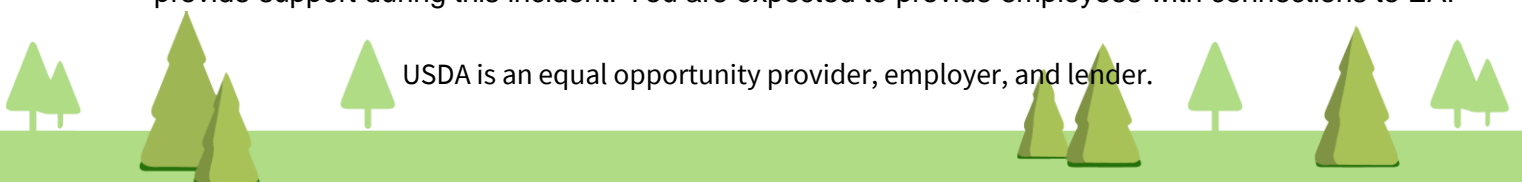
### Opportunities to Lead

**Delegation of Authority and Leaders Intent documents** – The information shown below provides for an example of how you can provide leaders intent around the topic of work environment and employee wellbeing on an incident. It is formatted to be cut and pasted into the Human Resources section of the Leaders Intent Letter template which has been provided in the Agency Administrator tool box.

### Human Resources – Leaders Intent Letter Language

#### Human Resources – Work Environment, Behavioral Health and Employee Wellbeing

- Our Agency Code and Commitments of treating everyone with respect, empowering one another, investing in relationships, modeling integrity, protecting one another, and learning from mistakes shall provide the framework from which you lead and manage personnel on this incident. Work environment management extends beyond the office into all aspects of incident response and should be attended to in alignment with Agency values, policies, and process.
- All personnel assigned shall be treated with dignity and respect. Manage the human resources assigned to the fire in a manner that promotes a positive and harassment-free work environment and creates a "no tolerance" atmosphere for harassment, alcohol, or illegal drug use. Notify the AA if/when harassment occurs. Post Harassment Hotline information in high visibility areas in camp.
- Leadership shall be provided through the team, with messaging and visible actions to encourage and support employee wellbeing and a healthy work environment on this incident. Incident kits are available to support you in messaging and "This is who We Are" poster files are available for printing and posting. If you need a copy of the This is Who We Are booklet the AA can provide one.
- Our commitment to a safe and resilient workforce means personally sustaining physical and mental well-being as well as getting help for and supporting colleagues who may be experiencing physical and mental health issues. Familiarization with the support provided through [EAP Programs](#) will help you provide support during this incident. You are expected to provide employees with connections to EAP



or other supportive services as needed if behavioral health, conduct, or performance concerns arise. EAP contact information for Forest Service Employees is provided in one of the kits.

- The *Preparedness Guide for Firefighters and their Families* and the companion *Reset Guide* are additional resources to build resiliency by acknowledging and addressing some of the hazards and risks associated with wildland firefighting and all hazard responses. These guides were created to support the health and wellbeing of all responders and should be referred to as tools for firefighter support. The AA can provide copies for you upon request.
- It is expected that you ensure sufficient staffing to support employee wellbeing and providing a healthy work environment. Human Resource Specialists are to be assigned to Type 1 or 2 Incident Management Team (IMT) incidents with 300 or more assigned personnel. Human Resource Specialists should also be assigned for Type 3 incidents with greater than 300 assigned personnel when the incident is expected to last for 3 days or more (FSM 5137.03).

**Morning briefings** – An AA or team member such as the IC (or IC designee like the HRSP/Safety/MEDL) can deliver “Leaders Invitation” information from the tool kit. These remarks introducing the topic and resources for the topic. The leader should not read these statements but understand and deliver the intent and invitation to materials in IAP or on info board poster with some understanding and authenticity. You don’t need to be an expert in the topic to introduce the tools and orient people to the posters or information in the IAP. There is value in your delivering the message that resources are available and this is important. Discuss this opportunity with the IC and decide together how to do this based on the current circumstances and incident response priorities.

**AA/IC meetings** – During your normal AA/IC meeting take the time to discuss what the team is doing on this topic, why it is the right time, or not the right time to provide leadership and information about WE and BHEW on this incident. The shared leadership between the Team and the AA is important. The IC needs to hear this is important from you and may also need your support to add this element of work into their normal leadership posture and operations.

**Share Materials** – When the Team in -briefs provide them with the files on a thumb drive.

## Resources



[Reset Guide \(fs.fed.us\)](https://fs.fed.us)



[Preparedness Guide for Firefighters and Their Families.pdf](#)

New kits are being developed and we need to learn about how these kits are or are not working. For questions, request for topics to be added, and to provide feedback please reach to K.C. Briggs [Kimberly.briggs2@usda.gov](mailto:Kimberly.briggs2@usda.gov) 541-954-6520