

2018
Minnesota
Wildland Fire Academy
Incident Action Plan
6/4/18



MN-MNS-718041


STATE COST CODES=AC1-23121 AC2-13118



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: <h2 style="text-align: center; margin: 0;">2018 Wildland Fire Academy</h2>	2. Operational Period:	Date From: 6/4/2018 Time From: 0700	Date To: 6/8/2018 Time To: 2000
3. Objectives: <ol style="list-style-type: none"> 1. Provide for the safety of students, instructors, support personnel and the public. 2. Support course instructors and the college in order to provide students with a high quality learning experience. 3. Maintain a close working relationship with Itasca community college (ICC) staff. 4. Provide support to MNICS for the efficient and effective coordination and management of academy training. 5. Provide opportunity for trainees to participate on a type 2 Incident Management Team. 6. Maintain positive relationships with Grand Rapids Police, Itasca County Sheriff office and the local community. 7. Coordinate news media contacts and press releases with the approval of the Agency Administrator. 8. Track and document IMT, instructor and support costs associated with 2018 Wildland Fire Academy. 			
4. Operational Period Command Emphasis: 	SAFETY MESSAGE All leaders have a responsibility for the safety of their people. While each firefighter has the ultimate responsibility for his/her safety, leaders must assure that strategy, tactics, and the associated risks and hazards are clearly communicated so everyone completes their work assignments without any serious accidents and/or injuries. The Incident Commander expects other people in leadership positions to apply all firefighting orders, standards, guidelines, protocols, etc. to work planning such that the safety of firefighters, the public, and other responders is given the highest priority.		
5. General Situational Awareness 			
6. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: ICC			
7. Incident Action Plan (the items checked below are included in this Incident Action Plan):			
X ICS 203-Org Assign X ICS 204-Divs Assign X ICS 205- Comm Plan <input type="checkbox"/> ICS 205A- Comm List X ICS 206-Med Plan <input type="checkbox"/> ICS 207-Org Chart	x ICS 208-Safety Message X ICS 220-Air Ops Summary X Incident Map/Chart x Weather Forecast <input type="checkbox"/> Fire Behavior Forecast	Other Attachments: X Personnel Behavior Expectations X Emergency Procedures <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8. Prepared by: Name: Jeremy Fauskee Position: PSC2(t) Signature: <i>/s/ Jeremy Fauskee</i>			
9. Approved by Incident Commander: Name: Mike Aultman Signature: <i>Mike Aultman ICT2</i>			
ICS 202 (2014)	IAP Pages:	Date/Time: 6/3/2018 1600	

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: 2017 Wildland Fire Academy		2. Operational Period:	Date From: 6/4/18 Time From: 0700	Date From: 6/8/18 Time From: 2000
3. Incident Command and Command Staff			7. Operations Staff	
IC / UCs	Mike Aultman		Chief	Kurt Schierenbeck
			Chief	Ron Guck(t)
Deputy			Staging Area	
Safety Officer	Scott Belknap / Dan Nesgoda(t)	Branch		
Public Info. Officer	Jean Goad/ Jenny Benes(t)/ Mary Nordeen(t)/ Val Cervenka(t)/ Helen Cozzetto(t)	Branch Director		
Liaison Officer	Dave Snetsinger	Deputy		
Liaison Officer	Jeff Mayer(t)/ Marlyn Halverson(t)	Division/Group	Bruce Giersdorf	
4. Agency/Organization Representative			Division/Group	John Furr(t)
Agency Organization	Name	Division/Group		
MNICS Agency Administrator	Todd Manley	Division/Group		
Itasca Com College	Meadow Kouffeld	Branch		
		Branch Director		
5. Planning Section:			Division/Group	
Chief	Jeremy Fauskee	Division/Group		
Deputy		Division/Group		
Resources Unit	Josh Donatell(t)	Division/Group		
Situation Unit		Branch		
Demobilization Unit		Branch Director		
GIS Specialist	Joel Perrington(t)/ Steve Hafvenstein(t)	Deputy		
IT Specialist	Jonathon Lord/ Joel Perrington(t)/ Steve Hafvenstein(t)	Division/Group		
Status/Check-In	Chris Bergquist(t)/ Jon Segari(t)	Division/Group		
Training Specialist	Meadow Kouffeld(t)	Division/Group		
6. Logistics Section:			Division/Group	
Chief	Bill Lauer	Air Operations Branch		
Deputy		Air Ops Branch Dir.		
Support Branch		Air Support Grp Sup	Lee Kessler	Rob Johnson(t)
Director		Helibase Mgr	Terry O'Connor(t)	
Supply Unit	Karl Meitzner	Helibase Mgr	Mike Peltier	
Ordering Manager	Jay Lauer			
Receiving & Distribution	Walker Wearne(t)/ Adam Fisher(t)/ Don Green (t)	8. Finance/Administration Section:		
Facilities Unit	Peter Pappas	Chief	Brenda Miles	
Base Camp Manager		Deputy		
Ground Support Unit	Chuck Larson			
Equipment Manager	Ladonne Eddleman(t)	Time Unit		
Service Branch		Procurement Unit		
Director		Comp/Claims Unit		
Communications Unit	Pat Coughlin	Cost Unit		
Radio Operator	Jeremy Neste			
Medical Unit	Robert Carlson/ Kent Johnson(t)/ Bill Thomas(t)	Personnel Time Rec	Sandy Bromenschenkel(t)	Arlene Tucker(t)
Food Unit	Dennis Brogger			
9. Prepared By:	Name: Jeremy Fauskee	Title: PSC2(t)	Signature: 	
ICS 203	IAP Page 1			

Weather Forecast Grand Rapids MN

Monday June 4, 2018

Sky Conditions	Sunny	Precipitation	0
High Temp	75°	Relative Humidity	35%
Low Temp	40°	Wind	NW @ 12 mph

Tuesday June 5, 2018

Sky Conditions	Sunny	Precipitation	0
High Temp	77°	Relative Humidity	38%
Low Temp	55°	Wind	SE @ 4-8

Wednesday June 6, 2018

Sky Conditions	Partly Sunny	Precipitation	80%
High Temp	76°	Relative Humidity	60%
Low Temp	50°	Wind	SW @ 5-10 mph


Thursday June 7, 2018

Sky Conditions	Partly Cloudy	Precipitation	0
High Temp	78°	Relative Humidity	35%
Low Temp	53°	Wind	Light and Variable


Friday June 8, 2018

Sky Conditions	Partly cloudy	Precipitation	0
High Temp	77°	Relative Humidity	40%
Low Temp	56°	Wind	SE @ 10-15 mph

DIVISION / GROUP ASSIGNMENT LIST (ICS 204 WF)

1. Incident Name				3.			
<h3>2018 Wildland Fire Academy</h3>				<input type="checkbox"/> BRANCH		<input checked="" type="checkbox"/> DIVISION/GROUP	
2. Operational Period				Davies Hall – Classroom Ops Dailey Hall – Classroom Ops			
X DAY SHIFT <input type="checkbox"/> NIGHT SHIFT							
Date/Time From: 6/4/2018 0700		Date/Time To: 6/4/2018 2000					
4. Operations Personnel							
Operations Chief		Kurt Schierenbeck/ Ron Guck(t)		Division/Group Supervisor		Bruce Giersdorf/ John Furr(t)	
Safety		Scott Belknap/ Dan Nesgoda(t)					
5. Resources Assigned this Period							
COURSE/FUNCTION	EMT	LWD	LOCATION/INSTRUCTOR	Max# STUDENTS	DATES	BREAKS	
D-312 Aircraft Dispatcher			Davies 133 – Linda Bruss	16	Mon-Fri	See Lunch Schedule	
FI-110 Wildland Fire Obs & Origin			Dailey 114 – Greg Vollhaber	9	Mon	See Lunch Schedule	
ICS-300 Intermediate ICS			Davies 233 – Jim Edgar	15	Mon-Wed AM	See Lunch Schedule	
S-130/S-190/L-180 Basic Firefighter	X		Auditorium/Davies 112 – Mike Ware	95	Mon - Fri	See Lunch Schedule	
S-212 Power Saws (Faller)			Dailey 113B - Brian Pisarek	31	Mon-Thu	See Lunch Schedule	
S-261 Applied Business Mgmt/E-Isuite			Dailey 115A – Kevin O'Brien	10	Mon-Wed	See Lunch Schedule	
6. Control Operations/Work Assignments:							
<p>Attendance Rosters will be collected daily from the classroom. Student Contact Information will be collected on the first day of class. All general messages must be signed by an Instructor. Lead Instructors fill out and submit daily CTR's for all course instructor cadre. Lead Instructors must radio "flight follow" with ICP Communications for field exercises.</p>							
7. Special Instructions:							
<p>See Communications Plan for Tac Channel Assignments specific to your Course. For IT needs send text to 218-434-1747. Include name, room # and needs. Wear all required PPE for field exercises. BREAK TIMES: 0930-1000 & 1400-1430 each day. If your class will require lunch and/or breaks in the field, please notify Food Unit Leader Dennis Brogger at least one day prior so provisions can be made (Use general message form).</p>							
8. Division/Group Communications Summary							
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode	
Command	See Comm Plan						
Tactical Div/Grp	See Comm Plan						
Logistics	See Comm Plan						
Air to Ground	See Comm Plan						
9. Prepared by (Resource Unit Leader)			Approved by (Planning Section Chief)		Date		Time
Josh Donatell					6/3/18		1900

DIVISION / GROUP ASSIGNMENT LIST (ICS 204 WF)

1. Incident Name		3.					
2018 Wildland Fire Academy		<input type="checkbox"/> BRANCH		<input checked="" type="checkbox"/> DIVISION/GROUP			
2. Operational Period:		Library/ Media Center (INSTME) Liberal Arts (LA)					
X DAY SHIFT <input type="checkbox"/> NIGHT SHIFT							
Date/Time From: 6/4/2018 0700	Date/Time To: 6/4/2018 2000						
4. Operations Personnel							
Operations Chief	Kurt Schierenbeck/ Ron Guck(t)			Division/Group Supervisor	Bruce Giersdorf/ John Furr(t)		
Safety	Scott Belknap/ Dan Nesgoda(t)						
5. Resources Assigned this Period							
COURSE/FUNCTION	EMT	LWD	LOCATION/INSTRUCTOR	Max # STUDENTS	DATES	BREAKS	
L-280 (1) Followership to Leadership			INSTME 125 – Steve Grove	9	Mon-Tues	See Lunch Schedule	
S-131 Advanced Firefighter (1)			LA 115 – Casey Goldsmith	22	Mon PM-Wed AM	See Lunch Schedule	
S-215 Fire Ops in Urban Interface			LA 116 – Jeb Backe	25	Mon-Thu AM	See Lunch Schedule	
S-230 Crew Boss			LA 113 – Joe Frenz	30	Mon-Wed	See Lunch Schedule	
S-290 (1) Intermediate Fire Behavior			LA 103 – Mike Locke	30	Mon-Thu	See Lunch Schedule	
6. Control Operations/Work Assignments:							
<p>Attendance Rosters will be collected daily from the classroom. Student Contact Information will be collected on the first day of class. All general messages must be signed by an Instructor. Lead Instructors fill out and submit daily CTR's for all course instructor cadre. Lead Instructors must radio "flight follow" with ICP Communications for field exercises.</p>							
7. Special Instructions:							
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Function	Channel	RX Frequency/NW	RX Tone/NAC	TX Frequency/NW	TX Tone/NAC	Mode	
Command	See Comm Plan						
Tactical Div/Grp	See Comm Plan						
Logistics	See Comm Plan						
Air to Ground	See Comm Plan						
9. Prepared by (Resource Unit Leader)			Approved by (Planning Section Chief)			Date	Time
Josh Donatell						6/3/18	1900

DIVISION / GROUP ASSIGNMENT LIST (ICS 204 WF)

1. Incident Name		3.				
2018 Wildland Fire Academy		<input type="checkbox"/> BRANCH	<input checked="" type="checkbox"/> DIVISION/GROUP			
2. Operational Period		Wilson Hall – Classroom Ops Univ of MN NCROC - Classroom Ops				
X DAY SHIFT <input type="checkbox"/> NIGHT SHIFT						
Date/Time From: 6/4/2018 0700	Date/Time To: 6/4/2018 2000					
4. Operations Personnel						
Operations Chief	Kurt Schierenbeck/ Ron Guck(t)	Division/Group Supervisor	Bruce Giersdorf/ John Furr(t)			
Safety	Scott Belknap/ Dan Nesgoda(t)					
5. Resources Assigned this Period						
COURSE/FUNCTION	EMT	LWD	LOCATION/INSTRUCTOR	Max # STUDENTS	DATES	BREAKS
EVOC (1) Emergency Vehicle Operations			Wilson 107 – John Olson	20	Mon	See Lunch Schedule
IWIM (1) Incident Within an Incident			Wilson 128 – Shawn Foster	19	Mon-Tues	See Lunch Schedule
S-200 Initial Attack IC			U of MN NCROC – Mike Mansson	23	Mon-Tues	See Lunch Schedule
S-270 (1) Basic Air Operations			Wilson 133 – Cory Berg	24	Mon-Tues	See Lunch Schedule
6. Control Operations/Work Assignments:						
Attendance Rosters will be collected daily from the classroom. Student Contact Information will be collected on the first day of class. All general messages must be signed by an Instructor. Lead Instructors fill out and submit daily CTR's for all course instructor cadre. Lead Instructors must radio "flight follow" with ICP Communications for field exercises.						
7. Special Instructions:						
See Communications Plan for Tac Channel Assignments specific to your Course. For IT needs send text to 218-434-1747. Include name, room # and needs. Wear all required PPE for field exercises. BREAK TIMES: 0930-1000 & 1400-1430 each day. If your class will require lunch and/or breaks in the field, please notify Food Unit Leader Dennis Brogger at least one day prior so provisions can be made (Use general message form).						
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Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
Command	See Comm Plan					
Tactical Div/Grp	See Comm Plan					
Logistics	See Comm Plan					
Air to Ground	See Comm Plan					
9. Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)		Date		Time
Josh Donatell				6/3/18		1900

AIR OPERATIONS SUMMARY

PREPARED BY: Lee Kessler ASGS

PREPARED DATE/TIME: 6/03/18 12:00

1. INCIDENT NAME:
2018 MN Wildfire Academy

2. OPERATIONAL PERIOD DATE: **6/4/18 to 6/8/18**
START: **0800** STOP **1800**

3. Grand Rapids Sunrise: **0520**
Grand Rapids Sunset: **2106**

4. REMARKS MNDNR CC2 is 13118
Planned aviation requests to be ordered through ICC Helibase. Unplanned request to be approved by OSC/IC.
800 Mhz may be utilized for Air Ambulance Aircraft, if needed.
Incident flight following will be with ICC Helibase on DNR A/G 1, or with Air Attack on the assigned AM frequency
Flight following while enroute to the incident will be accomplished through normal agency procedures or MNDNR AirNet System

5. TFR: Radius: ___ NM
Altitude: ___ MSL
TFR Frequency:
Center Point: Lat:
Long:

6. PERSONNEL	Phone	7. FREQUENCIES	AM	FM	8. FIXED-WING	# Avail / Type / Make-Model / FAA N# / Base(s)
ASGS: Lee Kessler	218-244-1765	Primary AIR/AIR:	121.325		Tankers Fire Boss ATGS	Order by ASGS through MIFC Air Desk 218-327-4582
ASGS (T): Rob Johnson	218-244-4026	Secondary AIR/AIR: All Risk Frequency	123.025		Additional Helicopters	
HEB2 : Mike Peltier	612-390-9827	Primary Air to Ground: DNR A/G 1		151.3400 tone 110.9		
HEB2 (T) Terry O'Conner	218-368-8554	Secondary Air to Ground: DNR A/G 2:		159.3000 tone 110.9		
ICC Helibase	218-244-9882	DECK MNDNR Deck		159.2400 tone 100.0		ICC Helibase Location 47 14.730 X 93 29.760
GPZ Helibase	218-244-3632	GPZ Airport Unicom	122.800			GPZ Helibase Location 47 12.990 X 93 31.050

9. HELICOPTERS (Use Additional Sheets As Necessary)

FAA N#	TY	MAKE/MODEL	BASE	AVAIL	START	REMARKS	FAA N#	T	MAKE/MODEL	BASE	AVAIL	START	REMARKS
19BH	3	Bell 206 L4	ICC	0930		Display, Exercises and IA							

10. TASK/MISSION/ASSIGNMENT (Use ICS-220a if additional space needed; Type/Function includes: Air Tactical, Retardant, Recon, Personnel Transport, Water Dropping, etc.)

TYPE/FUNCTION	NAME OF PERSONNEL, CARGO OR INSTRUCTIONS FOR AIRCRAFT	MISSION DAYS	FROM	TO
IWI Support	19BH and other MNICS will be flying missions to support IWI course	Tuesday/ Thursday(alternate)		
IA Demo	S 130/190 IA Demo 19BH, T-204, ATK	Thursday		
Academy Support	19BH available for static display for Academy courses	Tuesday, Thursday and Friday		
A 219 Support	19BH will be flying cargo missions to support A 219 course	Friday		

INCIDENT RADIO COMMUNICATIONS PLAN

1. Incident Name
MFC Fire Academy - GROUP 1

2. Date Time Prepared
 6/3/2018 8:00

3. Operational Period Date/Time
 6-4-18 thru 6-8-18

4. Basic Radio Channel Utilization
 Mode: W= Wideband, N= Narrowband, D= Digital, M= Mixed

Radio Type	CH #	Function	Frequency	Tone/NAC	Mode	TGID	Assignment	Remarks
B/K	1	Simplex Tac Channel	Tx: 163.7125 Tx: 163.7125	100	N		S-130 (Wed and Thur)	Tac 1
B/K	2	Simplex Tac Channel	Rx: 153.8600 Tx: 153.8600	100	N		S-130 (Wed and Thur)	Tac 2
B/K	3	Simplex Tac Channel	Rx: 172.3750 Tx: 172.3750	100	N		IWIN-1 & IWIN 2 (Mon, Tue, Wed, Thur)	Tac 3
B/K	4	Simplex Tac Channel	Rx: 168.3500 Tx: 168.3500	100	N		IWIN-1 & IWIN 2 (Mon, Tue, Wed, Thur)	Tac 4
B/K	5	Simplex Tac Channel	Rx: 171.7500 Tx: 171.7500	100	N		S-212 (Wed & Thur) S-212 Refresh (Fri)	Tac 5
B/K	6	Simplex Tac Channel	Rx: 166.3000 Tx: 166.3000	100	N		UNASSIGNED	Tac 6
B/K	7	Simplex Tac Channel	Rx: 151.0250 Tx: 151.0250	100	N		UNASSIGNED	Tac 7
B/K	8	Simplex Tac Channel	Rx: 159.3750 Tx: 159.3750	100	N		UNASSIGNED	Tac 8
B/K	9	Simplex Tac Channel	Rx: 171.4750 Tx: 171.4750	100	N		UNASSIGNED	Tac 9
B/K	10	Command Repeater	Rx: 168.7000 Tx: 170.9750	100	N		All users - Campus Wide	Command 1 Rpt.
B/K	11	Aviation Group	Rx: 151.3400 Tx: 151.3400	110.9	N		Air-Ops	DNR A/G 1
B/K	12	Aviation Group	Rx: 159.3000 Tx: 159.3000	110.9	N		Air-Ops	DNR A/G 2
B/K	13	V-Fire 23	Rx: 154.2950 Tx: 154.2950	156.7	N		All users	V-Fire 23 - Stwd Fire Mut/Aid
B/K	14	Itasca Co. Interop	Rx: 158.7600 Tx: 156.1500	141.3	N		All users	S.O. Interop VHF/Patch
B/K	15	V-Med 28/Air Ambulance	Rx: 155.3400 Tx: 155.3400	156.7	N		All users	Statewide Air Ambulance
B/K	16	Airguard	Rx: 168.6250 Tx: 168.6250	110.9	N		All users	Aviation Emergency - Info

5. Prepared by (Communications Unit)
 Pat Coughlin - Com/L

Note: This is not a standard NWCG ICS205 Form

SAFETY MESSAGE

2018 Wildland Fire Academy

Itasca Community College
Grand Rapids, Minnesota

June 4 – 8, 2018

Driving Safety: Driving is one of the most hazardous things we do. Take the usual precautions; turn your headlights on, wear your seat belts, keep the windshield clean, chock your tires and use spotters when backing. Grand Rapids is a busy town with heavy traffic this time of year. Allow for plenty of travel time between your lodging and ICC.

Slow down, watch out for pedestrians, and Drive Defensively.

Ticks are active in this area. Use tick repellants such as Permanone to repel ticks, and check for ticks frequently in the field. Tie off your pants cuffs or use duct tape to prevent ticks from climbing up the inside of your pants. Do a thorough check when you return from the field to make sure that you don't have any embedded ticks. Go to the medical unit if you find an embedded tick that is difficult to remove.

Be alert around aviation operations. Pay attention to helitack briefings and follow their instructions. Stay clear of fixed wing and helicopter drop zones.

Take care of your personal health. Just as in a fire camp, this Academy is bringing hundreds of people together in close contact. Demonstrate common sense by washing your hands prior to eating in the cafeteria. The Medical Unit is here to offer help and advice for blisters, allergies, colds and other concerns.

Hazardous Weather: Monitor weather conditions. In the event of hazardous weather, seek shelter. Refer to IRPG pg. 21, Thunderstorm Safety.

An Evacuation plan and map are posted at the entrance of each individual classroom.

Review and brief all students for proper evacuation procedures.

PERSONAL CONDUCT

Mutual respect for your crew members, other crew members, and the public is the cornerstone for creating the high standards of conduct we are asking you to maintain while you are here.

In the past, some members of fire crews have not conducted themselves in an acceptable manner. Illegal use of drugs and/or alcohol, racial discrimination, sexual harassment, and vandalism are some of the more serious problems.

Non-prescription drugs and alcohol are not permitted at the incident. Possession or use of these substances will result in disciplinary action. Using intoxicating beverages or narcotic drugs on government-owned or leased property, or transporting such beverages or drugs, at any time, in a government provided vehicle is prohibited conduct.

Any form of harassment, including racial discrimination and sexual harassment is prohibited and will not be condoned. The policy in this matter is straight-forward—the ICT has a zero-tolerance policy. Any indication of prohibited conduct will be thoroughly investigated, and for anyone determined to be in violation, the consequences will be severe.

An AD employee will be terminated immediately. Government-owned equipment will be returned and the individual may be required to find transportation home.

A permanent or temporary employee will be removed from the worksite, placed on administrative leave, and returned to their home unit. The violation will be documented and the appropriate disciplinary action will be taken. “Appropriate” discipline can include termination of employment.

Condoning misconduct by either not intervening or failing to report it may result in disciplinary action. Allowing misconduct to continue, especially in fire situations may jeopardize the safety of the entire crew and others as well.

We ask your assistance in achieving our safety and effectiveness goals. You can help by controlling yourself and by observing others in all matters concerning the safe and effective operation of your crew or team. Your cooperation will be most appreciated.

Smoking and the use of tobacco and tobacco-like products is prohibited on all College properties at all times. This includes cigarettes, e-cigarettes/vapor cigarettes, cigars, pipes, smokeless tobacco (snuff, chewing tobacco, dissolvable tobacco, pouches or loose leaf tobacco) and other tobacco products. A policy exemption exists that allows tobacco use within a personal vehicle with doors closed in a College parking lot if the vehicle is at least 50’ from a College building.

INCIDENT SAFETY ANALYSIS 215a

Minnesota Fire Academy 2018 - Monday, June 04, 2018

8. Location	9. Hazard	6. Control or Abatement Action (Engineering, Administrative, PPE, Avoidance, Education, etc)
A-219	Helicopter Operations	<ul style="list-style-type: none"> ~ Stay clear of all bucket drops when suppression actions are in place and allow 1 minute prior to re-entry ~ Monitor A-G communications ~ Follow aviation safety guidelines in IRPG
All	Driving & Traffic	<ul style="list-style-type: none"> ~ Practice "Defensive Driving" techniques traveling on all roads and city streets, mitigation strategy includes: <ul style="list-style-type: none"> ~ Use spotters when backing ~ Honk horn to alert personnel when backing ~ Always use headlights ~ Yield to pedestrians and bicycles ~ Observe posted speed limits ~ Follow 3 second rule of following distance when driving ~ Use chock blocks, turn wheels into hill
All	Bees, Ticks, Mosquitoes	<ul style="list-style-type: none"> ~ Be aware of crew members with sting allergies. ~ Ensure crew members have medication pens if needed. ~ Perform daily self inspection ~ Use repellent as necessary
S-219	Firing Operations & Devices	<ul style="list-style-type: none"> ~ Only personnel trained in the use of each device will be authorized to use firing equipment. ~ Ensure all personnel are aware of firing operation that may affect them. ~ Wear appropriate PPE. ~ Ensure aerial/ground ignition plans have been adequately developed and personnel are briefed.
S-212	Chain Saw Operations	<ul style="list-style-type: none"> ~ Follow "Hazard Tree Safety" guidelines, IRPG pages 20 & 21 ~ Look up, down around for hazard tree indicators ~ Only fell and buck trees within your expertise, and training ~ Follow "Procedural Felling Operations" on page 89 in IRPG ~ Do not fall trees during high wind events
All	Severe Weather	<ul style="list-style-type: none"> ~ Review and follow Thunderstorm Safety guidelines in IRPG page 19 ~ Observe 30/30 Rule for lightning safety.....page 19, IRPG ~ Establish "Trigger Points" to withdraw, and ensure all know rally site ~ Use "Risk Management" process to determine retreat criteria and actions ~ Carry rain gear and extra food and water if weather limits retreat to ICP
All	Heat Related Illness (HRI) & Dehydration	<ul style="list-style-type: none"> ~ Drink Fluids throughout operational period ~ Carry extra water on line and cache water at drop points ~ Take Frequent breaks, minimum of 10 minutes every hour ~ Recognize symptoms of HEAT RELATED ILLNESS which include <ul style="list-style-type: none"> o Lack of energy o Headaches, dizziness o Lack of rest o No hunger, poor eating habits o Hot skin, and lack of sweating
All	Fireline Hazards	<ul style="list-style-type: none"> ~ Do not work directly above or below personnel during firing and mop-up operations ~ Watch for falling and rolling debris on steep slopes ~ Alert crew personnel of rolling debris by yelling to affected individuals ~ Position debris that could roll vertically on slope ~ Avoid stepping over debris that could roll by walking around object ~ Avoid radiant heat by wearing appropriate PPE correctly ~ Use correct tool for task assigned ~ Follow power line safety protocol as outlined on page 22 in IRPG ~ Flag and isolate all HAZMAT and alert all personnel working in Division ~ Follow WUI recommendations on pages 10-11 in IRPG

INCIDENT SAFETY ANALYSIS 215a

All	Severe Weather	<ul style="list-style-type: none"> ~ Review and follow Thunderstorm Safety guidelines in IRPG page 19 ~ Observe 30/30 Rule for lightning safety.....page 19, IRPG ~ Establish "Trigger Points" to withdraw, and ensure all know rally site ~ Use "Risk Management" process to determine retreat criteria and actions ~ Carry rain gear and extra food and water if weather limits retreat to ICP
S-211 /	Pumps	<ul style="list-style-type: none"> ~ Always wear appropriate hearing protection ~ Position personnel far enough away from pump to hear instructions on radio ~ Keep all fuel >4' from creek and pump to reduce fire hazard and spill ~ Rotate personnel every hour to limit exposure to high decibels of sound from pump ~ Allow pumps to cool for 5 minutes prior to fueling to reduce fire hazard
	Heat Related Illness (HRI)& Dehydration	<ul style="list-style-type: none"> ~ Drink Fluids throughout operational period ~ Carry extra water on line and cache water at drop points ~ Take Frequent breaks, minimum of 10 minutes every hour ~ Recognize symptoms of HEAT RELATED ILLNESS which include <ul style="list-style-type: none"> o Lack of energy o Headaches, dizziness o Lack of rest o No hunger, poor eating habits o Hot skin, and lack of sweating
All	Fatigue & Overexertion	<ul style="list-style-type: none"> ~ Drink 1 quart of water each hour during and after work ~ Rotate crews out of smoky areas ~ Set a reasonable work pace and allow adequate rest breaks while on the project ~ Stagger work crews start time to limit fatigue ~ Use buddy system to monitor personnel of heat related and fatigue issues ~ Follow work / rest guidelines

ICC Emergency Response Procedures

E-911 ADDRESS: 1851 E Hwy 169, Grand Rapids MN 55744

INTERNAL SHELTER AREAS: Emergency Route Maps Posted in Classrooms

EXTERNAL ASSEMBLY AREAS: North side of large student lot, west or south side of Itasca Hall, SE parking lot, east sides of Backes Center and Dailey Hall, road NW of Wilson Hall

Medical Emergencies:

Refer to the Medical Plan and 8-Line report in the Incident Action Plan (IAP).

Severe Weather/Tornado

When severe weather/ tornado is coming, you have only a short amount of time to make life-or-death decisions. Advance planning and a quick response are the keys to surviving a severe weather/ tornado.

When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio. **DO NOT** leave the building. Move away from the perimeter and exterior of the building and locate a posted SEVERE WEATHER SHELTER AREA sign. These areas are located in all buildings of the college. If you do not have time to locate a severe weather shelter area:

- **MOVE TO LOWEST LEVEL**
- Go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet
- Get away from windows. Vacate any exterior rooms and close the doors to those rooms.
- Take shelter under stairwells and heavy tables, if possible.
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- If you have a mobility impairment and you have not pre-arranged an evacuation plan go to a room (closet or bathroom) on an interior wall without windows and cover your head. Try to let someone know where you will be.

ICC Emergency Response Procedures (continued)

E-911 ADDRESS: 1851 E Hwy 169, Grand Rapids MN 55744

INTERNAL SHELTER AREAS: Emergency Route Maps Posted in Classrooms

EXTERNAL ASSEMBLY AREAS: North side of large student lot, west or south side of Itasca Hall, SE parking lot, east sides of Backes Center and Dailey Hall, road NW of Wilson Hall

Fire Drills: Minnesota State Law requires a number of fire drills periodically, and these drills need your most serious cooperation and consideration.

Fire Emergency: In case of a Fire Emergency, familiarize yourself with your evacuation route including the location of all emergency and regular exits. If you have a mobility disability you need to pre-arrange an individual evacuation plan.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO MINNESOTA STATE LAWS.

Violent Intruder: If an armed, violent individual or individuals are observed in any area on campus, the following recommendations are provided as guidance for actions that can be taken to reduce the potential for death or serious injury.

- Faculty and staff should immediately lock students and/or general public and themselves in the closest classroom or office.
- Call **911 (9-911** if using a campus phone). Contact the **ICC Emergency Designee at (218) 327-4751.**

If possible, do the following:

- Cover windows or openings that may have a direct line of sight into the hallway.
- Lock all windows and close any curtains or blinds.
- Stay away from windows and doors. Barricade if possible.
- Turn off all lights and audio equipment.
- Immediately put all cell phones on "Vibrate" or Silent" mode and do not use them unless you are in contact with emergency personnel.
- Try to remain calm and keep everyone together and quiet.
- Do not activate the building fire alarm system.

Remain in the classroom or office until emergency response personnel notify you that it is safe.

ICC EMERGENCY PHONE NUMBERS

Immediate Help (Fire, Police, Rescue Squad): 9-1-1 (**9-911** if using a campus phone).

ICC Emergency Designee 218-327-4751.

ICC Director of IT and Facilities: (Daytime) 218-322-2444 (Evening) 218-259-1235

ICC Director of Housing 218-322-2380

IMT Safety Officer: 218-910-5222

Name	Position	Email	Phone
Mike Aultman	ICT2	Mike.aultman@state.mn.us	218/259-5509
Scott Belknap	SOF2	smokejump@aol.com	218/256-1861
Dan Nescoda	SOFR(t)	daniel.g.nescoda@state.mn.us	651/470-2263
Jean Goad	PIO2	jmgoad52@gmail.com	218/259-0929
Jenny Benes	PIO2(t)	jenifer.benes@state.mn.us	
Mary Nordeen	PIO2(t)	mnordeen@fs.fed.us	
Val Cervenka	PIO2(t)	val.cervenka@state.mn.us	
Helen Cozzetto	PIO2(t)	Helen.cozzetto@state.mn.us	218/230-0809
Dave Snelinger	LOFR	snide@hotmail.com	218/850-8214
Jeff Mayer	LOFR(t)	jeff.mayer@advancedmn.org	218/750-7596
Martyn Halverson	LOFR(t)	martyn.halverson@co.itasca.mn.us	218/910-0546
Kurt Schlerenbeck	OSC2	schleren@boreal.org	218/370-8057
Ron Guck	OSC2(t)	ronguck@yahoo.com	218/205238
Bruce Giersdorf	DIVS	bgiersdorf@yahoo.com	218/259-3014
John Furr	DIVS(t)	john.furr@state.mn.us	218/464-3044
Lee Kessler	ASGS	Leland.kessler@itascacc.edu	218/244-1765
Rob Johnson	ASGS(t)	robert.a.johnson@state.mn.us	218/244-4026
Terry O'Connor	HEB2(t)	tmedicj@yahoo.com	218/368-8554
Brenda Miles	FSC2	Brenda.miles@nps.gov	218/360-1493
Sandy Bromenschenkel	PTRC(t)	sandy.bromenschenkel@state.mn.us	218/259-6118
Arlene Tucker	PTRC(t)	tuck5080@yahoo.com	218/289-5080
Jeremy Fauskee	PSC2	Jeremy.fauskee@state.mn.us	320/629-6599
Josh Donatell	RESL(t)	josh.donatell@state.mn.us	218/242-4313
John Segarl	SCKN(t)	john.segarl@state.mn.us	218/244-9517
Chris Bergquist	SCKN(t)	christopher.bergquist@state.mn.us	952/237-3797
Jonathan Lord	ITSS	jonathan.lord@state.mn.us	612/840-5292
Joel Perrington	ITSS(t) / GISS(t)	joel.perrington@state.mn.us	218/259-7921
Steve Hafvenstein	ITSS(t) / GISS(t)	steven.hafvenstein@state.mn.us	218/434-1747
Meadow Kouffeld	TNSP(t)	Meadow.Kouffeld@itascacc.edu	218/398-1076
Bill Lauer	LSC2	Bill.lauer@state.mn.us	218/244-9763
Peter Pappas	FACL	rangepappas@hotmail.com	319/333-8877
Dennis Brogger	FUDL	dsbrogger@msn.com	218/256-6703
Karl Meltzner	SPUL	browndop33@gmail.com	715/568-9320
Jay Lauer	ORDM	jay.lauer@state.mn.us	218/244-8154
Walker Wearne	RCDM(t)	walker.wearne@state.mn.us	402/908-9372
Adam Fisher	RCDM(t)	adam.fisher@state.mn.us	218/290-3062
Don Green	RCDM(t)	dgn.green@state.mn.us	218/966-7360
Chuck Larson	GSUL	chucklarson@gmail.com	218/290-0617
LaDonne Eddleman	EQPM(t)	ladonne.edelman@state.mn.us	218/255-2735
Alan Olson	DRIV		218/244-1939
Gary Gehrke	DRIV	ggehrike1983@gmail.com	218/252-6851
Pat Coughlin	COML	pat.coughlin@state.mn.us	218/244-7605
Jeremy Neste	RADO	jeremy.neste@state.mn.us	218/689-2776
Robert Carlson	MEDL	robert.w.carlson@state.mn.us	651/755-0521
Kent Johnson	MEDL(t)		218/485-1108
Bill Thomas	MEDL(t)	bltpis@aol.com	218/445-5591
Eugene Wempler	EMTB		507/271-7136
Bjorn Ringdahl	EMTB	bringdahl@rinedahlems.com	701/269-9545
Nita Larson	EMTB	nita.larson@state.mn.us	218/749-0260
Jason Klosowski	EMTB	JKLOSOWSKI98@gmail.com	320/287-1821
Todd Manley	Agency Adm		218/244-7925
Meadow Kouffeld	ICC		218/398-1076
Chad Haadvedt - cell	ICC Facilities		218/301-9544
ICC Maintenance	Office		218/322-2470
	ICC Maintenance cell		218/259-1722
	ICC Maintenance cell		218/244-3191
Dan Brotten	U of M Facilities		218/256-7660

Lunch Schedule

11:30	11:45	12:00	12:15	12:30
S-130/S-190/L-180 EVOC D-312	RT-130 S-200 S-215 S-261 S-270 RX-301	S-211 S-236 S-212 L-280 FI-110 S-270	S-230 S-219 S-231 S-290 E/L 970	ICS-300 ICS-400 S-131 S-212 Recert IWIM S-261

Breaks – Except for coffee put out in the morning, refreshments will be served ONLY during the following times:

9:30 – 10:15 a.m. & 2:00 – 2:45 p.m. each day.

You are free to take breaks at your leisure. Duration of your class's lunch time is at the discretion of the Lead Instructor. Please remind students that with the high numbers of students this year, they should limit their sitting time in the cafeteria to 15 minutes if possible.

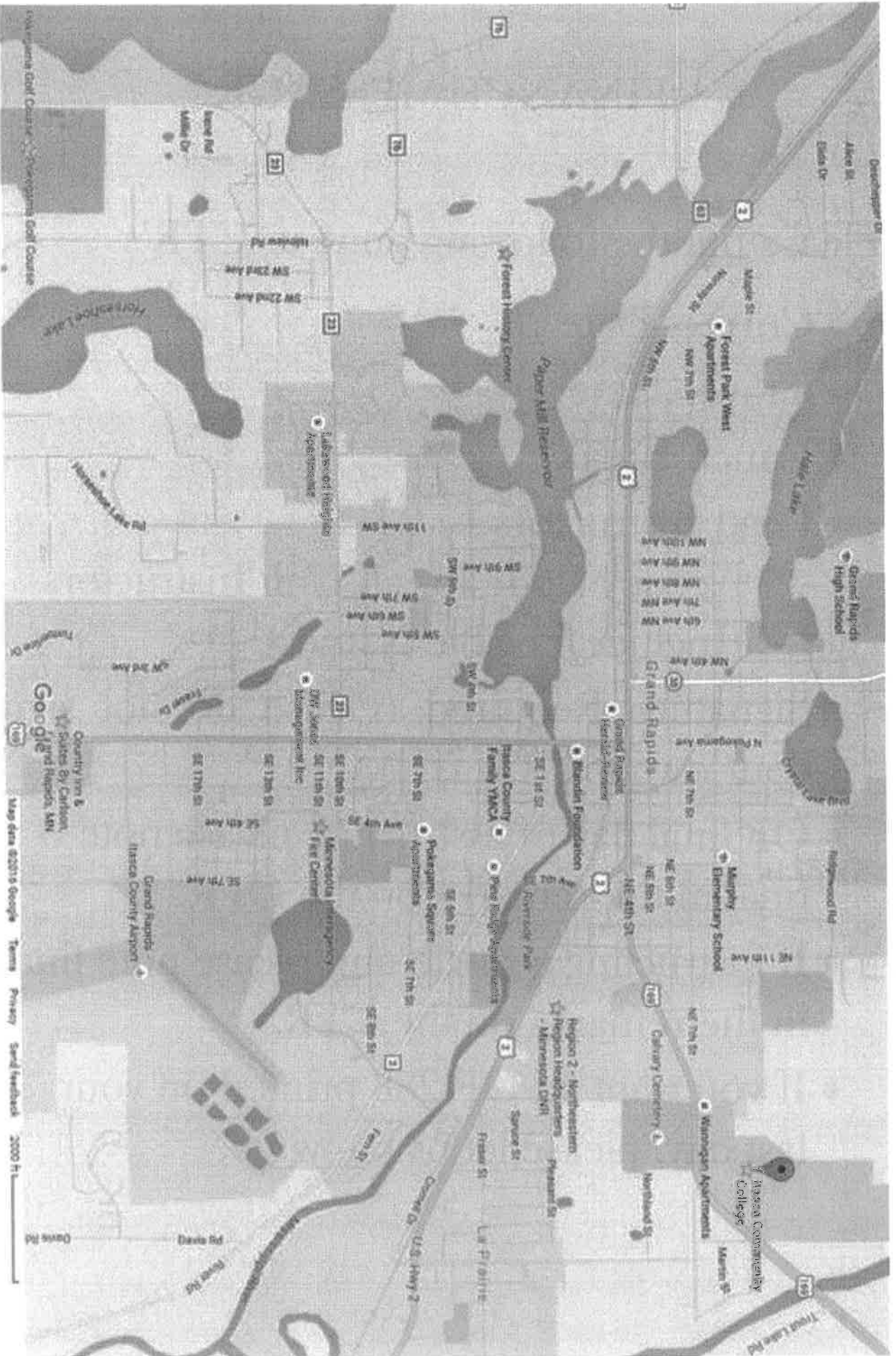
Location: Backes Student Center Commons Area – The CLCC downstairs from the cafeteria will provide overflow for seating.

***Note: S-130/S-190/L-180 breaks will be located near the Davies Theater.

FINANCE MESSAGE

Please put the following on your CTR's

- Correct Date
- Travel Time
- Lunch Break
- Lead Instructors -
Agency Code for all Unit Instructors
(Include Legible Names)
- Signature Required (Please do not sign your own CTR)
- On final day of instructing please note final in the remarks on the CTR.
- If instructing a single unit please note final in the remarks on the CTR.
- If you want an OF-288 printed on your last day, please let us know.

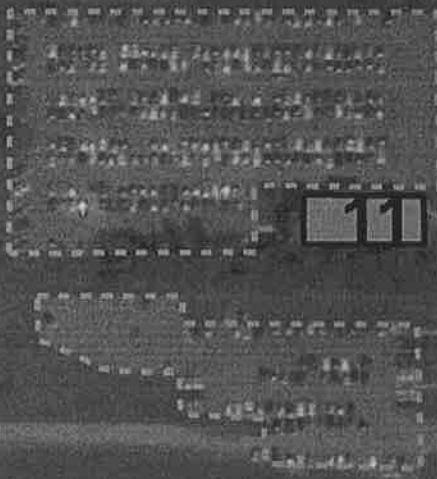


MIN Wildland Fire Academy Vicinity Map - Grand Rapids, MN



Itasca Community College Campus Map



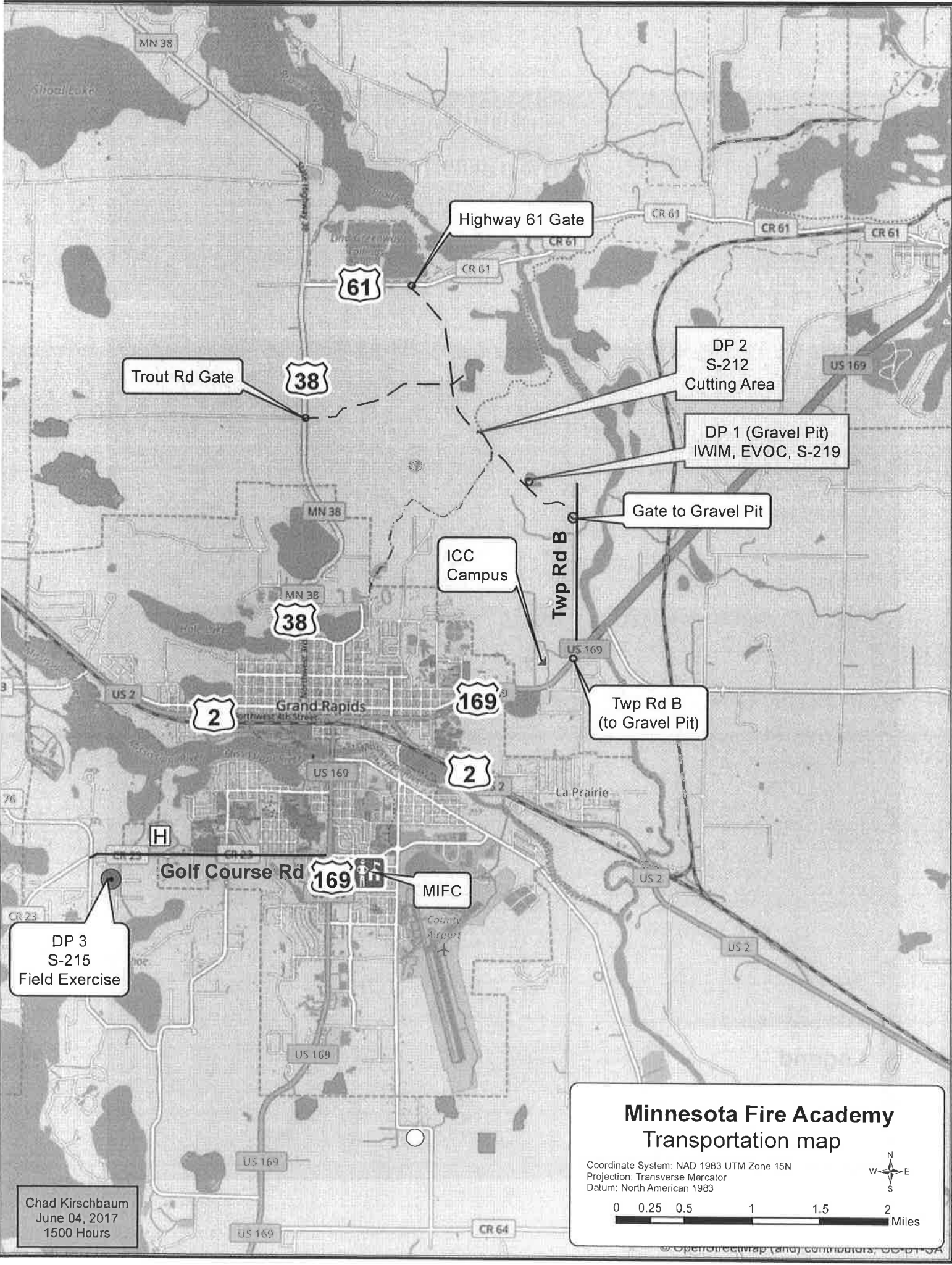
1. Administration Building
2. Backes Student Center
3. Mullins Hall
4. Wenger Hall
5. Davies Hall
6. Dailey Hall
7. Library/Media Center
8. Liberal Arts Building
9. Wilson Hall
10. Child Care Center
11. Itasca Hall
12. U of M Building



Legend

-  Staff Parking
-  Student Parking





Trout Rd Gate

Highway 61 Gate

DP 2
S-212
Cutting Area

DP 1 (Gravel Pit)
IWIM, EVOC, S-219

Gate to Gravel Pit

ICC
Campus

Twp Rd B

Twp Rd B
(to Gravel Pit)

DP 3
S-215
Field Exercise

MIFC

Chad Kirschbaum
June 04, 2017
1500 Hours

Minnesota Fire Academy Transportation map

Coordinate System: NAD 1983 UTM Zone 15N
 Projection: Transverse Mercator
 Datum: North American 1983

0 0.25 0.5 1 1.5 2 Miles

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781CS-206 MEDICAL PLAN	1. Incident Name MN WF Academy 2018	2. Date Prepared 05-18-2018	3. Time Prepared 10:00	4. Operational Period 06-04 thru 06-08-2018
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Site EMS		Paramedics	
Medical Aid Stations	Location	Yes	No
Itasca Community College	1851 E. Hwy 169 Grand Rapids, MN 218-322-2300 N 47 14.718 W 93 29.714		X

Transportation

Ambulance Services				Paramedics	
Name	Address	Phone	Yes	No	
Meds 1 Ambulance Service 5 Mins. ground	1328 5th St NW Grand Rapids, MN 218-326-0020	911	X		
Essentia Ambulance 15 Mins. Ground	25 4th St NE Deer River, MN 218-246-2909/218-246-4383	911	X		
Air Transport					
Sanford AirMed		Bemidji, MN 1-800-833-8979	X		
North Air Care		Bemidji, MN 1-763-581-9900	X		
Life Link III		Hibbing, MN 1-800-328-1377	X		

Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Grnd		Yes	No	Yes	No
Grand Itasca Hospital	1601 Golf Course Rd. Grand Rapids, MN N 47 13 22.02 W 93 33 17.12	5 Mins	10 Mins	(218) 999-1900	X			X
Essentia Deer River Hospital	115 10th Ave. NE Deer River, MN N 47 20 36.77 W 93 47 23.36	10 Mins	20 Mins	218-246-3035	X			X
St Mary's Medical Center	407 E 3rd St. Duluth, MN N 46 47 37.63 W 92 05 51.21	30 Mins	60 Mins	218-786-4357	X		X	

Medical Emergency Procedures & Incident Within an Incident Protocols

Upon occurrence of a "Major Medical" or accident involving significant injury at the WF Academy, the closest EMT should respond directly to the scene to take control of the situation and direct necessary actions. If EMS is unavailable, the nearest supervisor or leader needs to take charge.

1. Obtain and facilitate nearest EMT to the scene, request (911) EMS Response.
On site IC is in charge of the scene. Identify to medical personnel on site. Use Medical Incident Report (9-Line).
2. Check nature of the problem, # of patients, status, vitals & location. Request additional resources if needed.
3. Coordinate and facilitate appropriate transportation (Ground or Air) for injured with Medical Unit EMT in charge of patient(s).
4. Remove all unnecessary personnel from the scene.
5. Secure scene, notify safety officer, identify witnesses for later investigation. Keep Documentation of All Information Transmitted and Received via Phone or Radio
6. Inform Supervisor of any changes on scene for Point Of Contact.
7. No names are to be used for Injured Personnel
8. On site EMS Personnel may provide detailed information regarding condition of Patient to Communications or ICP, **Per Assessment Page 100 IRPG 2014 and Treatment Page 101-105 IRPG 2014**

SAFETY IS THE NUMBER 1 PRIORITY ON THIS INCIDENT
The term "Medivac" is for Emergency Medical Evacuations Only

Prepared by (Medical Unit Leader) Bob Carlson	10. Reviewed by (Logistics Chief) Bill Lauer
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*Reviewed by Safety Officer
Scott A. Falkner*

MEDICAL PLAN (ICS 206 WF)

Controlled Unclassified Information//Basic

Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to communications/dispatch.

1. CONTACT COMMUNICATIONS / DISPATCH (Verify correct frequency prior to starting report)

Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."

2. INCIDENT STATUS: Provide incident summary (including number of patients) and command structure.

Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat./Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."

Severity of Emergency / Transport Priority	<input type="checkbox"/> RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2° – 3° burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. <i>Ex: Significant trauma, unable to walk, 2° – 3° burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport <i>Ex: Sprains, strains, minor heat-related illness.</i>	
Nature of Injury or Illness & Mechanism of Injury		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Transport Request		<i>Air Ambulance / Short Haul/Hoist Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location & Lat. / Long. (WGS84)</i>
Incident Name		<i>Geographic Name + "Medical" (Ex: Trout Meadow Medical)</i>
On-Scene Incident Commander		<i>Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)</i>
Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient as applicable (start with the most severe patient)

Patient Assessment: See IRPG page 106

Treatment:

4. TRANSPORT PLAN:

Evacuation Location (if different): (Descriptive Location (drop point, intersection, etc.) or Lat. / Long.) Patient's ETA to Evacuation Location:

Helispot / Extraction Site Size and Hazards:

5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:

Example: Paramedic/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluid(s), Splints, Rope rescue, Wheeled litter, HAZMAT, Extrication

6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable

Function	Channel Name/Number	Receive (RX)	Tone/NAC *	Transmit (TX)	Tone/NAC *
COMMAND					
AIR-TO-GRND					
TACTICAL					

7. CONTINGENCY: Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.

8. ADDITIONAL INFORMATION: Updates/Changes, etc.

REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.