

# VIRTUAL STAGING

GA-R08-000001



# INCIDENT ACTION PLAN

Monday  
4/20/2020  
0800 - 1830

<b>INCIDENT OBJECTIVES</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
	<b>Virtual Staging</b>	<b>4/19/2020</b>	<b>1700</b>
4. Operational Period			
<b>Monday, April 20, 2020 0800-1830</b>			
5. General Control Objectives For The Incident (Include Alternatives)			
<b>OBJECTIVES:</b>			
1. Maximize virtual technology in the IMT environment across all sections and functional areas.			
2. Develop operational and logistical strategies and tactics that minimize exposure to IMT members, responders and the public.			
3. All incident actions are in accordance with the latest CDC state and local health guidance unless operational risk assessment shows a need for variance.			
<b>DEFINITIONS:</b>			
<b>There are three levels of presence that are applicable to the Sections.</b>			
1. <b>On-Site:</b> Personnel that will be operating AT the fire or AT the morning briefing or AT a remote site (supply, ground support)			
2. <b>Remote:</b> These individuals are working at the ICP, largely alone in a hotel room (one example), but able to have minor interactions with one another			
3. <b>Virtual:</b> Individual must be dedicated to full time performance of incident duties but can work from a virtual location. No face to face interaction is expected other than via video conference.			
<b>COMMANDER'S INTENT:</b>			
<b>Desired End State:</b> The Southern Area Gold Team develops a sustainable model for mobilizing, managing, and demobilizing from a large incident that maximizes virtual technology and minimizes risks to incident responders, their loved ones back home, and the general public in a COVID19 pandemic environment.			
6. Weather Forecast For Period			
<b>See Attached Weather Forecast</b>			
7. General Safety Message			
<b>See Attached Safety Message</b>			
1. ATTACHMENTS (X IF ATTACHED)			
<input checked="" type="checkbox"/> Organization List - ICS 203	<input checked="" type="checkbox"/> Medical Plan - ICS 206	<input checked="" type="checkbox"/> Safety Message	
<input checked="" type="checkbox"/> Division Assignment Lists - ICS 204	<input type="checkbox"/> Vicinity Map	<input checked="" type="checkbox"/> Weather	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Incident Map	<input type="checkbox"/> Air Operations Summary – ICS 220	
9. Prepared By (Planning Section Chief)		10. Approved By (Incident Commander)	
<b>James Ehrlich, PSC2(t)</b>		<b>/s/Deborah Beard</b>	

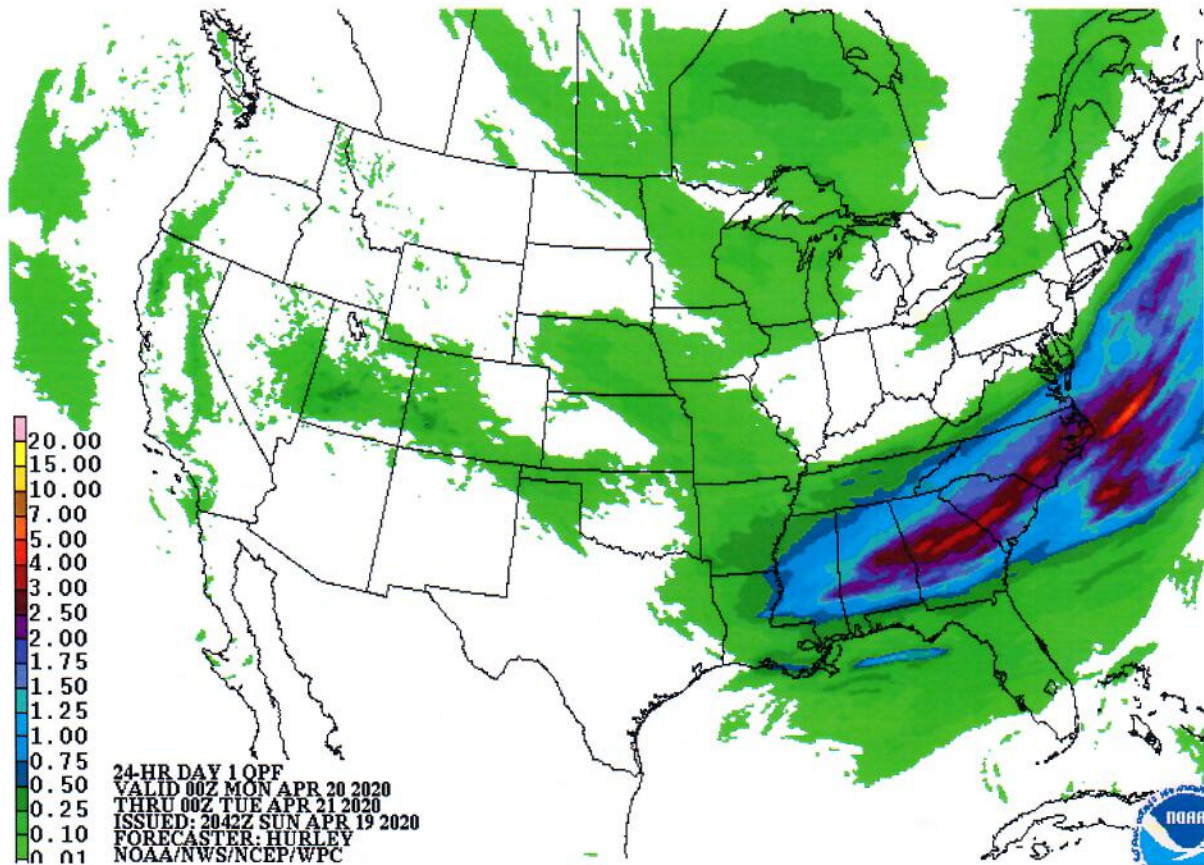
<b>1. Incident Name:</b> FY 2020 R8 Support		<b>2. Operational Period:</b> Date From: 4/20/20      Date To: 4/21/20 Time From: 0600      Time To: 0600	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UCs	Debbie Beard; Pat Pearson (t)	Chief	Jeff Schardt; Shawn Nagle (t)
Deputy	Danny Bryant	Planning Operations	Tyler Van Ormer; Jay Mickey (t)
Safety Officer	Larry Holsomback; Keith Suttles	Field Operations	Josh Granham; C Plante (t)
Public Info. Officer	Michelle Burnett; Robin Bible; Andrew Gray; Cathy Dowd (t)	<b>Branch</b>	
Liaison Officer	Mike Wright; Marty Bentley	Branch Director	
<b>4. Agency/Organization Representatives:</b>		Division/Group	Greg Salansky; Matt Hundt (t)
Agency/Organization	Name	Division/Group	Matthew Johnson; Jason Rose (t)
		Division/Group	Heath Thomas
		Division/Group	Jason Klawinsky
		<b>Branch</b>	
		Branch Director	
		Deputy	
<b>5. Planning Section:</b>		Division/Group	
Chief	Michael Williams, James Ehrlich (t)	Division/Group	
Deputy	Don Watson	Division/Group	
Resources Unit	Melonie Sellers, Jessica Hollingsworth	Division/Group	
Situation Unit	Jeff Adams	Division/Group	
Documentation Unit	Carrie Straight	<b>Branch</b>	
Demobilization Unit	Jeff De Matteis	Branch Director	
Fire Behavior Analyst	Kelly Cagle	Deputy	
GIS Specialist	Chris Evans; John Hutchison;	Division/Group	
Information Technology	Kevin Curry; Shawn Wyckoff; TBD	Division/Group	
IMET	TBD		
Air Quality Specialist	TBD		
Training Specialist	Dave Bernardo	Division/Group	
Status Check-in	Zulma Andujar; Mark Bass (t); TBD	Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief	Cindy Schiffer; Tom Piper (t)		
Deputy		<b>Air Operations Branch</b>	
Supply Unit	John Dunlap	Branch Director	Pete Kubiak
Receiving/Distribution		Air Tac Grp Super.	
Ordering	Lemuel Cooksey; Leigh Ostin.(t)	Helibase Manager	
Facilities Unit	Nelson Gonzalez-Sullow	<b>8. Finance/Administration Section:</b>	
Ground Support Unit	Todd Waller; Brian Truss (t)	Chief	Jennifer Cross
Communications Unit	George Rosenthal	Deputy	Wanda Kelley
Medical Unit	John Dunzweiler; Kevin Knight (t)	Time Unit	Laura Wilson; Gustavo Vallejo (t); Donna Line (t)
Security	Greg Blanks	Procurement Unit	
		Comp/Claims Unit	Debra Packard
		Cost Unit	Tom Steele; Marlene Hudson (t)
9. Prepared by: Name: Jessica Hollingsworth		Position/Title: RESL	
Signature: /s/ Jessica Hollingsworth			
ICS 203	IAP Page 1	Date/Time: 04/19/20 1800	

Location Key = Onsite

Remote

Virtual

## Fire Potential Across the Region



**Rainfall estimates for Sunday/Monday across the region. Note that south Florida and west Texas remain dry.**

### Fire Weather/Fire Danger Increasing in West Texas

Hazardous Weather Outlook  
National Weather Service Midland/Odessa TX  
133 PM CDT Sun Apr 19 2020

133 PM CDT Sun Apr 19 2020 /1233 PM MDT Sun Apr 19 2020/

This Hazardous Weather Outlook is for portions of southeast New Mexico, southwest Texas, and western Texas.

.DAY ONE...This Afternoon and Tonight

Elevated fire weather conditions are expected this afternoon mostly south and west of the Pecos River.

.DAYS TWO THROUGH SEVEN...Monday through Saturday

Winds will increase in the Guadalupe Mountains Wednesday and may near high winds in the favored locations.

Elevated to critical fire weather conditions are possible Monday through Thursday, especially across Southeast New Mexico, the Trans Pecos, and western Permian Basin.

<b>DIVISION ASSIGNMENT LIST</b>		<b>1. Branch:</b>		2. All Groups			
<b>3. Incident Name</b> <b>FY 2020 R8 Support</b>		<b>4. Operational Period</b> 4/19/2020 0600 – 4/20/2020 0600					
<b>Operations</b>	Jeff Schardt; Shawn Nagle (t) Planning Ops: Tyler Van Ormer; Jay Mickey (t) Field Ops: Josh Granham; C.Plante (t)	<b>Division Supervisors</b>		Greg Salandy; Matt Hundt (t) Matthew Johnson; Jason Rose (t) Heath Thomas Jason Klawinsky			
<b>Branch Director</b>		<b>Safety Officer</b>		Larry Holsomback; Keith Suttles			
<b>6. Resources Assigned this Period</b>							
<b>Strike Team/Task Force/ Resource Designator</b>	<b>Order for</b>	<b>14<sup>th</sup> Day</b>	<b>21<sup>st</sup> Day</b>	<b>30<sup>th</sup> Day</b>	<b>Leader</b>	<b>Number of persons</b>	<b>Comments</b>
<b>6. Control Operations/Work assignments:</b> <b>Task:</b> Maximize virtual technology in the IMT environment across all sections and functional areas; develop operational and logistical strategies and tactics that minimize risks to responders and the public; all incident actions are in accordance with the latest CDC, state and local health guidance unless operational risk assessment shows a need for variance.  <b>End State:</b> The Gold Team develops a sustainable model for mobilizing, managing, and demobilizing from a large incident that maximizes virtual technology and minimizes risks to incident responders, or carry the infection back home to family or the general public in a COVID19 pandemic environment.							
<b>7. Special Instructions:</b> PPE, gloves, hand washing as appropriate. Keep mindful of social distancing. Questions? See your section chief.							
<b>9. Division/Group Communication Summary</b>							
<b>See Communications Plan</b>							
<b>Prepared by (Resource Unit Leader)</b> Melonie Sellers		<b>Approved by (Planning Section Chief)</b> Jessica Hollingsworth PSC (t)			<b>Date</b> 4/20/2020		<b>Time</b> 1700

# Health and Safety Message

Incident: **Virtual Staging**

Date: **4/20/2020**

Operational Period Day: **0800--1830**

## Side Effects of Prolonged Sitting

Virtual work requires sitting in front of computer for long periods of time, consider these side effects and mitigate as much as possible.

Many of us have health issues that we attribute to bad genes, poor diet, or possibly even the environment. But now that we have a better understanding of the physiological effects of excessive sitting, it's probably safe to say that our daily behaviors can also play a large role in our health problems.

Here are a few of the issues you may experience as a direct side effect of sitting too much:

**Weight Gain:** It's no secret that an inactive lifestyle can lead to increased weight gain. Too much sitting has been shown to [decrease lipoprotein lipase \(LPL\) activity](#), which can have a negative impact on the body's ability to burn fat. This leads to increased fat stores and encourages the use of carbohydrates (instead of fat) for fuel, and as a result, the body will continue to gain fat even while consuming a low-calorie diet.

**Poor Blood Circulation:** Another obvious yet often ignored consequence of immobile sitting is poor circulation. Prolonged sitting time can slow down your circulation and cause blood to pool in the legs and feet, which can lead to varicose veins, swollen ankles, or even dangerous blood clots like deep vein thrombosis (DVT).

**Heart Disease:** When our body burns less fat and blood circulation is poor, there's an increased chance of fatty acids blocking the arteries in the heart. This links inactive sitting to elevated cholesterol levels, high blood pressure, and cardiovascular disease. In fact, a study has shown that men who spend more than 10 hours a week riding a car or over 23 hours a week watching television [had 82% and 64% greater risk of suffering from heart disease](#) compared to those who spent significantly less time on both activities.

**Diabetes:** According to a 2017 study that examined [the link between diabetes and total sitting time](#), there is a higher risk of diabetes in physically inactive people, with prolonged sitting being a major contributing factor. This is because decreased muscle mass and strength can result in lowered insulin sensitivity, which means that the cells respond slower to insulin (the hormone responsible for regulating blood sugar levels). The lower the body's sensitivity to insulin, the higher the incidence of diabetes.

**Posture Problems:** Aside from making our muscles more vulnerable to degenerating, prolonged sitting and slouching causes a variety of problems for your neck, shoulders, back, and hips. Your neck and shoulders curve and stiffen, your spine loses its flexibility as it absorbs pressure, and your pelvis rotates the wrong way, especially if you don't use an ergonomic chair or already have bad posture to begin with.

**GET UP AND WALK WHEN YOU CAN!!** When walking or running, people tend to burn between **80 and 100 calories per mile**.

*Safety Officers: Larry Holsomback and Keith Suttles*

## INCIDENT SAFETY ANALYSIS 215a

Virtual Assignment - Monday, April 20, 2020

8. Location	9. Hazard	6. Control or Abatement Action (Engineering, Administrative, PPE, Avoidance, Education, etc)
Staffing Initial Attack Suppression Mop up	Air Operations	<ul style="list-style-type: none"> <li>~ Ensure positive communication with all air resources.</li> <li>~ Don't plan on air resources for medical transport or resupply.</li> <li>~ Follow "Aviation Watch-Out Situations" IRPG Pg 46.</li> <li>~ Refer to "Directing Bucket or Retardant Drops" IRPG Pg 58 .</li> <li>~ Refer to "Aerial Retardant Safety" IRPG Pg57.</li> <li>~ Refer to "Aircraft Mishap Response Procedure" IRPG Pg 62.</li> </ul>
ICP, Staging , Fire Ops, Motel	Surface exposure from equipment and offices	<ul style="list-style-type: none"> <li>~Do not share tools, disinfect tool handles before use.</li> <li>~Deep clean and disinfect office if exposure to COVID19 has occurred or is suspected; use CDC approved disinfectants.</li> <li>~Establish a facility log for all administrative facilities to identify personnel entering, leaving, dates and times.</li> <li>~Daily disinfect equipment subject to common use - dozers, mowers, tractors, etc and attach use log to identify persons, date, time and cleanings.</li> <li>~If cleaning date/status of furniture, tools, etc. is unknown, treat it as contaminated and disinfect before use.</li> </ul>
ICP, Fire Operations	Communications	<ul style="list-style-type: none"> <li>~Before leaving home or base, employee and supervisor establish checkin/out plan and check radio communication with dispatch.</li> <li>~Use SPOT or cell phone for backup plan.</li> <li>~Update situational awareness of potential hazards and long responses since few employees are in the field.</li> <li>~Utilize human repeaters when working in dead spots.</li> </ul>
Travel in vehicles	Travel precautions from COVID-19	<ul style="list-style-type: none"> <li>~Maintain personal spacing of 6 feet.</li> <li>~Wear face mask.</li> <li>~Daily clean vehicle surfaces at beginning and end of shift with approved sanitizers.</li> <li>~Assign same personnell to vehicles each shift.</li> <li>~Follow approved CDC COVID-19 midigations.</li> </ul>
Staffing Initial Attack Suppression Mop up	Chain Saw Operations	<ul style="list-style-type: none"> <li>~ Follow "Hazard Tree Safety" guidelines, IRPG Pg 22</li> <li>~ Follow "Procedural Felling Operations" IRPG Pg 85.</li> <li>~ Look up, Look down, Look around for hazard tree indicators.</li> <li>~ Only fell and buck trees within your expertise, and training.</li> <li>~ Do not fall trees during high wind events.</li> <li>~ Ensure proper use of all required PPE.</li> </ul>
ICP, Staging, Fire Operations, Motel	Injury & Medical Emergency	<ul style="list-style-type: none"> <li>~Supervisor and employee plan for medical emergencies daily.</li> <li>~Pratice COVID-19 procedures outlined by CDC.</li> <li>~Consult IRPG "Planning for Medical Care" page 2.</li> <li>~Ensure radio communications are acceptable before leaving home or base each day.</li> <li>~Follow "Emergency Medical Care" IRPG pages 105-119.</li> <li>~Verify first aid kit to meet project hazards is present.</li> </ul>
Staffing Initial Attack Suppression Mop up	Firefighter & Public Smoke Exposure	<ul style="list-style-type: none"> <li>~ Refer to "Smoke Hazards and Mitigation" IRPG Pg 30</li> <li>~ Use warning lights and provide traffic control on roadways during smoky and night operations.</li> <li>~ Rotate crews out of smoky areas during firing and mop-up operations.</li> <li>~ Contact Communications when firing operations are initiated.</li> </ul>

## INCIDENT SAFETY ANALYSIS 215a

ICP, Staging Fire line Operations, Motel	Driving & Traffic	<ul style="list-style-type: none"> <li>~ Practice "Defensive Driving" techniques traveling on all roads and city streets.</li> <li>~ Use spotters &amp; Honk horn to alert personnel when backing.</li> <li>~ Follow Driving LCES (Lights, Chock blocks, Emergency brake, Seat belts).</li> <li>~ Always use headlights.</li> <li>~ Yield to pedestrians and bicycles.</li> <li>~ Observe posted speed limits.</li> <li>~ Use the 3 second rule for following distance when driving.</li> <li>~ Use chock blocks, turn wheels into hill.</li> <li>~ Avoid distractions (eating, cell phones, radio).</li> <li>~ Ensure that windshields are kept clean of dust and bugs.</li> <li>~ Refer to "Smoke and Transportation Safety" IRPG Pg 31</li> <li>~ Refer to "Roadside Response Safety" IRPG Pg 26</li> </ul>
Briefings, Incident Operations, Travel	Person to person contact with visitors, contractors, partners & others	<ul style="list-style-type: none"> <li>~ Be prepared with COVID PPE - gloves, mask, glasses, disinfectant - put them on before approaching or talking to anyone.</li> <li>~ Maintain social distance of 6 feet or more.</li> <li>~ No handshake or hug - wave.</li> <li>~ Keep a daily log of who you encountered, where and when.</li> <li>~ Wash your hands with soap &amp; water or germicide, especially after touching handles, tools, pumps &amp; knobs.</li> </ul>
IWI	Responder exposure to COVID-19	<ul style="list-style-type: none"> <li>~ Responders wear COVID-19 protective PPE and sanitize all surfaces.</li> <li>~ Place soiled clothing in plastic bags for cleaning or decontamination.</li> <li>~ Limit exposure to essential personnel only.</li> <li>~ Follow all current CDC mitigations.</li> </ul>
Gatherings spaces	Human to human contact and exposure to COVID-19	<ul style="list-style-type: none"> <li>~ Practice social distancing and group gatherings to meet current CDC guidelines.</li> <li>~ Avoid working in groups when possible.</li> <li>~ Stage for IA at designated areas that minimize grouping; ie home or motel.</li> <li>~ Wear CDC recommended PPE.</li> </ul>
ICP, Staging, Fireline Operations Motel	Transmission of COVID-19 between employees	<ul style="list-style-type: none"> <li>~ Closed camps/ICP.</li> <li>~ Limit access to essential personnel.</li> <li>~ No sharing of hotel rooms.</li> <li>~ Clean and sanitize all shared work areas daily.</li> <li>~ Provide sanitation supplies to all personnel.</li> <li>~ Consider virtual or remote work.</li> <li>~ "Am I fit" checklist before every shift, Southern Area WFRP</li> </ul>
ICP, Staging, Fire Ops,	Lack of or Incorrect Use of PPE	<ul style="list-style-type: none"> <li>~ Always wear appropriate project PPE for operation.</li> <li>~ COVID PPE - nitrile or latex gloves, masks, glasses, disinfectant..</li> <li>~ If COVID or project PPE is not present, avoid hazards or stop work.</li> </ul>
ICP, Staging Fire operations, Motel	Employee showing symptoms of illness	<ul style="list-style-type: none"> <li>~ Immediately isolate employee.</li> <li>~ Check temperature.</li> <li>~ Use "Am I Fit" checklist in Southern Area WFRP.</li> <li>~ Document all personnel that had come into contact with employee.</li> <li>~ Evaluate with medical unit for further action.</li> <li>~ Protect responders from possible COVID-19</li> </ul>
ICP, Staging, Fire Operations,	Bees, Ticks, Mosquitoes	<ul style="list-style-type: none"> <li>~ Canvas crew members for those with known allergic reactions to stings.</li> <li>~ Ensure crew members have medication pens if needed.</li> <li>~ Perform daily self inspection.</li> <li>~ Use repellent as necessary.</li> <li>~ Advanced Life Support, multi-dose epi and airway protection.</li> <li>~ Keep affected area clean and bandaged.</li> <li>~ Be extra careful when eating and/or drinking to avoid stings to mouth and throat.</li> </ul>



# MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b> Virtual Staging GA-R08-000001		<b>2. Operational Period:</b> Date From: 04/10/2020 Date To: 04/20/2020 Time From: 0800 Time To: 1830					
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
Local Hospital	Location of team member working remote	911	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation (indicate air or ground):</b>							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
Local 911 Service	Location of team member working remote	911	<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Local Hospital	Location of members working remote	Various by member location	Varies	Varies	<input checked="" type="checkbox"/> Yes Level: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<p>Each member shall contact local 911 for immediate emergency needs. Each member will also contact safety, finance claims and losses for documentation administration. Local air evacuation services shall be utilized as determined with authority having jurisdiction. For workers compensation claims, these steps must be utilized and the emergency room must be utilized unless otherwise directed.</p>							
<input checked="" type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by (Medical Unit Leader):</b> Name: <u>Kevin Knight MEDL-T/ John Dunzweiler MEDL</u> Signature: <u>Kevin Knight John Dunzweiler</u>							
<b>8. Approved by (Safety Officer):</b> Name: <u>Larry Holsomback</u> Signature: <u>Larry P Holsomback</u>							
ICS 206	IAP Page _____	Date/Time: <u>April 16, 2020</u>	1500				



**Gold Team Meeting Schedule for 4/20/2020**  
**Eastern Daylight Savings Time**

**0800 – All Team Briefing**

**1100 – C&G**

**1300 – Gold Team Transition meeting W / SACC**

**1600 – Gold Team AAR**

**1700 – Gold Team Awards**

**1800 – Team DMOB / Released back to Home Unit**

# FINANCE MESSAGE

Keep the Smart Source Computer until the end of our rotation and then send them back to Smart Source.

4/20/2020 Hours should be 0800 – 1800 with a meal break.

All employees will receive a draft OF-288 for approval tomorrow after time is entered. Once time is approved by employee. Final OF-288 will sent back to the employee for their records.

All OF-288s will be electronically signed and emailed to the employees. If you are an AD you will be receiving a Batch # along with your OF-288.

The TIME unit will submit all Casual pay for Forest Service Ads to Albuquerque Service for processing via electronically.

AD who will be receiving Smart Source computers should the time needed to the last day working to allow for return for taking the Smart Source computer to be shipped.

Thanks,

Jenny

## DOCUMENTATION UNIT LEADER MESSAGE

Files for the Incident can be found through Teams or on Sharepoint. In the Teams "General" channel is where all the documents are hosted. By clicking on General and the "Files" in the menu to the right, top tab you can see the file structure.

There is a virtual Documentation Inbox in the General folder labeled **Documentation INBOX**. Place any administrative records in this folder (think about what you would drop in the Inbox on an incident).



**Please put your record files of any final documents for the administrative record in the Documentation Inbox.**

### **Record to be retained could include:**

- pdfs of substantive emails
- Meeting minute notes
- Call logs documenting substantive/decision information
- Unit Logs
- Recordings of meetings, briefings

**You can place any 214s or 213s into the folders found in your Section's or Units working folders.**

If you have any questions, feel free to ask.

Thanks,

*Carrie*

**Carrie Straight, DOCL**

[carrie\\_straight@firenet.gov](mailto:carrie_straight@firenet.gov) or send me a chat in Teams

All personnel are scheduled for demob, you only need to close out your time .

Be sure to check with your home dispatch after we demob.

REQUEST NUMBER	RESOURCE NAME	ITEM CODE	UNIT ID	TENTATIVE RELEASE DATE	TENTATIVE RELEASE TIME
O-33.26	ADAMS, JEFFREY	SITL	TX-BAR	04/20/2020	18:00
O-33.25	ANDUJAR, ZULMA	SCKN	PR-EYF	04/20/2020	18:00
O-33.60	BASS, MARK	SCKN	LA-KIF	04/20/2020	18:00
O-33.1	BEARD, DEBORAH	ICT2	FL-FNF	04/20/2020	18:00
O-33.4	BENTLEY, MARSHALL	LOFR	GA-CHF	04/20/2020	18:00
O-33.33	BERNARDO, DAYVSON	TNSP	MS-MNF	04/20/2020	18:00
O-33.6	BIBLE, ROBIN	PIO2	TN-TNS	04/20/2020	18:00
O-33.64	BLANKS, GREGORY	SECM	GA-SCR	04/20/2020	18:00
O-33.2	BRYANT , DANIEL	ICT2	LA-KIF	04/20/2020	18:00
O-33.5	BURNETT, MICHELLE	PIO2	FL-FNF	04/20/2020	18:00
O-33.31	CAGLE, KELLY	FBAN	NC-BRPC	04/20/2020	18:00
O-33.37	COOKSEY, LEMUEL	ORDM	FL-FLS	04/20/2020	18:00
O-33.43	CROSS, JENNIFER	FSC2	TN-CNF	04/20/2020	18:00
O-33.27	CURRY, KEVIN	ITSS	NJ-NJS	04/20/2020	18:00
O-33.32	DEMATTEIS, JEFFREY	DMOB	MS-MIC	04/20/2020	18:00
O-33.35	DUNLAP, JOHN	SPUL	FL-FIC	04/20/2020	18:00
O-33.39	DUNZWEILER, JOHN	MEDL	KY-DBF	04/20/2020	18:00
O-33.51	EHRlich, JAMES	PSC2	TN-CNF	04/20/2020	18:00
O-33.29	EVANS, CHRISTOPHER	GISS	SC-FMF	04/20/2020	18:00
O-33.40	GONZALEZ-SULLOW,	FACL	GA-CHF	04/20/2020	18:00
O-33.11	GRAHAM, JOSHUA	OPS3	AR-OUF	04/20/2020	18:00
O-33.24	HOLLINGSWORTH,	RESL	MS-MNF	04/20/2020	18:00
O-33.7	HOLSOMBACK, LARRY	SOF2	GA-CHF	04/20/2020	18:00
O-33.63	HUDSON, MARLENE	TIME	FL-FNF	04/20/2020	18:00
O-33.54	HUNDT, MATTHEW	DIVS	FL-FNF	04/20/2020	18:00
O-33.30	HUTCHISON, JOHN	GISS	KY-DBF	04/20/2020	18:00
O-33.15	JOHNSON, MATTHEW	DIVS	AR-FSR	04/20/2020	18:00
O-33.44	KELLEY, WANDA	FSC2	TN-CNF	04/20/2020	18:00
O-33.14	KLAWINSKY, JASON	DIVS	TX-TXF	04/20/2020	18:00
O-33.56	KNIGHT, KEVIN	MEDL	AR-BUP	04/20/2020	18:00
O-33.17	KUBIAK, PETER	AOBD	GA-PDR	04/20/2020	18:00
O-33.62	LINE, DONNA	TIME	GA-R4R	04/20/2020	18:00
O-33.50	MICKEY, JAY	OSC2	NE-MWP	04/20/2020	18:00
O-33.49	NAGLE, SHAWN	OSC2	GA-SEP	04/20/2020	18:00
O-33.57	OSTIN, LEIGH	ORDM	FL-FNF	04/20/2020	18:00
O-33.47	PACKARD, DEBRA	COMP	AZ-PNF	04/20/2020	18:00
O-33.52	PEARSON, JOHN	ICT2	NE-MWP	04/20/2020	18:00
O-33.65	PIPER, THOMAS	LSC2	WV-MOF	04/20/2020	18:00
O-33.53	PLANTE, C BERTRAM	OSC2	NC-ALR	04/20/2020	18:00
O-33.55	ROSE, JASON	DIVS	IL-SHF	04/20/2020	18:00
O-33.36	ROSENTHAL, GEORGE	COML	MO-MTF	04/20/2020	18:00
O-33.13	SALANSKY, GREGORY	DIVS	TN-GSP	04/20/2020	18:00
O-33.9	SCHARDT, JEFFREY	OSC2	GA-CHF	04/20/2020	18:00
O-33.34	SCHIFFER, CYNTHIA	LSC2	VA-VAF	04/20/2020	18:00
O-33.23	SELLERS, MELONIE	RESL	MS-MIC	04/20/2020	18:00
O-33.46	STEELE, THOMAS	COST	GA-CHF	04/20/2020	18:00
O-33.68	STRAIGHT, CARRIE	DOCL	GA-AESR	04/20/2020	18:00
O-33.8	SUTTLES, ALLEN	SOF2	TN-GSP	04/20/2020	18:00
O-33.16	THOMAS, MICHAEL	DIVS	AR-OZF	04/20/2020	18:00
O-33.58	TRUSS, BRIAN	GSUL	TX-TXF	04/20/2020	18:00
O-33.61	VALLEJO, GUSTAVO	TIME	TN-CNF	04/20/2020	18:00
O-33.10	VAN ORMER, TYLER	OSC2	VA-VAF	04/20/2020	18:00
O-33.38	WALLER, STEPHEN	GSUL	FL-FNF	04/20/2020	18:00
O-33.22	WATSON II, DONALD	PSC2	NC-NCS	04/20/2020	18:00
O-33.21	WILLIAMS, MICHAEL	PSC2	NC-NCF	04/20/2020	18:00
O-33.45	WILSON, LAURA	TIME	TN-CNF	04/20/2020	18:00
O-33.3	WRIGHT, MICHAEL	LOFR	TN-CNF	04/20/2020	18:00
O-33.67	WYCKOFF. J. SHAWN	ITSS	TX-TXF	04/20/2020	18:00

## Supply Unit Leader Message

With the spread of Covid-19 in mind, the Supply Unit will be conducting business a little differently on this incident. Our goal is to limit person to person interaction at the Supply yard while still meeting the needs of the incident.

All orders for supplies, personnel, equipment, etc. should be submitted via e-mail on an electronic ICS-213 (General Message).

Since approvals/signatures are difficult to obtain on electronic copies, all orders will need to come from a designated individual in each section which will represent the approval of that order.

### **Supplies**

Supply orders will go directly to the SPUL/RCDM.

John Dunlap 850-545-8573

[john.p.dunlap@usda.gov](mailto:john.p.dunlap@usda.gov) (incident e-mail would be created in the future)

\*\*\*\*Supply orders should be consolidated for you section and submitted by the Section Chief or Designee.\*\*\*\*

\*\*\*\***Operations supply orders** should be consolidated and submitted by the Section Chief/Designee or a DIVS.\*\*\*\*

Orders should reference NFES numbers when appropriate, date and time needed, and whether items will be picked up at Supply or delivered to a drop point.

### **Overhead/Equipment/Crews/etc.**

These orders will go directly to the Ordering Manger.

Lemuel Cooksey 850-508-9097

[lemuelc@comcast.net](mailto:lemuelc@comcast.net) (incident e-mail would be created in the future)

All orders for O-E-C-etc. will need to be submitted by Section Chiefs or their specified Designee.



\*\*\*\*QR Code to fillable ICS-213 **COMING SOON**\*\*\*\*

## PHONE LIST -VIRTUAL STAGING

Position	Name	Phone Number	Email
<b>COMMAND</b>			
Incident Commander	Debbie Beard	850-524-9966	deborah.beard@usda.gov
Incident Commander	Danny Bryant	601-500-2505	danny.bryant@usda.gov
Incident Commander (t)	Pat Pearson	402-630-0685	patrick_pearson@nps.gov
Liaison Officer	Mike Wright	970-819-2890	michael.wright@usda.gov
Liaison Officer	Marty Bentley	423-584-1682	firemanagementservices16@gmail.com
Public Information	Michelle Burnett	803-920-6167	michelle.burnett@usda.gov
Public Information	Robin Bible	615-504-9212	robin.bible@tn.gov
Public Information	Andrew Gray	850-797-4824	graymatters56@yahoo.com
Public Information	Cathy Dowd	828-412-1521	cathryn.dowd@usda.gov
Safety Officer	Larry Holsomback	706-280-4716	lpholsomback@yahoo.com
Safety Officer	Keith Suttles	828-413-2485	keith_suttles@bellsouth.net
<b>OPERATIONS</b>			
OPS	Jeff Schardt	706-280-5498	Jeffrey.schardt@usda.gov
OPS	Tyler Van Ormer	540-236-8478	tyler.vanormer@usda.gov
OPS	Joshua Graham	501-545-3088	Joshua.j.graham@usda.gov
OPS (t)	Shawn Nagle	662-231-4024	shawn_nagle@nps.gov
OPS (t)	Jay Mickey	402-250-1233	jay_mickey@nps.gov
OPS (t)	C.Bertram Plante	252-475-4662	c_plante@fws.gov
Division	Matt Johnson	870-415-0185	matthew_johnson@fws.gov
Division	Heath Thomas	501-208-7077	Michael.h.thomas@usda.gov
Division	Greg Salansky	865-414-6461	greg_salansky@npa.gov
Division	Jason Klawinsky	936-520-8827	Jason.klawinsky@usda.gov
Division (t)	Matthew Hundt	775-340-2991	matthew.hundt@usda.gov
Division (t)	Jason Rose	618-771-6836	Jason.rose@usda.gov
<b>AIR OPERATIONS</b>			
Air Operations Branch Director	Pete Kubiak	404-661-4819	pkubiak58@bellsouth.net
Air Attack			
<b>FINANACE</b>			
Chief	Jennifer Cross	423-715-9025	nanajencross@gmail.com
Chief	Wanda Kelley	423-584-1472	wkelley970@gmail.com
Time Unit Leader	Lauren Wilson	765-427-7564	lwilson@tl-wilson.com
Time Unit Leader (t)	Gustavo Vallejo	423-457-7403	gustavovallejo816@gmail.com
Time Unit Leader (t)	Donna Line	706-474-3216	dline1128@gmail.com
Cost Unit Leader	Tom Steele	770-363-3583	stelle5426@bellsouth.net
Cost Unit Leader (t)	Marlene Bullard	850-570-5478	marlene.bullard@usda.gov
Compensation/Claims Unit LDR	Debra Packard	559-623-2983	debradoles@hotmail.com

### Location Key

On-Site

Remote

Virtual

## PHONE LIST -VIRTUAL STAGING cont

Position	Name	Phone Number	Email
<b>PLANNING</b>			
Chief	Michael Williams	828-835-0094	michael.j.williams@usda.gov
Chief	Don Watson	910-334-0033	don.watson@ncagr.gov
Chief (t)	James Ehrlich	423-779-4731	james.ehrlich@usda.gov
Resource Unit Leader	Melonie Sellers	601-508-8997	melsellers2010@gmail.com
Resource Unit Leader	Jessica Hollingsworth	601-966-0331	jessica.hollingsworth@usda.gov
Check In	Zulma Andujar	939-642-8827	zulma.andujar@gmail.com
Check In (t)	Mark Bass	318-286-2189	mark.bass@usda.gov
DMOB	Jeff DeMatteis	601-415-9080	jdematteis@gmail.com
DOCL	Carrie Straight	706-540-8796	carrie.straight@gmail.com
Fire Behavior Analyst	Kelly Cagle	336-302-0343	kelly.cagle@usda.gov
Training Specialist	Dave Bernardo	314-330-7079	dayvson.bernardo@usda.gov
ITSS	Kevin Curry	732-684-2999	kevin_curry@firenet.gov
ITSS	J. Shawn Wyckoff	281-858-3502	jshawn.wyckoff@usda.gov
SITL	Jeff Adams	512-234-0220	jeffrey_adams@fws.gov
GISS	Chris Evans	928-273-4203	christopher.evans@usda.gov
GISS	John Hutchison	801-696-4605	john_hutchison@firenet.gov
<b>LOGISTICS</b>			
Logistics Section Chief	Cindy Schiffer	540-315-5241	cr77chiffer@gmail.com
Logistics Section Chief (t)	Tom Piper	727-514-5513	piperforestry@yahoo.com
Ground Support Unit Leader	Todd Waller	501-337-6308	Stephen.waller@usda.gov
Ground Support Unit Leader(t)	Brian Truss	936-546-4338	brian.truss@usda.gov
Ordering Manager	Lemuel Cooksey	850-508-9097	lemuelc@comcast.net
Ordering Manager (t)	Leigh Ostin	352-445-1366	leigh.ostin@usda.gov
Receiving & Distribution			
Supply Unit Leader	John Dunlap	850-545-8573	john.p.dunlap@usda.gov
Communications Unit Leader	George Rosenthal	936-707-1832	George.rosenthal@usda.gov
Medical Unit Leader	John Dunzweiler	606-594-1627	john.dunzweiler@usda.gov
Medical Unit Leader (t)	Kevin Knight	479-871-0089	kev9632@gmail.com
Facilities Unit Leader	Nelson Gonzalez-Sullow	770-286-4673	nelson.gonzalez-sullow@usda.gov
Security Mananger	Greg Blanks	912-210-3976	greg_blanks@fws.gov

### Location Key

On-Site

Remote

Virtual



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

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned			
Name	ICS Position	Home Base	
8. Activity Log			
Time	Major Events		
9. Prepared by (Name and Position)			