

# POPLAR DRIVE FIRE

NC-NCS-230037  
HENDERSON COUNTY  
District 1

Fiori Time Code: G/T/F 1434

FY24 NCFS INCIDENT SUPPORT  
NC-NCS-230041  
Financial Code: PN QRN9



November 13, 2023  
Monday  
Operational Period Day 0700-1900 hrs.



<b>INCIDENT OBJECTIVES</b>	1. INCIDENT NAME <b>Poplar Drive Fire</b>	2. DATE PREPARED 11/12/23	3. TIME PREPARED 1800									
4. OPERATIONAL PERIOD (DATE/TIME) November 13, 2023 Day 0700-1900												
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)  <b>Control</b> <ol style="list-style-type: none"> <li>1. Provide for safety of our firefighters, assigned resources and public through adequate work rest ratios, risk assessments, hazard mitigation and information dissemination, while maintaining a safety culture within the IMT.</li> <li>2. Contain the fire North of Green Mountain Road, East of Kyles Creek Road, South of N. Bearwallow Road and West of Bearwallow Mtn. Road.</li> <li>3. Mop-up the fire perimeter as well as around all structures a minimum of 75 feet to ensure the fire remains within its current foot print and no additional structures are damaged.</li> </ol> <b>Management</b> <ol style="list-style-type: none"> <li>1. Manage fire in cost effective manner. Maintain accurate cost estimates of the incident and provide daily updates through morning reports and afternoon situation reports.</li> <li>2. Ensure unified information release and communications of fire status is provided all agencies, cooperators and public.</li> <li>3. Assist North Carolina Forest Service Mountain Region in planning, resource tracking, and financial tracking of the R3 2023 Fall IA support Resources.</li> <li>4. Identify and document suppression repair and rehab points.</li> <li>5. All incident personnel will be treated with dignity and respect. We exhibit care, concern, or consideration for others. This incident has zero tolerance for harassment, alcohol or drug use.</li> </ol>												
6. WEATHER FORECAST FOR OPERATIONAL PERIOD <b>See attached forecast</b>												
7. GENERAL SAFETY MESSAGE <b><u>HYDRATION/HEAT STRESS</u>- drink often and drink a lot, before you get thirsty. 4:1 water to sports drinks.</b>												
8. ATTACHMENTS (✓ IF ATTACHED) <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)</td> <td><input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)</td> <td><input checked="" type="checkbox"/> SAFETY MESSAGE</td> </tr> <tr> <td><input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204)</td> <td><input checked="" type="checkbox"/> INCIDENT MAP</td> <td><input checked="" type="checkbox"/> PHONE LIST</td> </tr> <tr> <td><input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)</td> <td><input type="checkbox"/> TRAVEL MAP</td> <td><input type="checkbox"/></td> </tr> </table>				<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"/> ASSIGNMENT LIST (ICS 204)	<input checked="" type="checkbox"/> INCIDENT MAP	<input checked="" type="checkbox"/> PHONE LIST	<input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAVEL MAP	<input type="checkbox"/>
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<input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAVEL MAP	<input type="checkbox"/>										
9. PREPARED BY (RESOURCE UNIT LEADER) Austin Harriett	10. APPROVED BY (INCIDENT COMMANDER) Kevin Harvell											

ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
<b>1. Incident Name</b> <b>Poplar Drive Fire</b>		Ops Day	D.LaFon / D. Vigil(t) / B. Rogers (t)
		Ops Night	
		<b>a. Branch I Day</b>	
<b>2. Date</b> 11/12/23	<b>3. Time</b> 1700	Branch Director	
<b>4. Operational Period: November 13, 2023</b> <b>Day 0700-1900</b>		Division/Group	<b>Alpha / Delta</b> H. Blake
		Division/Group	<b>Bravo</b> D. Poole / B. Walker
		Division/Group	<b>Charlie</b> J. Odom(t)
<b>5. Command and General Staff</b>		Division/Group	
Incident Commander	Kevin Harvell	Division/Group	
Deputy IC		Division/Group	
Safety Officers	Greg Riggs Chad Brandon(t)	<b>b. Branch II Night</b>	
Information Officers	Carrie McCullen Philip Jackson	Branch Director	
Liaison Officers	Jason Guidry / James Kimes	Division/Group	
		Division/Group	
<b>6. Agency Representatives</b>		Division/Group	
Agency	Name	Division/Group	
Henderson EM	Jimmy Brissie	Division/Group	
OSFM	Bruce Hodges (Day) David Morris (Night)	<b>c. Branch III</b>	
NCFS	Michael Cheek	Branch Director	
Edneyville Fire & Rescue	Robert Griffin	Division/Group	
Henderson Sheriff	Lowell Griffin	Division/Group	
Area Cordinator EM	Danny Gee	Division/Group	
Washington Agency Rep.	Todd Welker	Division/Group	
Oregon Agency Rep.	Blake Ellis	Division/Group	
<b>7. Planning Section</b>		Division/Group	
Chief	Dennis Register	Division/Group	
Resources Unit	Austin Harriett	Division/Group	
Situation Unit	Richard Cockerham	<b>d. Branch IV</b>	
Documentation	Robin Roberson		
Demobilization Unit	Lisa Hartrick	Branch Director	
GIS	Matthew Bishop / Matthew Haunsperger / Aaron Chamblee(t)	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
Status Check-in	John Willis	Division/Group	
		Division/Group	
		<b>e. Other Groups</b>	
<b>8. Logistics Section</b>		UAS Group	
Chief	Jamie Logan	<b>f. Air Operations Branch</b>	
Supply Unit	Patrick Raynor	THSP / Air OPS	Jonathan Ross
Facilities Unit	Derek Arney	Air Attack Supervisor	
Ground Support Unit	Frankie Britt	Air Support Supervisor	
Communications Unit	Jimmy Meadows Jr.	Helicopter Coordinator	
Communication Tech	Bruce Scott	Air Tanker Coordinator	
Radio Operator	Jacob Wheeler(t)	Helibase Managers	
Radio Operator	Emily Whichard(t)	<b>10. Finance Section</b>	
Equipment Manager	Wayne Pugh	Chief	Ron Myers / Bridgit Gallagher(t)
Ordering Manager	Jason Wade(t) / Travis Ruff	Deputy	
Food Unit	Clyde Leggins	Time Unit	
Medical Unit	Stewart Niemyer	Time Unit	Renee Strickland
Communication Unit	Justin Rhodes	Cost Unit	Bridgit Gallagher
Mechanics	Chris Williams	Equipment Time Recorder	Jeana McDuffie
		Personel Time Recorder	Kristi Wilson
		<b>Prepared by (Resource Unit Leader)</b>	
		Austin Harriett	



## Poplar Drive Weather Forecast



**FORECAST NO:** 05  
**PREDICTION FOR:** Monday/Monday Night  
**SHIFT DATE:** November 13, 2023  
**FORECAST ISSUED:** 1800 November 12, 2023

**NAME OF FIRE:** Poplar Drive  
**UNIT:** NCFS  
**SIGNED:** Incident Meteorologist  
 Terry Lebo

### WEATHER DISCUSSION:

Broad high pressure will settle over the area Monday into Tuesday. A reinforcing shot of cool, dry air arrives Tuesday night into Wednesday. Clouds increase Wednesday and Thursday as moisture associated with low pressure along the Gulf Coast spreads north. Little to no rain is expected through Thursday. A strong cold front, which may be accompanied by showers, will cross the area late Friday.

### MONDAY:

**WEATHER:** Morning clouds and fog becoming mostly sunny by late morning.

**MAX TEMP: Valleys:** 60-66°F      **MIN RH: Valleys:** 25-35%  
**Ridgetops:** 56-62°F      **Ridgetops:** 30-40%

**CHC WTG RAIN (0.10"):** 0%      **LAL:** 1

**WINDS:** **Valley:** Light and variable to calm in the morning then from the northwest 2-4 mph with gusts to 7 mph in the afternoon. Afternoon upslope 2-4 mph on south and southwest facing slopes.  
**(20 feet) Ridgetops:** From the northwest 4-8 mph with gusts 10-12 mph.

**MIXING HEIGHT:** Rising to 3,000 ft around 1400.

**TRANSPORT WIND:** Northwest 11 mph.

**INVERSION BREAK (Temp/Time):** 48F/0900-1000

### MONDAY NIGHT:

**WEATHER:** Partly to mostly cloudy.

**MIN TEMP: Valleys:** 38-45°      **MAX RH: Valleys:** 70-80%  
**Ridgetops:** 43-47°      **Ridgetops:** 55-65%

**CHC WTG RAIN:** 0%      **LAL:** 1

**WINDS:** **Valleys:** Light and variable in the evening becoming downslope 2 to 4 mph around 1900  
**(20 FEET) Ridgetops:** From the northwest 3-6 mph with gusts to 10 mph.

**MIXING HEIGHT:** Inversion developing around 1800.

### Extended Outlook:

Above normal temperatures continue on Tuesday, although highs will be slightly cooler than Monday due to cloud cover. Afternoon humidity will drop as low as 15%. Poor humidity recovery Tuesday night Wednesday following the arrival of a weak cold front Tuesday night. Cool and dry air moves over the region On Wednesday with temperatures near normal. Afternoon humidity may drop below 30%. Clouds will thicken later Wednesday as moisture associate with Gulf Coast low pressure moves north. Temperatures will warm slightly for Thursday, but minimum humidity will be around 50%. Southeast winds will gust 7 to 10 mph Wednesday and Thursday afternoons.

# FIRE BEHAVIOR FORECAST

FORECAST NUMBER: 6	TYPE OF FIRE: Wildfire
FIRE NAME: Poplar Drive	OPERATIONAL PERIOD: 11/13/2023
DATE ISSUED: 11/12/2023	TIME ISSUED: 1800
UNIT: NCFS – District 1, Henderson County	SIGNED: <i>David Greathouse</i> Typed/printed: David Greathouse - FBAN

## WEATHER:

**\*\*\* Morning clouds and fog becoming mostly sunny by late morning.\*\*\***  
*See fire weather forecast for details*

***Critical fire weather thresholds that shout watch out (Ref: Central Mountains FDRA pocket card)***  
Temperatures above 60°, Relative humidity below 30%, 20' winds above 10mph

## FUELS:

This fire is burning in a typical southern Appalachian hardwood forest with timber litter and dead and down material. Areas of rhododendron can be found on the north and east slopes as well as along the creeks.

Fuel conditions are considered very dry for this time of year. Fuel conditions can be considered extremely dry for this time of year. Current ERC-X indices are above the 97<sup>th</sup> percentile, which is setting historical maximums. The 100-hour and 1000-hour fuel moistures are 16% and 19% Which are at or below historical minimums. Expect these fuels to completely consume when ignition occurs.

## FIRE BEHAVIOR:

Minimal fire behavior is expected today with mainly creeping and smoldering in the dead and down surface and ground fuels

## AIR OPERATIONS:

Air operations may be limited in the morning due to fog

## SAFETY:

"I will not allow yesterday's success to lull me into today's complacency, for this is the great foundation of failure."  
Og Mandino.

# HEALTH AND SAFETY MESSAGE

## ***SAFETY*** starts with ***YOU***

**INCIDENT:** Poplar Drive Fire

**DATE/SHIFT:** November 13, 2023

### **Major Hazards and Risks:** Driving, Complacency, and mop

#### **Driving:**

- Always use a spotter when backing or maneuvering in tight areas.
- There are several schools between ICP, the fire area, and the hotel. Watch out for reduced speed school zones and stopped school buses while driving back and forth.
- Roads around the fire are narrow and steep. These factors can make turning around difficult. Use passengers or other fire personnel as spotters when backing or maneuvering tight spaces.
- Report all accidents and injuries to supervisor immediately.

#### **Human Factors and Complacency on the fire line:**

- Stay engaged and deliberate in your actions.
- Human factors are a contributing cause in accidents, including a loss of situational awareness. Reduced situational awareness can lead to insufficient decision making and errors. Continue to update and reevaluate your situational awareness.
- Fatigue, stress, hazardous attitudes, and conflicts should be mitigated before they lead to unsafe actions.
- Be an active thinker and observer on the fire line. Stop, reevaluate, and make careful, informed decisions- especially when you are tired or unsure.
- There are many out of town resources arriving daily. Arriving resources should make sure they get an adequate in-briefing. Tap into local knowledge to update situational awareness.

#### **Mop Up in rhododendron with ground fire underneath.:**

- Ground fire can create ash pits that are deceptively deep. Avoid stepping in areas with white ash present.
- Wear all PPE including safety glasses and gloves. Secure the bottom of your pants to prevent them from riding up if you fall in a stump hole or ash pit.
- When spraying water on areas with white ash, hot steam and debris can erupt upward towards you. Stay a safe distance away and wear goggles.
- As ground fire undermines soil, standing timber can fall unexpectedly. Rocks, logs, and other debris can become dislodged and roll downhill.

## ***Watch out when weather is getting hotter and drier!***

#### **Incident Safety Officers:**

Greg Riggs (SOFC), Chad Brandon (SOFC-T)

Small fires or deceptively quiet areas of large fires are contributing factors of fatality or near miss fires. Maintain and reevaluate your situational awareness.

1. Prevent Camp Crud!!!! Wash hands and sanitize often.
2. FYI!!! If getting apples from the orchards near the fire, there are “Pesticide In Use” signs up in the area.





# Incident within an Incident Protocol

## Poplar Drive Fire

### Introduction

An “Incident within an Incident” (IWI) is an emergency on the incident such as a vehicle accident, equipment accident, medical emergency, or other situation that may result in serious injury or fatality.

Assignments may be in remote or severely impacted locations that result in extended response times for local emergency response personnel; therefore, the team is responsible for handling the situation professionally, timely and effectively.

The intent of this plan is to establish a protocol to effectively manage an emergency IWI while continuing to manage the primary incident with minimum distractions.

### In the Event of an Emergency IWI:

- Notification will be made on the Command Frequency (VIPER FOX 1) by an individual on scene who is not actively involved in the incident. This will be answered by the Radio Operator (RADO) and they will record the information on a blank “8-Line” document as information is being transmitted. For medical emergencies, utilize the Medical Plan (ICS 206 WF) ‘8-Line’ for all communication of patient status. No patient names will be given over the radio/phone.
- **On the Command Channel-Initiate all emergency IWI radio traffic with the phrase----**  
**“EMERGENCY! EMERGENCY! EMERGENCY! Stand by for Emergency Radio Traffic.”**  
Once this notice is communicated, all non-emergency traffic on Command Channel will be suspended.
- The Division Supervisor (DIVS), Task Force Leader (TFLD) or other incident personnel not directly involved in the accident will assume command of the IWI and direct all operations related to the IWI.
- Incident personnel with medical training will attempt to make it to the injured party’s location to render first aid/medical care if necessary. Providing medical aid to the injured party will be the highest priority. Each division will identify personnel with emergency medical training.
- Once the emergency is properly dealt with, the OSC or Safety Officer will announce on the radio that “The IWI has been cancelled! Command channel radio traffic can resume normal operations”.
- In the event of a fatality, deceased individuals and their personal items will not be moved except to accomplish rescue work or to protect the health and safety of others. This will aid in the any investigation that will follow.
- Those directly involved will provide written documentation of their actions. An ICS 214 may be utilized for the initial documentation, but a subsequent narrative will be required utilizing NCDA&CS Accident Reporting Documents. (Employee Statement, Supervisors Report, Witness Statements, and sketch of incident if applicable)

### Notification to IMT Members should be made as soon as possible:

1. The RADO will notify the Safety Officer & Operations Section Chief by cellular phone or by Command Channel (VIPER FOX 1).
2. The IC, Finance Section Chief, and Logistics Section Chief will be notified by the Safety Officer by cellular phone or in person.
3. The Logistics Section Chief will notify the Medical Unit Leader by cellular phone or in person.
4. The IC will ensure that all remaining C&G are notified as needed by cellular phone or in person.
5. The C&G and all other personnel associated with the IWI will meet at the Communications Unit located in the gym at ICP.
6. An After-Action Review will be conducted after each IWI to determine strengths and needed improvements as soon as time allows. All involved personnel should participate.

<b>DIVISION ASSIGNMENT LIST</b>				<b>1. BRANCH</b>		2. Division/Group				
				<b>Day</b>		<b>Alpha / Delta</b>				
3. Incident Name <b>Poplar Drive Fire</b>				4. Operational Period Date: 11/13/23 Time: 0700-1900						
<b>5. Operations Personnel</b>										
Operations Chief		D. LaFon / D. Vigil(t) / B. Rogers			Division NCFS			H. Blake		
Operations Chief Structural					Division Structural					
<b>6. Resources Assigned This Period</b>										
Strike Team/Task Force/ Resource Designator		Leader		Last Shift	Resource #	Number Persons	Trans Needed	Drop Off PT / Time	Pick Up Pt / Time	
TFLD		D. Rooks		11/19	O-24	1	No			
ENG6 11-71		R. Brown / A. Kittle		11/19	E-30	2	No			
ENG6 10-76		M. Thomas/ T. Mathis		11/19	E-31	2	No			
ENG6 3-30		B. Szilvay / E. Prevost		11/19	E-32	2	No			
ENG6 3-41		Z. Prevette / M. Harkins		11/19	E-33	2	No			
ENG6 5-40		P. Harrison/ H. Newsome		11/19	E-34	2	No			
STEN		A. Matthews		11/17	O-16	1	No			
ENG6 13-30		K. Simpson/K. Breslin		11/17	E-19	2	No			
ENG6 13-40		C. Garrett/C. Gilkeson		11/18	E-20	2	No			
DOZ 3X1		Unstaffed					No			
UTV		Unstaffed			E-53	0	No			
7. Control Operations										
<ol style="list-style-type: none"> <li><b>Task = Monitor burnout &amp; continue to mop up fireline. Access leaf fall around structures and determine work required to remove leaf fall around 70% of structures.</b></li> <li><b>Purpose = Ensure and maintain containment.</b></li> <li><b>End State = Safe &amp; efficient removal of heat by 100% within 30 feet of Alpha and 60 feet of Delta along the fireline and successfully complete burn out operations. Removal of heat 100% of the heat in the entire burn unit.</b></li> </ol>										
8. Special Instructions										
<ol style="list-style-type: none"> <li><b>Maintain full accountable of resources, equipment, and supplies.</b></li> <li><b>Maintain safe working distance from equipment.</b></li> <li><b>In the event of an IWI, utilize Fox 1 to contact structural resources to get EMS.</b></li> <li><b>Follow IWI protocol in IAP.</b></li> </ol>										
<b>9. Division/Group Communication Summary</b>										
Function	Frequency	System	Channel	Function	Frequency	System	Channel			
<b>Command</b>	See Communication Plan			<b>Logistics</b>	See Communication Plan					
<b>Tactical Div/Group</b>	See Communication Plan			<b>Air to Ground</b>	See Communication Plan					
Prepared By (Resource Unit Leader)			Approved By (Planning Sect. Ch.)			Date		Time		
<b>Austin Harriett</b>			<b>Dennis Register</b>			<b>11/12/23</b>		<b>1800</b>		







INCIDENT RADIO COMMUNICATIONS PLAN										1. Incident Name Poplar Drive Fire		2. Date/ Time Prepared 11/12/23 16:00		3. Operational Period Date/Time Nov 13 2023 Day	
4. Basic Radio Channel Utilization										Mode: W=Wideband, N=Narrowband, D=Digital, M=Mixed, T=Trunked		Assignment		Remarks	
Radio Type	Channel	Function	Frequency	Tone	Mode	Operational Communications		Assignment		Remarks					
Viper	Events Ch Fox2	R3 Severity	RX: 800MHz TX: 800MHz		T	Operational Communications		Operational Communications		For Tracking Severity Resources					
Viper	Events Ch Fox1	NCFS Operations	RX: 800MHz TX: 800MHz		T	Command Communications		Command Communications		NCFS Comms					
VHF	INC Ch4	NCFS Tactical	RX: 151.2650 TX: 151.2650	136.5 136.5	N	NCFS All Divisions		NCFS All Divisions		NCFS Comms					
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
VHF	Grp14 INC Ch8	Aviation	RX: 171.5750 TX: 171.5750	131.8 131.8	N	NC Air to Ground		NC Air to Ground		NCFS Comms					
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
			RX: TX:												
VHF	Inc 15	Air Guard	RX: 168.6250 TX: 168.6250	110.9	N	USFS Air Guard Channel		USFS Air Guard Channel							
			RX: TX:												
			RX: TX:												

5. Prepared by (Communications Unit)  
Jimmy Meadows COML

## MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b>	<b>2. Operational Period:</b> Date From: _____ Time From: _____	Date To: _____ Time To: _____
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3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			<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
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			<input type="checkbox"/> ALS <input 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

5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<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
					<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>          <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.
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<b>7. Prepared by</b> (Medical Unit Leader): Name: _____ Signature: <u>Stewart Niemyer</u>
--

<b>8. Approved by</b> (Safety Officer): Name: _____ Signature: <u>Chad Brandon</u>
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ICS 206	IAP Page _____	Date/Time: _____
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# Finance Information for Districts and Resources

## Submit CTRs and Shift Tickets **DAILY**

Paper copies can be left at the district office to be picked up by a team member or emailed to:

[ncfs.imt.finance@ncagr.gov](mailto:ncfs.imt.finance@ncagr.gov)

- Include the **Fire Name** and **District** you are assigned to in the remarks section of all CTRs and STs.
- Include dollar amount of fuel purchased in **Box 14 Remarks** on the shift ticket.
- Please show travel time on your documents and include **TRAVEL** in remarks. You only have travel on your first and last day.
- Legibly complete your CTRs and Equipment Shift Tickets using the examples below.
- Make sure you use your legal name (not a nickname) on ALL documentation.
- Only one day per CTR/Equipment Shift Ticket.
- **Make sure your incident supervisor signs your tickets before submitting them to finance.**

### 2023 R-3 Fall IA Support, NC-NCS-230037 Examples

CREW TIME REPORT						
(1) CREW NAME			(2) CREW NUMBER			
NCFS			O-25			
(3) OFFICE RESPONSIBLE FOR FIRE		(4) FIRE NAME		(5) FIRE NUMBER		
NCFS		2023 R-3 FALL IA Support		NC-NCS-230037		
(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIFICATION	(9) DATE		(10) DATE	
			Military Time	Military Time	Military Time	Military Time
T	Chester VonWiggins	DIVS	0700	1130		
			1200	1900		
(11) REMARKS						
T = Travel						
Fire Name						
District you are working in						
(12) OFFICER-IN-CHARGE (Signature)			(13) TITLE (Officer-in-Charge)		(15) DATE	
Bridgit Gallagher			FSCC(T)			
(14) NAME (Person Posting to Emergency Time Report)				(15) DATE		

EMERGENCY EQUIPMENT SHIFT TICKET						E-25	
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.							
1. AGREEMENT NUMBER			2. CONTRACTOR (name)				
3. INCIDENT OR PROJECT NAME			4. INCIDENT NUMBER		5. OPERATOR (name)		
2023 R-3 Fall IA Support			NC-NCS-230037		VonWiggins, Chester		
6. EQUIPMENT MAKE			7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY		
Ford			F-150		<input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER			10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY		
last 5 of VIN #			PP-1234		<input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)		
12. DATE		13. EQUIPMENT USE				14. REMARKS (released, down time and cause, problems, etc.)	
MO/DAY/YR	START	STOP	HOURS/DAYS/MILES(circle one)		T=Travel		
			WORK	SPECIAL	Rate=\$32.00		
11/10/23	0800	1200	4	T	Fire Name		
11/10/23	1200	1230	.50		District you are working in		
11/10/23	2000	2030	.50		15. EQUIPMENT STATUS		
					<input type="checkbox"/> a. Inspected and under agreement		
					<input type="checkbox"/> b. Released by Government		
					<input type="checkbox"/> c. Withdrawn by Contractor		
16. INVOICE POSTED BY (Recorder's initials)							
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED		
Chester VonWiggins			Bridgit Gallagher		11/11/23		
NSN 7540-01-119-562850297-102							
OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI							

### 2024 NCFS Incident Support, NC-NCS-230041 Examples (All Out-of-State Resources only)

CREW TIME REPORT						
(1) CREW NAME			(2) CREW NUMBER			
NCFS			O-25			
(3) OFFICE RESPONSIBLE FOR FIRE		(4) FIRE NAME		(5) FIRE NUMBER		
NCFS		2024 NCFS Large Inc Supp		NC-NCS-230041		
(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIFICATION	(9) DATE		(10) DATE	
			Military Time	Military Time	Military Time	Military Time
T	Chester VonWiggins	DIVS	0700	1130		
			1200	1900		
(11) REMARKS						
T = Travel						
Fire Name						
District you are working in						
(12) OFFICER-IN-CHARGE (Signature)			(13) TITLE (Officer-in-Charge)		(15) DATE	
Bridgit Gallagher			FSCC(T)			
(14) NAME (Person Posting to Emergency Time Report)				(15) DATE		

EMERGENCY EQUIPMENT SHIFT TICKET						E-25	
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.							
1. AGREEMENT NUMBER			2. CONTRACTOR (name)				
3. INCIDENT OR PROJECT NAME			4. INCIDENT NUMBER		5. OPERATOR (name)		
2024 NCFS Large Incident Support			NC-NCS-230041		VonWiggins, Chester		
6. EQUIPMENT MAKE			7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY		
Ford			F-150		<input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER			10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY		
last 5 of VIN #			PP-1234		<input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)		
12. DATE		13. EQUIPMENT USE				14. REMARKS (released, down time and cause, problems, etc.)	
MO/DAY/YR	START	STOP	HOURS/DAYS/MILES(circle one)		T=Travel		
			WORK	SPECIAL	Rate=\$32.00		
11/10/23	0800	1200	4	T	Fire Name		
11/10/23	1200	1230	.50		District you are working in		
11/10/23	2000	2030	.50		15. EQUIPMENT STATUS		
					<input type="checkbox"/> a. Inspected and under agreement		
					<input type="checkbox"/> b. Released by Government		
					<input type="checkbox"/> c. Withdrawn by Contractor		
16. INVOICE POSTED BY (Recorder's initials)							
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED		
Chester VonWiggins			Bridgit Gallagher		11/11/23		
NSN 7540-01-119-562850297-102							
OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI							

\*Resource is responsible for turning in all documentation to finance

\*\*Any finance questions can be emailed to [ncfs.imt.finance@ncagr.gov](mailto:ncfs.imt.finance@ncagr.gov)





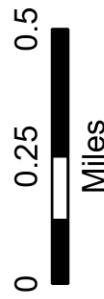
# IAP Map

Poplar Drive  
NC-NCS-230039  
11/13/2023 Day Shift

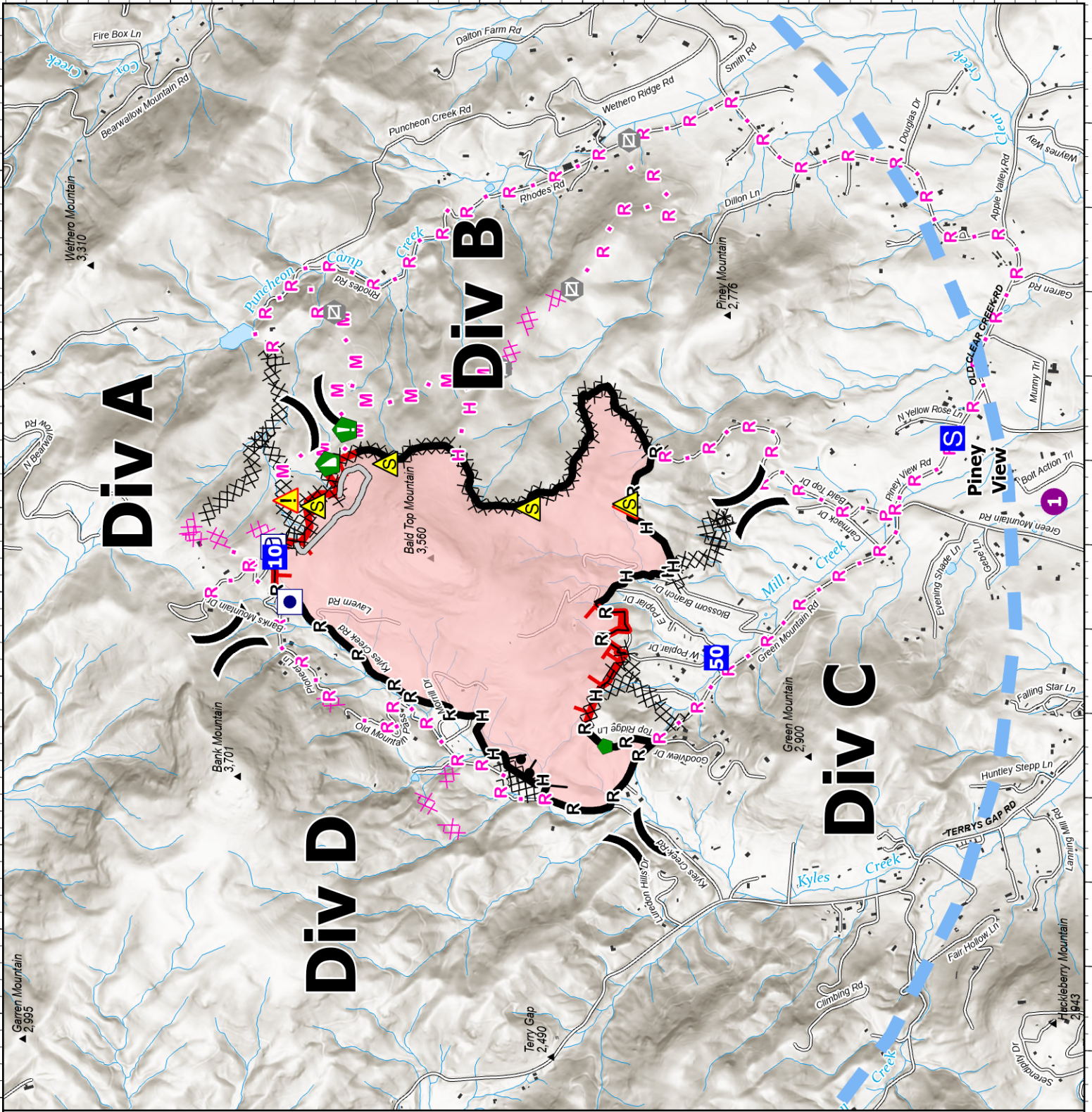
434 acres at 11/9/2023 @ 1632 hrs



- Wildfire Daily Fire Perimeter
- Contained
- Uncontained
- Gap: Summit
- Helispot
- Division Break
- Drop Point
- Staging Area
- Gate
- Resource Location
- Repair Point
- Dozer Push
- Safety Zone
- Hazard
- Other Property
- Water Tank
- Road
- Completed Burnout
- Completed Dozer Line
- Completed Hand Line
- Completed Road as Line
- Planned Dozer Line
- Planned Hand Line
- Planned Mixed Construction Line
- Planned Road as Line
- Access or Improved Road
- Temporary Flight Restriction



NCFS IMT  
11/12/2023 1833  
Acres from IR and GPS  
North American 1983 Datum



# PDF MAPS

## IAP



## Poplar Drive Fire



## Tripplett Fire



## Elk Creek Fire



## Region 3 IA



## **DEMOBILIZATION PROCEDURES FOR INCIDENT PERSONNEL**

1. Supervisors, OPS/IC need to identify surplus resources to be released. These requests must be submitted to DMOB on General Message Form (ICS 213) including name, resource number, last shift date, and release/travel date. The DMOB unit should be given at least 24-hour notification for all resources. DMOB will share/post upcoming demobilizations.
2. Supervisors must perform evaluations on personnel prior to them leaving the incident. Originals should be brought to the Documentation Unit Leader when demobilizing. A copy will be given to employee. Employee will give copy to their home unit supervisor to be captured in IQS.
3. All personnel approved to be released from the incident will start their demob at the ICP Justice Academy gymnasium, upstairs, where they will receive a Demobilization Checkout sheet (ICS 221) from the DEMOB unit leader.
4. The Demobilization Checkout Form must be taken to the **Logistics** Section first.
  - a. The Facilities Unit Leader will sign off on Demob sheet after all motel expenses are cleared.
  - b. The Communication Unit Leader will sign off after all communications equipment has been returned.
  - c. The Ground Support Unit Leader will sign off after equipment inspection is complete. ***If you have any equipment with problems, you must bring this to the GSUL's attention and document prior to leaving the incident. Failure to do so could result in your home unit paying the bill for that repair.***
5. The Demobilization Checkout Sheet will be taken to the **Finance** Section for completion of Time (CTR) and Equipment (Shift Ticket) reports. Finance will collect the final vehicle inspection form and estimated travel time to home unit. Finance will complete time sheet (FTR) and provide employee a copy. Finance will sign the Demob sheet when all requirements are met. ***Discrepancies on time records must be resolved through appropriate channels before demobilization is completed.***
6. The Demob Sheet will be taken to **Documentation Unit** leader, who will collect the Performance evaluation (needed for IQS records), daily unit logs, and any other notable documentation.
7. Lastly, the Demobilization Checkout Sheet will be returned to the **DMOB Unit** Leader. If all requirements are met, they will finalize the form. Personnel/equipment are then approved to be released at the identified time. The DMOB Unit Leader will email a list of personnel/resources demobilizing that day to CO Ops and Regional Ops for home unit notification. ***Personnel must notify their home unit upon arrival home.***

## **TRAVEL GUIDANCE AND RESTRICTIONS**

**TRAVEL LIMITATIONS:** All demobilized personnel must arrive at their home a.) before 2200 hours and b.) not exceed 16.0 hours of worktime that shift. Beginning travel times must take this into account. If personnel are not able to reach their home by this timeframe, resting-overnight (RON) may need to occur. If it is anticipated that RON will be needed, the DMOB Unit Leader will need to send a General Message Form to a.) the Ordering Manager (ORDM) to request lodging and b.) to the Incident's Buying Team to pay for the accommodations. If an emergency RON is required, personnel should pay for the accommodations and then work with their home unit office manager to process the expense account to the Incident's fire charging code.

All agency personnel will meet their own agency's travel limitations when returning to their home. Out-of-area resources will be required to meet local and regional requirements related to travel.

**TRAVEL ROUTE:** State agency personnel returning via their agency's vehicles will plan the most direct, most practical routes to their homes. Resources that must travel long distances to home units should file a route plan with the DMOB Unit Leader and notify their home unit upon arrival.



# 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		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Evacuation Request		<i>Air Ambulance / Short Haul/Hoist Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location &amp; 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. EVACUATION 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 ETAs of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.



