

# 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 16-19, 2023  
Thursday - Sunday  
Operational Period Day 0700-1900 hrs.



Poplar Drive IAP



<b>INCIDENT OBJECTIVES</b>	1. INCIDENT NAME <b>Poplar Drive Fire</b>	2. DATE PREPARED 11/15/23	3. TIME PREPARED 1800
4. OPERATIONAL PERIOD (DATE/TIME) November 16-19, 2023 Day 0700-1900			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)  <p><b>Control</b></p> <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 communications.</li> <li>2. Continue to 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 and resources are damaged.</li> </ol> <p><b>Management</b></p> <ol style="list-style-type: none"> <li>1. Ensure unified information release and communications of fire status is provided to all agencies, cooperators and public.</li> <li>2. Implement suppression repair and rehabilitation plan as appropriate and directed.</li> <li>3. 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>Daily fire weather will be provided by IC.</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) <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"/>			
9. PREPARED BY (RESOURCE UNIT LEADER) Austin Harriett	10. APPROVED BY (INCIDENT COMMANDER) Ira Peshkin		





## Poplar Drive Weather Forecast



**FORECAST NO:** 08  
**PREDICTION FOR:** Thursday 0700 – Monday 1900  
**SHIFT DATES:** November 16-20, 2023  
**FORECAST ISSUED:** 1600 November 15, 2023

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

### THURSDAY:

**WEATHER:** Partly to mostly sunny.

**MAX TEMP:** Valleys: 62-67°F

Ridgetops: 58-63°F

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

**MIN RH:**

Valleys: 45-55%

Ridgetops: 50-60%

**LAL:** 1

**WINDS (20FT):** Valley: Light and variable becoming upslope late morning. On south aspects upslope increasing to 3-5 mph with gusts 8 mph in the afternoon.

Ridgetops: From the east-southeast 5-8 mph with gusts 12-15 mph.

**MIXING HEIGHT:** Rising to 2,500 ft around 1300.

**TRANSPORT WIND:** Southeast 11 mph.

**INVERSION BREAK (Temp/Time):** 50F/0900-1000

### THURSDAY NIGHT:

**WEATHER:** Increasing clouds.

**MIN TEMP:** Valleys: 45-50°

Ridgetops: 47-52°

**CHC WTG RAIN:** 0%

**MAX RH:**

Valleys: 80-100%

Ridgetops: 70-90%

**LAL:** 1

**WINDS (20FT):** Valleys: Southeast 2-4 mph becoming light downslope around 1900

Ridgetops: From the southeast 8-10 mph with gusts around mph.

**MIXING HEIGHT:** Inversion developing between 1800-1900.

### Extended Outlook:

**FRIDAY:** Partly to mostly cloudy with showers in the afternoon. Highs 57-67F. Lows 42-50F. Min RH: 65-80%. Max RH: 80-100%. Winds: southwest 5-8 mph with gusts to 12 mph becoming northwest with gusts 15-20 mph around midnight. Total rainfall 0.05"-0.10"

**SATURDAY:** Lingering morning clouds becoming sunny by midday. Highs 50-60F. Lows 30-40F. Min RH: 35-50%. Max RH: 60-80%. Winds: northwest 10-15 with gusts 20-30 mph, strongest in the morning.

Dry high pressure settles over the region Sunday with clear skies and winds from the northwest decreasing. Afternoon humidity will range 25-45% with highs ranging from 55-65F. Moisture will increase on Monday as high pressure moves to the east and a more significant storm system approaches from the west. Southerly winds on Monday will push highs above normal, but also help increase humidity.

# FIRE BEHAVIOR FORECAST

FORECAST NUMBER: 9	TYPE OF FIRE: Wildfire
FIRE NAME: Poplar Drive	OPERATIONAL PERIOD: 11/16/2023
DATE ISSUED: 11/15/2023	TIME ISSUED: 1800
UNIT: NCFS – District 1, Henderson County	SIGNED: <i>David Greathouse</i> Typed/printed: David Greathouse - FBAN

## WEATHER:

**\*\*\* Sunny skies with temperatures above normal. \*\*\***  
*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. 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:

Today's drier conditions may bring an increase in creeping and smoldering, especially in areas that haven't seen any the last couple days. Interior pockets of reburn in the new leaf fall may also be observed.

## AIR OPERATIONS:

Air operations should not be limited due to fire activity today

## SAFETY:

Remember, small changes in weather can mean big changes in fire behavior



# Fuels and Fire Behavior Advisory

## Southern Appalachian Mountains and Piedmont

Effective November 13, 2023

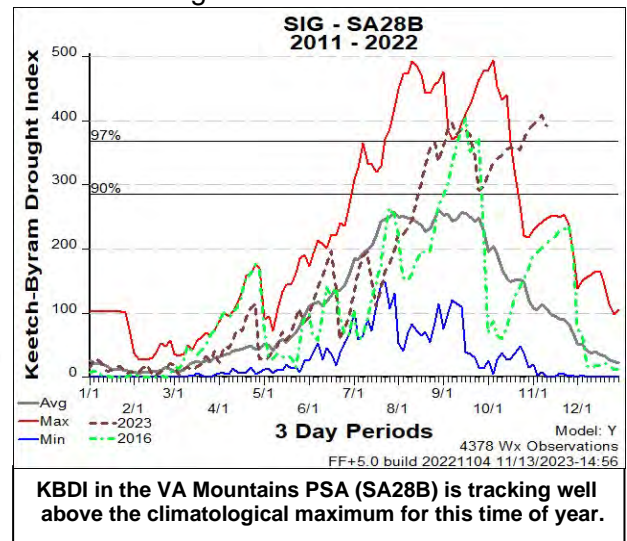
**Subject:** Increased fire danger in the hardwood-dominant Southern Appalachians due to ongoing drought

**Discussion:** Severe to exceptional drought has expanded across the Southern Appalachians and portions of the Piedmont in recent weeks, while seasonal leaf off continues to progress down from the higher elevations. The availability of fresh leaf litter and extremely dry duff layers on the surface are both contributing to difficulties controlling and containing ongoing wildfires. Recent light rain has only temporarily reduced fire danger. Long-term rainfall deficits combined with another period of abnormally dry air and poor overnight recoveries will result in critically low dead fuel moisture and a sharp increase in risk. Conditions within and adjacent to the advisory may degrade further if soaking rainfall does not return in the next one to two weeks, but confidence in weather conditions is lower than normal beyond the 5-day period.

**Difference from normal conditions:** Fire danger indices across the advisory area have increased to levels that are locally on par with conditions in the fall of 2016. Owing to 30-, 60- and 90-day rainfall deficits well below 25% of normal, 100- and 1000-hour fuels are critically dry, resulting in extensive mop-up operations. Additionally, multiple fires have remained active through the overnight hours as a result of the drought-impacted duff layer burning readily and holding heat. The energy release component (ERC) in several Predictive Service Areas (PSAs) recently surpassed historic levels observed in the fall of 2016, while KBDIs are tracking near the climatological maximum in portions of the area (as shown below). Fuels that normally burn during the spring fire season, such as Mountain Laurel and Rhododendron, are actively burning and contributing to fire spread. Active torching in young pine has also been observed under moderate burning conditions.

**Concerns to Firefighters and the Public:** Any fire in this area may be resistant to control efforts. Expect:

- a high probability for ignitions and spotting in *extremely dry* down and dead fuels;
  - elevated or higher fire line intensity during both initial attack and extended attack;
  - holding issues on handlines and the need for extended mop-up - freshly fallen leaves may need to be blown off containment lines regularly where leaf off has not reached completion;
  - higher than normal fire intensities in areas of complex terrain, which may preclude direct attack of fires;
  - the risk for fires to encroach on the wildland-urban interface, which has grown substantially since 2016;
  - extreme fire behavior and rates of spread if terrain-enhanced wind events, extended periods of low RH or other critical fire weather patterns materialize.
- See the Southern Area Fall [Risk Assessment](#) for an overview of critical fire weather patterns in the region, which may include dry cold fronts, distant tropical cyclones and [mountain waves](#).



### Mitigation Measures:

- Do not expect any fire to be routine.
- Fire managers should be prepared to support periods of increasing fire occurrence, as well as complex, potentially long-duration incidents.
- Utilize indirect tactics and plan for extended mop-up, with periodic patrolling of control lines.
- Utilize aerial supervision to help direct crews and keep them informed on fire behavior.
- Ensure adequate daily briefings for initial attack resources, especially if critical fire weather is forecast.
- Make sure that LCES is in place before engaging on any fire. Remember to STOP, THINK and TALK before you ACT.

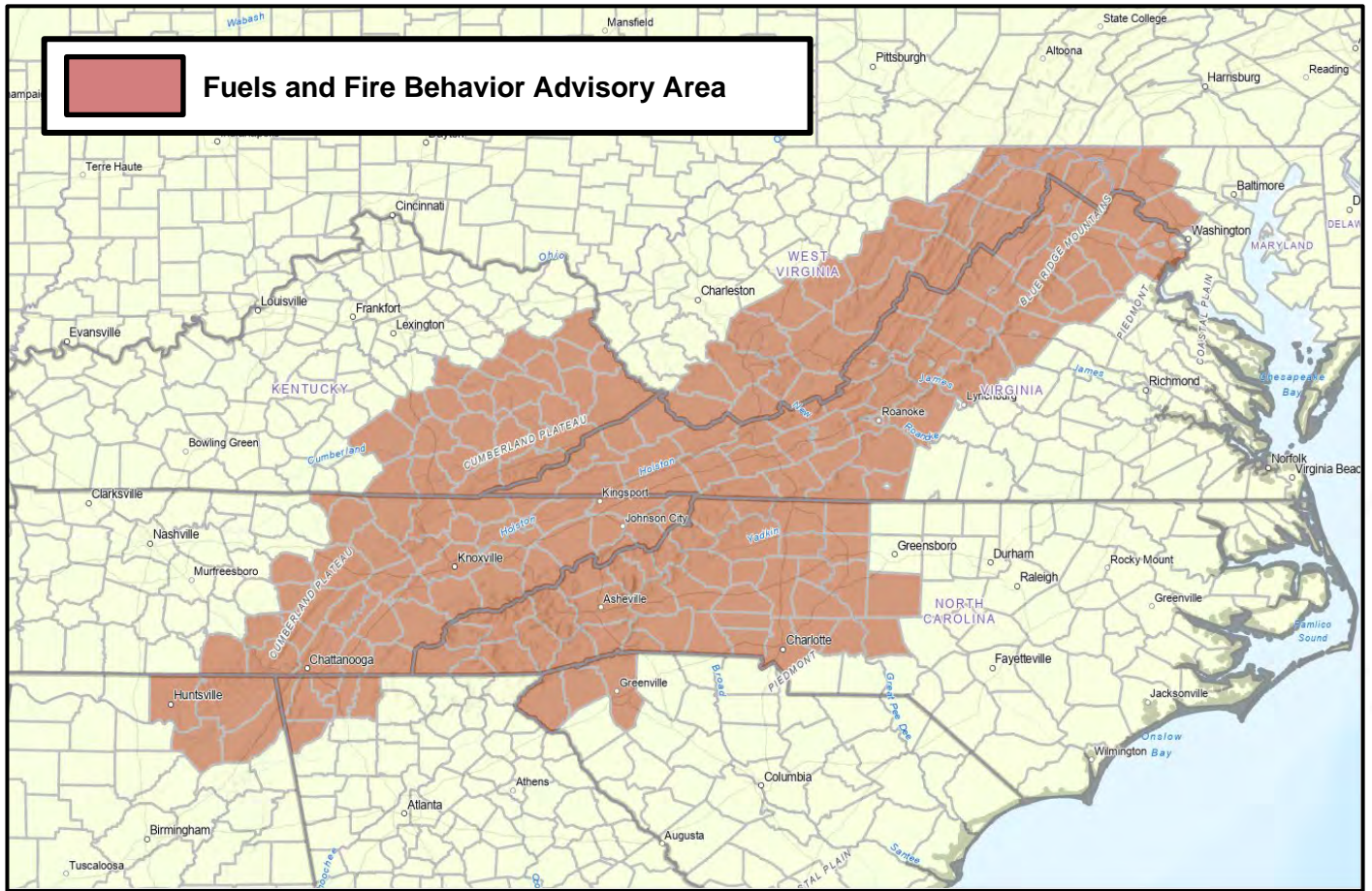
**Issued By:** Southern and Eastern Area Predictive Services in coordination with state and federal partners.



# Fuels and Fire Behavior Advisory

## Southern Appalachian Mountains and Piedmont

Effective November 13, 2023



Fresh leaf litter is contributing to fire spread under Rhododendron on the Collett Ridge Fire in North Carolina (left, National Forests of NC). Fires have been actively burning throughout the overnight hours in portions of the Appalachians (right, VA Department of Forestry).



# MOUNTAIN WAVE WIND EVENTS

Mountain waves occur amid stable air masses with strong temperature inversions near mountainous terrain and are most common through late fall and winter in the Appalachians.

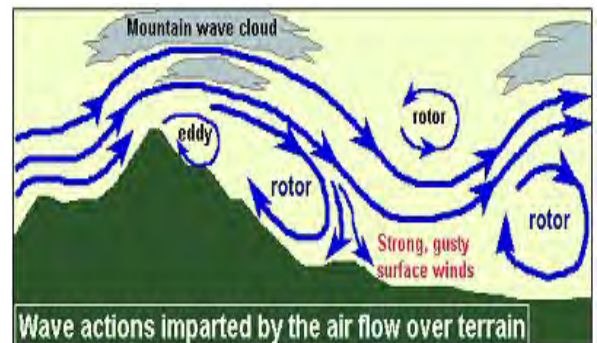
They may occur near any elevated terrain in the geographic area, as long as the **wind direction**

**aloft lies within 30 degrees of being perpendicular to a ridge line.** The southern Appalachians traditionally experience them in pre-frontal environments, often at night, as warm and moist Atlantic or Gulf air surges northwards or northwestwards ahead of an approaching low pressure system and its cold front. The most common weather pattern associated with them features a strong low pressure system moving through the Ohio Valley or Great Lakes.

## Indicators and Watchouts:

- Roll clouds aligned with ridgeline topography
- National Weather Service high wind warnings associated with pre-frontal (southeast) or post-frontal (northwest) winds
- Highly localized
- Not possible to forecast due to model and data limitations
- Higher winds often accompanied by much drier air mass
- Expect erratic fire behavior and rapid fire growth

Although their footprint is often quite narrow, **extreme winds in excess of hurricane-force (80 – 100 mph) can occur on the lee or downwind side of ridges**, with a rapid and unexpected shift in wind direction also a distinct possibility. Humid and cool conditions may be suddenly interrupted as drier air aloft accelerates towards the ground, resulting in **extreme winds and a sudden decrease in relative humidity.** Areas downwind of steep gradients in terrain are most susceptible. The east side of the Appalachians can see mountain wave events that lead to enhanced winds and subsidence in post-frontal environments as well. In addition to enhancing fire weather and potentially leading to extreme fire behavior, mountain waves can contribute to new ignitions from downed power lines and restrict air ops due to potential IFR conditions and severe to extreme turbulence.



## CHIMNEY TOPS 2 FIRE

- Date: November 28, 2016
- Location: GSMNP, Sevier County, TN
- Persistent severe drought conditions
- 87 mph wind gusts due to Mountain Wave Wind Event recorded
- Fire growth from 35 acres to 17,000 acres in 24 hours
- 14 deaths
- 2,501 structures impacted



## HEALTH AND SAFETY MESSAGE

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

**INCIDENT:** Poplar Drive Fire

**DATE/SHIFT:** November 16-19, 2023

**Major Hazards and Risks:** Driving, Mop up, and Complacency

### **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.
- There is a one lane bridge on S. Mills Gap Road. Expect to stop and allow oncoming traffic to pass.
- Whitetail deer are more active this time of year. Do not swerve to miss wildlife in the roadway. It is safer to drive through a collision.
- Report all accidents and injuries to supervisor immediately.

### **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.

### **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.
- 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.

***Police training with live simulation rounds will be taking place on the first floor of the Admin building. Expect to hear gunfire.***

***Do NOT call 911!!!***

1. Prevent Camp Crud!!!! Wash hands and sanitize often.
2. FYI!!! Western rifle seasons for deer will start this weekend. Please read attached flyer for opening dates. Please wear **BLAZE ORANGE** when scouting remote fireline.
3. Very Low Humidity is expected the next two days.

# Western and Northwestern Deer Zone Season Dates for Gun Hunting in NC



NORTHWESTERN ANTLERED DEER SEASON	
<b>Archery</b>	Sept. 9 – Nov. 3, 2023
<b>Blackpowder</b>	Nov. 4 – Nov. 17, 2023
<b>Gun</b>	Nov. 18, 2023 – Jan. 1, 2024
WESTERN ANTLERED DEER SEASON	
<b>Archery</b>	Sept. 9 – Oct. 1, 2023, Oct. 15 – Nov. 19, 2023, and Dec. 10, 2023 – Jan. 1, 2024 (antlered only)
<b>Blackpowder</b>	Oct. 2 – Oct. 14, 2023
<b>Gun</b>	Nov. 20 – Dec. 9, 2023

- Check in and out with someone, wear bright colored clothing, make noise, work in pairs.
- Talk with landowners to see if hunters will be in the area.
- If possible, avoid popular times such as early in the morning or late in the afternoon.
- Park your vehicle where it is easily seen.
- Use a headlamp or other light source during low light conditions.
- Rifles are allowed during North Carolina gun seasons.
- Confirm if you are working in a high use area such as a public game land.

# 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 by an individual on scene who is not actively involved in the incident. This will be answered by the IC 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----“MEDICAL EMERGENCY.”** Once this notice is communicated, all non-emergency traffic on Command Channel will be suspended.
- **The Poplar Drive IC or designee will notify 911 and request appropriate resources.**
- If practical 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 crew or engine will identify personnel with emergency medical training.
- Once the emergency is completed, the Poplar Drive IC 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)



<b>DIVISION ASSIGNMENT LIST</b>				<b>1. BRANCH</b>		2. Division/Group <b>Alpha / Bravo / Charlie / Delta</b>			
3. Incident Name <b>Poplar Drive Fire</b>				4. Operational Period Date: 11/16-19/23      Time: 0700-1900					
<b>5. Operations Personnel</b>									
Operations Chief					Division NCFS			Seth Merritt / Alan Matthews(t)	
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	EMT	Pick Up Pt / Time
DOZ4 3x1 (E-116)		Wally Brewer		11/26	O-92	1	No		
TFLD		Jana Peterson		11/25	O-20	1	No		
ENG6 WL741		Matthew Fry		11/26	E-3	2	No		
ENG6 Uintah Fire		Patrick Perry		11/26	E-11	2	No		
ENG6 Enterprise 567		Chris Teter		11/26	E-13	2	No		
ENG6 General Contractor		Tom Adams		11/26	E-10	2	No	EMT	
SMOD Black Hats		Quentin Cordell		11/26	O-4	10	No	2 EMT's	
UTV R3 Polaris 800		Unstaffed			E-51	0	No		
UTV D2 Polaris Ranger		Unstaffed			E-52	0	No		
UTV Kawasaki Mule 3010		Unstaffed			E-53	0	No		
7. Control Operations									
<ol style="list-style-type: none"> <li><b>Task = Assess leaf fall around structures and determine work required to remove leaf fall where practical.</b></li> <li><b>Purpose = Ensure and maintain containment.</b></li> <li><b>End State = Continue to monitor the site for mop-up and leaf removal needs.</b></li> </ol>									
8. Special Instructions									
<ol style="list-style-type: none"> <li><b>Maintain and return all resources, equipment, trash, and supplies that are not being used.</b></li> <li><b>Maintain safe working distance from equipment.</b></li> <li><b>Follow IWI protocol in IAP.</b></li> <li><b>Limit impact to public.</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>11/15/23</b>		<b>1800</b>		

INCIDENT RADIO COMMUNICATIONS PLAN										1. Incident Name Poplar Drive Fire		2. Date/ Time Prepared 11/15/23 16:00		3. Operational Period Date/Time Nov 16-19 2023 Day	
4. Basic Radio Channel Utilization										Mode: W=Wideband, N=Narrowband, D=Digital, M=Mixed, T=Trunked		Assignment		Remarks	
Radio Type	Channel Events Ch Fox2	Function	Frequency		Tone	Mode	Operational Communications		Mode	Assignment	Remarks				
			RX:	TX:			Operational Communications	Assignment							
Viper	Events Ch Fox1	NCFS Operations	800MHz	800MHz		T	Operational Communications			For Tracking Severity Resources					
Viper	Events Ch Fox1	NCFS Operations	800MHz	800MHz		T	Command Communications			NCFS Comms					
VHF	INC Ch4	NCFS Tactical	151.2650	151.2650	136.5	N	NCFS All Divisions			NCFS Comms					
			RX:												
			TX:												
			RX:												
			TX:												
			RX:												
			TX:												
			RX:												
			TX:												
VHF	Grp14 INC Ch8	Aviation	171.5750	171.5750	131.8	N	NC Air to Ground			NCFS Comms					
			RX:												
			TX:												
			RX:												
			TX:												
			RX:												
			TX:												
			RX:												
			TX:												
			RX:												
			TX:												
VHF	Inc 15	Air Guard	168.6250	168.6250	110.9	N	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.

<b>7. Prepared by</b> (Medical Unit Leader): Name: _____	Signature: <u>Stewart Niemyer</u>	
<b>8. Approved by</b> (Safety Officer): Name: _____	Signature: <u>Gregory Riggs</u>	
ICS 206	IAP Page _____	Date/Time: _____



# 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.int.finance@ncagr.gov](mailto:ncfs.int.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	
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)		
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					
MO/DAY/YR		START	STOP	HOURS/DAYS/MILES(circle one)		14. REMARKS (released, down time and cause, problems, etc.)	
				WORK	SPECIAL	T=Travel Rate=\$32.00 Fire Name District you are working in	
11/10/23		0800	1200	4	T		
11/10/23		1200	1230	.50		15. EQUIPMENT STATUS	
11/10/23		2000	2030	.50		<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)						19. DATE SIGNED	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE						18. GOVERNMENT OFFICER'S SIGNATURE	
Chester VonWiggins						Bridgit Gallagher	
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	
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)		
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					
MO/DAY/YR		START	STOP	HOURS/DAYS/MILES(circle one)		14. REMARKS (released, down time and cause, problems, etc.)	
				WORK	SPECIAL	T=Travel Rate=\$32.00 Fire Name District you are working in	
11/10/23		0800	1200	4	T		
11/10/23		1200	1230	.50		15. EQUIPMENT STATUS	
11/10/23		2000	2030	.50		<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)						19. DATE SIGNED	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE						18. GOVERNMENT OFFICER'S SIGNATURE	
Chester VonWiggins						Bridgit Gallagher	
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.int.finance@ncagr.gov](mailto:ncfs.int.finance@ncagr.gov)

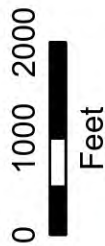




# IAP Map

Poplar Drive  
 NC-NCS-230039  
 11/16/2023 Day Shift

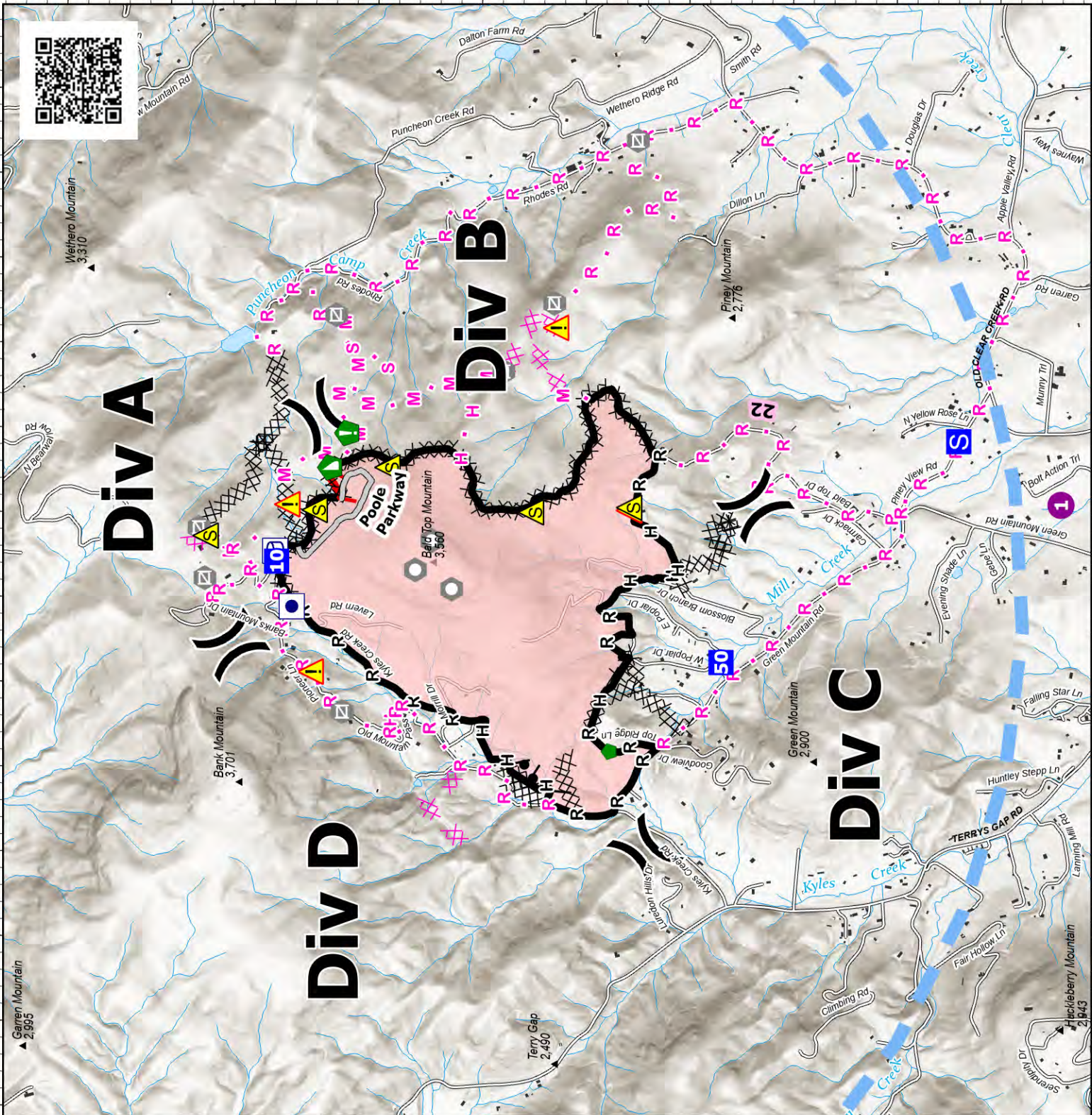
434 acres at 11/9/2023 @ 1632 hrs



- Wildfire Daily Fire Perimeter
- Contained
- Uncontained
- Gap: Summit
- Helispot
- Division Break
- Drop Point
- Staging Area
- Landmark
- 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
- Planned Secondary Line
- Access or Improved Road
- Fence
- Temporary Flight Restriction



NCFS IMT  
 11/15/2023 1809  
 Acres from IR and GPS  
 North American 1983 Datum





# IAP, PDF Fire Maps & PIO

**Current NC Wildfire  
Situation Report**



**R3 Fall IA Support IAP  
FY24 NCFS Incident Support**



**Poplar Drive Fire Map**



**Tripplett Fire Map**



**Elk Creek Fire Map**



**R3 IA Map**



## **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"/> 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		Brief Summary of Injury or Illness <i>(Ex: Unconscious, Struck by Falling Tree)</i>
Evacuation 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. 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.





