

# R3 FALL IA SUPPORT

District Support Packet

NC-NCS-230037

Fiori Time Code: G/T/F 1434



November 11, 2023

Operational Period Day 0700-1900 hrs.

Operational Period Night 1900-0700 hrs.



|  |   |   |                          |
|--|---|---|--------------------------|
| <b>INCIDENT OBJECTIVES</b>   | 1. INCIDENT NAME<br><b>2023 R-3 Fall IA Support</b> | 2. DATE PREPARED<br>11/10/23                          | 3. TIME PREPARED<br>1700 |
| 4. OPERATIONAL PERIOD (DATE/TIME) <sup>9</sup><br>November 11, 2023 Day 0700-1900 / Night 1900-0700  |   |   |                          |
| 5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)<br><br><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.</li> <li>2. Assist North Carolina Forest Service Mountain Region in planning, resource tracking, and financial tracking of the 2023 R3 Fall IA Support resources.</li> <li>3. Manage fires in cost effective manner. Maintain accurate cost estimates of the incident and provide daily updates through morning reports and afternoon situation reports.</li> </ol> |   |   |                          |
| 6. WEATHER FORECAST FOR OPERATIONAL PERIOD<br><b>Districts should provide updated weather forecast to resources</b>  |   |   |                          |
| 7. GENERAL SAFETY MESSAGE<br><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)<br><br><input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203) <input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206) <input checked="" type="checkbox"/> SAFETY MESSAGE<br><input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204) <input type="checkbox"/> INCIDENT MAP <input checked="" type="checkbox"/> PHONE LIST<br><input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205) <input type="checkbox"/> TRAVEL MAP <input type="checkbox"/>   |   |   |                          |
| 9. PREPARED BY (RESOURCE UNIT LEADER)<br>Lisa Hartrick   |   | 10. APPROVED BY (INCIDENT COMMANDER)<br>Kevin Harvell |                          |

| ORGANIZATION ASSIGNMENT LIST  |  | 9. Operations Section  |  |
|---|--|--|--|
| <b>1. Incident Name</b><br><br><b>R3 Fall IA Support</b>  |  | Ops Day  | David LaFon / Dwayne Vigil(t) / Brian Rogers (t) |
|   |  | Ops Night  | Rob Davis  |
|   |  | <b>a. Branch I Days</b>                                      |  |
| <b>2. Date</b> 11/10/23   | <b>3. Time</b> 1700                                      | Branch Director  |  |
| <b>4. Operational Period: November 11, 2023</b><br><b>Day 0700-1900</b><br><b>Night 1900-0700</b> |  | Division/Group   | <b>District 1</b> Trent Duncan                   |
|   |  | Division/Group   | <b>District 2</b> Duane Truslow                  |
|   |  | Division/Group   | <b>District 9</b> Ruthie Edwards                 |
|   |  | Division/Group   | <b>District 12</b> Matt Barker                   |
| <b>5. Command and General Staff</b>   |  | Division/Group   |  |
| Incident Commander  | Kevin Harvell  | Division/Group   |  |
| Deputy IC   |  | Division/Group   |  |
| Safety Officers   | Greg Riggs<br>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   |  |
| NCFS  | Michael Cheek  | Division/Group   |  |
|   |  | <b>c. Branch III</b>   |  |
|   |  | Branch Director  |  |
|   |  | Division/Group   |  |
| <b>7. Planning Section</b>  |  | Division/Group   |  |
| Chief   | Dennis Register  | Division/Group   |  |
| Deputy  |  | Division/Group   |  |
| Resources Unit  | Austin Harriett  | <b>d. Branch IV</b>  |  |
| Resource Unit   |  |  |  |
| Situation Unit  | Richard Cockerham  | Branch Director  |  |
| Documentation   | Robin Roberson   | Division/Group   |  |
| Demobilization Unit   | Lisa Hartrick  | Division/Group   |  |
| Fire Behavior Analyst   |  | Division/Group   |  |
| Field Observers   |  | Division/Group   |  |
| GIS   | Matthew Bishop / Matthew Haunsperger / Aaron Chamblee(t) | Division/Group   |  |
| Status Check-in   | John Willis  | <b>e. Other Groups</b>                                       |  |
| <b>8. Logistics Section</b>   |  | UAS Group  |  |
| Chief   | Jamie Logan  | <b>f. Air Operations Branch</b>                              |  |
| Deputy  |  | THSP / Air OPS   | Jonathan Ross                                    |
| Supply Unit   | Patrick Raynor   | Air Attack Supervisor  |  |
| Facilities Unit   | Derek Arney  | Air Support Supervisor                                       |  |
| Ground Support Unit   | Frankie Britt  | Helicopter Coordinator                                       |  |
| Communications Unit   | Jimmy Meadows Jr.  | Air Tanker Coordinator                                       |  |
| Communication Tech  | Bruce Scott  | Helibase Managers  |  |
| Radio Operator  |  | <b>10. Finance Section</b>                                   |  |
| Equipment Manager   | Wayne Pugh   | Chief  | Ron Meyers / Bridgit Gallagher(t)                |
| Ordering Manager  | Jason Wade(t)  | Deputy   |  |
| Food Unit   | Clyde Leggins  | Time Unit  |  |
| Medical Unit  | Stewart Niemyer  | Time Unit  | Renee Strickland                                 |
| Receiving & Dist  |  | Cost Unit  | Bridgit Gallagher                                |
| Security Unit   |  | Equipment Time Recorder                                      | Jeana McDuffie                                   |
| Mechanics   |  | Personel Time Recorder                                       | Kristi Wilson                                    |
| Driver  |  | Compensation / Claims Unit                                   |  |
| Driver  |  | Computer Specialist  |  |
|   |  | <b>Prepared by (Resource Unit Leader)</b><br>Austin Harriett |  |

|   |                    |   |         |  |              |                    |                   |
|---|--------------------|---|---------|--|--------------|--------------------|-------------------|
| <b>DIVISION ASSIGNMENT LIST</b>   |                    | 1. <b>BRANCH</b>  |         | 2. Division/Group<br><b>District 1</b> |              |                    |                   |
| 3. Incident Name<br><b>2023 R3 Fall IA Support</b>  |                    | 4. Operational Period<br>Date: 11/11/23 Time: 0700-1900 |         |  |              |                    |                   |
| 5. Operations Personnel   |                    |   |         |  |              |                    |                   |
| Operations Chief  |                    | Division/Group Supervisor                               |         | Trent Duncan                           |              |                    |                   |
| Branch Director   |                    |   |         |  |              |                    |                   |
| 6. Resources Assigned This Period   |                    |   |         |  |              |                    |                   |
| Strike Team/Task Force/<br>Resource Designator  | Leader             | Last Shift  | EMT     | Number Persons                         | Trans Needed | Drop Off PT / Time | Pick Up Pt / Time |
| ICT4 3-61   | M. Frye O-21       | 11/16   |         | 1                                      |              |                    |                   |
| ICT4(t) 11-20   | G. Johnson O-19    | 11/16   |         | 1                                      |              |                    |                   |
| ICT5 4-71   | K. Toomer O-20     | 11/16   |         | 1                                      |              |                    |                   |
| ICT5 5-21   | P. Pennington O-22 | 11/16   |         | 1                                      |              |                    |                   |
| HEQB 7-4  | Mike Blake O-78    | 11/21   |         | 1                                      |              |                    |                   |
| HEQB 8-61   | Mike Davis O-79    | 11/21   |         | 1                                      |              |                    |                   |
|   |                    |   |         |  |              |                    |                   |
| Ops Officer   | Paul Mowrey O-67   | 11/20   |         | 1                                      |              |                    |                   |
|   |                    |   |         |  |              |                    |                   |
|   |                    |   |         |  |              |                    |                   |
| 7. Control Operations<br><br><b>Assist with Initial Attack of new starts and mop up existing fires within District.</b>   |                    |   |         |  |              |                    |                   |
| 8. Special Instructions<br><br><b>O-19 Johnson and O-20 Toomer report to Buncombe County Office</b><br><b>O-21 Frye and O-22 Pennington report to Henderson County Office</b><br><b>O-67 Mowrey report to District 1 Office</b><br><b>O-78 Blake report to McDowell County HQ, pair with 1x2</b><br><b>O-79 Davis report to Transylvania County HQ, pair with 1x3</b> |                    |   |         |  |              |                    |                   |
| 9. Division/Group Communication Summary   |                    |   |         |  |              |                    |                   |
| Function  | Frequency          | System  | Channel | Function                               | Frequency    | System             | Channel           |
| Command   |                    | NCFS  |         | Logistics                              |              | NCFS               |                   |
| Tactical Div/Group  |                    | NCFS  |         | Air to Ground                          |              | NCFS               |                   |
| Prepared By (Resource Unit Leader)  |                    | Approved By (Planning Sect. Ch.)                        |         | Date                                   |              | Time               |                   |
| Lisa Hartrick   |                    | Dennis Register   |         | 11/10/23                               |              | 1900               |                   |

|   |                                  |                                  |         |  |                 |  |                      |
|---|----------------------------------|----------------------------------|---------|--|-----------------|--|----------------------|
| <b>DIVISION ASSIGNMENT LIST</b>   |                                  |                                  |         | <b>1. BRANCH</b>   |                 | 2. Division/Group<br><b>District 2</b> |                      |
| 3. Incident Name<br><b>2023 R3 Fall IA Support</b>  |                                  |                                  |         | 4. Operational Period<br>Date: 11/11/23                      Time: 0700-1900 |                 |  |                      |
| 5. Operations Personnel   |                                  |                                  |         |  |                 |  |                      |
| Operations Chief  |                                  |                                  |         | Division/Group Supervisor  |                 | Duane Truslow                          |                      |
| Branch Director   |                                  |                                  |         |  |                 |  |                      |
| 6. Resources Assigned This Period   |                                  |                                  |         |  |                 |  |                      |
| Strike Team/Task Force/<br>Resource Designator  | Leader                           | Last Shift                       | EMT     | Number<br>Persons  | Trans<br>Needed | Drop Off<br>PT / Time                  | Pick Up<br>Pt / Time |
| ICT3 13-1   | John Cook O-72                   | 11/19                            |         | 1  |                 |  |                      |
| DIVS w/ICT4 8-41  | Raymond "Rex" Strickland<br>O-12 | 11/17                            |         | 1  |                 |  |                      |
| DIVS  | George Brown O-102               | 11/20                            |         | 1  |                 |  |                      |
| TFLD w/ICT4 6-60  | Robert "Robby" Freeman O-13      | 11/15                            |         | 1  |                 |  |                      |
| ICT4 3-4  | Will Bell O-14                   | 11/16                            |         | 1  |                 |  |                      |
| NCWRC Crew Mod C-4  | Brandon Bridges                  | 11/20                            |         | 7  |                 |  |                      |
|   |                                  |                                  |         |  |                 |  |                      |
| Ops Officer R1-31   | Billy Barnette O-15              | 11/17                            |         | 1  |                 |  |                      |
|   |                                  |                                  |         |  |                 |  |                      |
| 7. Control Operations   |                                  |                                  |         |  |                 |  |                      |
| <p><b>Continue to safely perform mop up duties as assigned in Burke County.</b><br/> <b>Be prepared to shift over to IA support as needed in Burke and surrounding counties.</b></p>  |                                  |                                  |         |  |                 |  |                      |
| 8. Special Instructions   |                                  |                                  |         |  |                 |  |                      |
| <p><b>O-72 Cook report to Elk Creek Fire - Watauga Co.</b><br/> <b>O-15 Barnette report to D2 HQ Ops Room</b><br/> <b>O-14 Bell report to D2 HQ</b><br/> <b>O-12 Strickland report to D2 HQ</b><br/> <b>O-13 Freeman report to D2 Avery County HQ</b><br/> <b>C-4 Crew report D2 HQ</b><br/> <b>O-102 Brown report to D2 HQ</b></p> |                                  |                                  |         |  |                 |  |                      |
| Function  | Frequency                        | System                           | Channel | Function   | Frequency       | System                                 | Channel              |
| Command   |                                  | NCFS                             |         | Logistics  |                 | NCFS                                   |                      |
| Tactical<br>Div/Group   |                                  | NCFS                             |         | Air to Ground  |                 | NCFS                                   |                      |
| Prepared By (Resource Unit Leader)  |                                  | Approved By (Planning Sect. Ch.) |         | Date   |                 | Time                                   |                      |
| <b>Lisa Hartrick</b>  |                                  | <b>Dennis Register</b>           |         | <b>11/10/23</b>  |                 | <b>1900</b>                            |                      |

|   |                      |   |         |  |              |                    |                   |
|---|----------------------|---|---------|--|--------------|--------------------|-------------------|
| <b>DIVISION ASSIGNMENT LIST</b>   |                      | 1. <b>BRANCH</b>  |         | 2. Division/Group<br><b>District 9</b> |              |                    |                   |
| 3. Incident Name<br><b>2023 R3 Fall IA Support</b>  |                      | 4. Operational Period<br>Date: 11/11/23 Time: 0700-1900 |         |  |              |                    |                   |
| 5. Operations Personnel   |                      |   |         |  |              |                    |                   |
| Operations Chief  |                      | Division/Group Supervisor                               |         | Ruthie Edwards                         |              |                    |                   |
| Branch Director   |                      |   |         |  |              |                    |                   |
| Can 6. Resources Assigned This Period   |                      |   |         |  |              |                    |                   |
| Strike Team/Task Force/<br>Resource Designator  | Leader               | Last Shift  | EMT     | Number Persons                         | Trans Needed | Drop Off PT / Time | Pick Up Pt / Time |
| ICT4 3-16   | Matt Parker O-4      | 11/10   |         | 1                                      |              |                    |                   |
| ICT5 6-52   | Casey Corbett O-5    | 11/12   |         | 1                                      |              |                    |                   |
| FFEO 13-66  | Jon van Riper O-6    | 11/12   |         | 1                                      |              |                    |                   |
| HEQB 7-24   | Jack Keller O-7      | 11/18   |         | 1                                      |              |                    |                   |
| FFT1 13-74  | Landise Cuthrell O-8 | 11/12   |         | 1                                      |              |                    |                   |
| FFT1 5-82   | Justin McLemore O-9  | 11/12   |         | 1                                      |              |                    |                   |
| ICT4 6-21   | Blake Arnold O-75    | 11/21   |         | 1                                      |              |                    |                   |
| 7. Control Operations   |                      |   |         |  |              |                    |                   |
| <b>Assist with Initial Attack of new starts and mop up existing fires within the District.</b>  |                      |   |         |  |              |                    |                   |
| 8. Special Instructions   |                      |   |         |  |              |                    |                   |
| <b>O-4 Matt Parker report to Graham County HQ</b><br><b>O-5 Casey Corbett report to Haywood County HQ</b><br><b>O-6 John van Riper report to Cherokee County HQ</b><br><b>O-7 Jack Keller report to District 9 HQ</b><br><b>O-8 Landise Cuthrull report to Cherokee County HQ</b><br><b>O-9 Justin McLemore report to Haywood County HQ</b><br><b>O-75 Blake Arnold report to Swain County HQ</b> |                      |   |         |  |              |                    |                   |
| 9. Division/Group Communication Summary   |                      |   |         |  |              |                    |                   |
| Function  | Frequency            | System  | Channel | Function                               | Frequency    | System             | Channel           |
| <b>Command</b>  |                      | <b>NCFS</b>   |         | <b>Logistics</b>                       |              | <b>NCFS</b>        |                   |
| <b>Tactical Div/Group</b>   |                      | <b>NCFS</b>   |         | <b>Air to Ground</b>                   |              | <b>NCFS</b>        |                   |
| Prepared By (Resource Unit Leader)  |                      | Approved By (Planning Sect. Ch.)                        |         | Date                                   |              | Time               |                   |
| <b>Lisa Hartrick</b>  |                      | <b>Dennis Register</b>                                  |         | <b>11/10/23</b>                        |              | <b>1900</b>        |                   |

| <b>DIVISION ASSIGNMENT LIST</b>   |                      | 1. <b>BRANCH</b>  |         | 2. Division/Group<br><b>District 12</b> |              |                    |                   |
|---|----------------------|---|---------|---|--------------|--------------------|-------------------|
| 3. Incident Name<br><b>2023 R3 Fall IA Support</b>  |                      | 4. Operational Period<br>Date: 11/11/23 Time: 0700-1900 |         |   |              |                    |                   |
| 5. Operations Personnel   |                      |   |         |   |              |                    |                   |
| Operations Chief  |                      | Division/Group Supervisor                               |         | Matt Barker                             |              |                    |                   |
| Branch Director   |                      |   |         |   |              |                    |                   |
| 6. Resources Assigned This Period   |                      |   |         |   |              |                    |                   |
| Strike Team/Task Force/<br>Resource Designator  | Leader               | Last Shift  | EMT     | Number Persons                          | Trans Needed | Drop Off PT / Time | Pick Up Pt / Time |
| ICT4 8-42   | Jonathan Spivey O-17 | 11/16   |         | 1                                       |              |                    |                   |
| ICT4 8-51   | Jonathon Paluck O-18 | 11/16   |         | 1                                       |              |                    |                   |
|   |                      |   |         |   |              |                    |                   |
|   |                      |   |         |   |              |                    |                   |
|   |                      |   |         |   |              |                    |                   |
|   |                      |   |         |   |              |                    |                   |
|   |                      |   |         |   |              |                    |                   |
| 7. Control Operations   |                      |   |         |   |              |                    |                   |
| <b>8-42 Jonathan Spivey- Assist with I/A of new starts, mop up of existing fires, and fire patrol within Rutherford County.</b> |                      |   |         |   |              |                    |                   |
| <b>8-51 Jonathan Paluck- Assist with I/A of new starts, mop up of existing fires, and fire patrol within Gaston County.</b>     |                      |   |         |   |              |                    |                   |
| <b>*Resources may also be used to assist with I/A and support of fires in adjacent counties.</b>                                |                      |   |         |   |              |                    |                   |
| 8. Special Instructions   |                      |   |         |   |              |                    |                   |
| O-17 Spivey report to Rutherford County HQ  |                      |   |         |   |              |                    |                   |
| O-18 Paluck report to Gaston County HQ  |                      |   |         |   |              |                    |                   |
| 9. Division/Group Communication Summary   |                      |   |         |   |              |                    |                   |
| Function  | Frequency            | System  | Channel | Function                                | Frequency    | System             | Channel           |
| Command   |                      | NCFS  |         | Logistics                               |              | NCFS               |                   |
| Tactical Div/Group  |                      | NCFS  |         | Air to Ground                           |              | NCFS               |                   |
| Prepared By (Resource Unit Leader)  |                      | Approved By (Planning Sect. Ch.)                        |         |   | Date         | Time               |                   |
| Lisa Hartrick   |                      | Dennis Register   |         |   | 11/10/23     | 1900               |                   |

## Ordering, Check-in, Demob, and Finance Procedures

- Districts will call Region 3 and ask for Severity Ordering to place all resource and supply orders.
  - Severity ORDM will generate Request Number and will submit through expanded/R3 to go up to CO
- Assigned resources will travel to the District that ordered them.
- Upon arrival, resources will complete the following:
  - NC-211 NCFS Check-in Sheet and email, along with Resource Orders to [ncfs.imt.plans@ncagr.gov](mailto:ncfs.imt.plans@ncagr.gov)
  - District Mechanics and/or FFEOs will perform an equipment inspection on all equipment on the OF-296 Inspection form and email a copy to [frankie.britt@ncagr.gov](mailto:frankie.britt@ncagr.gov)
- All resources being released from a fire will need to be submitted to R3 Ops for reassignment/area of staging.
  - District Ops should update Severity Resources daily by emailing [ncfs.imt.plans@ncagr.gov](mailto:ncfs.imt.plans@ncagr.gov) daily by 1000 hours.
- **LODGING**
  - District Office will arrange lodging as needed for resources.
  - District Office Manager will add information to lodging tracking spreadsheet daily.
  - Rooms will be paid for by Buying Team.
  - Resources will CHECK OUT from the hotel when they leave but are not responsible for invoices.
- **SUPPLIES**
  - Severity ORDM will generate S# for supplies and submit to Buying Team for fulfillment.
  - Supply orders will be filled by a local BUYM who is assigned to the Buying Team.
  - BUYM will deliver all documentation related to purchases to the Buying Team.
- **Finance**
  - Submit CTRs and Shift Tickets Daily
  - See attached document for daily procedures
  - Paid-out costs will be submitted daily to CO-Ops by IMT Finance



- Resources that are preparing to demob from the District or a large fire should notify Demob Unit Leader Lisa Hartrick and Finance 3 days prior to their scheduled demob date.
  - 1<sup>st</sup> working day is the day following travel to the incident/assigned district, regardless of distance traveled.
  - Unless an extension is granted through the proper channels, resources will have a 14-day assignment.
  - Resources will be required to RON on their last working day and travel home the next day, unless their home is within 2-hours driving time from assigned District Office.
  - The Demob Unit Leader will email the resource the ICS 221, Demobilization Check out form.
    - A District representative will sign off on Facilities, Ground Support, and Supply; indicating that they have checked out of hotels, had their equipment inspected, and returned any supplies issued by the District.
    - A District representative will indicate an ETD from the District and an ETA to their home unit.
  - The following documents will be emailed to [ncfs.imt.plans@ncagr.gov](mailto:ncfs.imt.plans@ncagr.gov)
    - ICS 221, Demobilization Check out form
    - A copy of the evaluation for the resource
  - The following documents will be emailed to [ncfs.imt.finance@ncagr.gov](mailto:ncfs.imt.finance@ncagr.gov)
    - All remaining CTRs and Equipment Shift Tickets
    - Completed Equipment inspection forms, OF-296
  - Finance will email the resource their final documentation package.

# 2023 R-3 IA Support

## Finance Information for Districts and Incoming 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.
- 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.

| CREW TIME REPORT                                       |                     |                     |      |                               |            |
|--|---------------------|---------------------|------|-------------------------------|------------|
| 1) CREW NAME   |                     | 2) CREW NUMBER      |      | 3) CREW NUMBER                |            |
| 4) OFFICE RESPONSIBLE FOR FIRE                         |                     | 5) FIRE NAME        |      | 6) FIRE NUMBER                |            |
| NCFS   |                     | 2023 R-3 IA Support |      | NC-NCS-230037                 |            |
| REMARKS NO   | NAME OF EMPLOYEE    | CLASSIFICATION      | DATE |                               | Miles Time |
|  |                     |                     | on   | off                           |            |
| T  | Chester Von Wiggins | DIVS                | 0700 | 1130                          |            |
|  |                     |                     | 1130 | 1230                          |            |
|  |                     |                     | 1300 | 1700                          |            |
| 11) REMARKS  |                     |                     |      |                               |            |
| T= Travel  |                     |                     |      |                               |            |
| Fire Name: Roadrunner Fire                             |                     |                     |      |                               |            |
| District 1 (Use District you are assigned to that day) |                     |                     |      |                               |            |
| 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   |   |
|--|---|
| 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)                                      |
|  | NCFS  |
| 3. INCIDENT OR PROJECT NAME  | 4. INCIDENT NUMBER  |
| 2023 R-3 IA Support  | NC-NCS-230037   |
| 5. OPERATOR (name)   | 6. OPERATOR FURNISHED BY                                  |
| VonWiggins, Chester  | <input checked="" type="checkbox"/> CONTRACTOR            |
| 7. EQUIPMENT MAKE  | 8. OPERATOR FURNISHED BY                                  |
| F-350  | <input type="checkbox"/> GOVERNMENT                       |
| 9. SERIAL NUMBER   | 10. LICENSE NUMBER  |
| 768936350  | PK-1234   |
| 11. OPERATING SUPPLIES FURNISHED BY  | 12. DATE  |
| <input checked="" type="checkbox"/> CONTRACTOR (incl) <input type="checkbox"/> GOVERNMENT (dry)                                    | 11/6/23   |
| 13. REMARKS (released, down time and cause, problems, etc.)  | 13. EQUIPMENT USE   |
| T=Travel to Incident   | HOURS/DAY/S/MILE (circle one)                             |
| Fuel Cost \$95.00  | START STOP WORK SPECIAL                                   |
| Roadrunner Fire  | 0800 1200 4 T   |
| District 1 (Use District you are assigned to that day)   | 2000 2030 .5  |
| 14. REMARKS (released, down time and cause, problems, etc.)  | 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          |
|  | <i>Chester Von Wiggins</i>                                |
| 18. GOVERNMENT OFFICER'S SIGNATURE   | 19. DATE SIGNED   |
| Bridgit Gallagher  | 11/6/23   |
| OPTIONAL FORM 297 (Rev. 7-30) (SDA/USDA)   |   |

**\*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)**

(NC-211A, 2/4/05) **NCDNR Incident Management Check-in Sheet**

NC-NCS-230037

Incident #:

**Instructions Section 1:** Single Resources, Crewboss, Strike Team Leaders, & Task Force Leaders fill in blanks and circle items. Place Crews, Strike Teams, or Task Force personnel on back manifest only.

Incident Name:

2023 R3 Fall IA Support

Trainee: Y / N  
Task Book: Y / N  
Trainee: Y / N  
Task Book: Y / N  
Trainee: Y / N  
Task Book: Y / N  
Trainee: Y / N  
Task Book: Y / N

Request # \_\_\_\_\_ Assignment (Kind/Position): \_\_\_\_\_

Contracted Resource? Yes / No \_\_\_\_\_ Other Qualifications: \_\_\_\_\_

Name (Last,First): \_\_\_\_\_

Name of Crew/ST/TF \_\_\_\_\_

Agency Name: \_\_\_\_\_

Mobilization Date: \_\_\_\_\_

Are You A? (check one)  Single Resource  Strike Team  Task Force

Your last day off? Date: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

Call Sign: \_\_\_\_\_

Check-in Time: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Total # of Personnel: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Unit Id (Usually NC-NCS) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Demob NCDNR Unit: \_\_\_\_\_ Demob City: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Demob State: \_\_\_\_\_

Home- Address: \_\_\_\_\_

Jetport (Only if flying): \_\_\_\_\_

City: \_\_\_\_\_ ST NC. Zip 28504

Travel Method: Air/Rental Air AOV Bus

Passenger POV Rental

|                    |        |        |          |
|--------------------|--------|--------|----------|
| For Plan Use Only: | Posted | T-Card | Red Card |
|--------------------|--------|--------|----------|

**Instructions Section 2:** Provide Call Sign, Tag #, and/or Serial # for all applicable equipment

| VEHICLE               | CALL SIGN / TAG # | Check one <input type="checkbox"/> TPL-TRACTOR PLOW <input type="checkbox"/> DOZ-DOZER | CALL SIGN                 |
|-----------------------|-------------------|--|---------------------------|
| PU-Pick Up            | _____             | Type 1 (Komatsu DP65, TD-15C, TD-15E, TD-15F)  | _____                     |
| AUTO-Car/Sedan        | _____             | Type 2 (D6D, 1450 Case, Fiat 10, D5H, TD-12, TD-12XP, JD750C)                          | _____                     |
| SUV - Sport Util      | _____             | Type 3 (1150 Case B, 1150 Case E, JD700)   | _____                     |
| VAN - Van             | _____             | Type 4 (TD-9, D4H, D5C, Fiat 8, JD650, Leibher 711, 850 Case)                          | _____                     |
| MISC-Radio En. Van    | _____             | Type 5 (TD-8, JD450)   | _____                     |
| MEC-Mech. Truck       | _____             | Type 6 (TD-6, JD350, D-3)  | _____                     |
| TRUCKS                | CALL SIGN / TAG # | MISCELLANEOUS EQUIP. SERIAL# / CALL SIGN   | MISC-TRACK VEH. CALL SIGN |
| LOWB-Hauling Unit     | _____             | CS-Chainsaw  | Flex-Tracs/Nodwell _____  |
| STK-Stake body truck  | _____             | FORK-Forklift  | Full-Tracs _____          |
| TDMP -Dump Truck      | _____             | MISC-Incident Trailer  | AIRCRAFT                  |
| TOW-Wrecker           | _____             | TRAC-Wheeled Tractor   | TAIL #                    |
| MISC-Bridge Truck     | _____             | MISC-Portable Bridge   | AA- PA-18 _____           |
| ENG-ENGINES           | CALL SIGN / TAG # | MISC-Air Compressor  | AA-C-182 TRANS _____      |
| Type 1 - 1000 GPM     | _____             | FBT-Boat   | AA-C-185 TRANS _____      |
| Type 2 - 500 GPM      | _____             | ATV-ATV  | AA-C-L19 Patrol _____     |
| Type 3 - 120 GPM      | _____             | GRD-Motor Grader   | AT- CL-215 _____          |
| Type 4 - 70 GPM       | _____             | PP- PUMPS  | SERIAL #                  |
| Type 5 - 50 GPM       | _____             | 1" - 2.5" Dia Discharge  | LP- T-34 _____            |
| Type 6 - 50 GPM       | _____             | (MarkIII, Homelite F250)   | AT-M-18 _____             |
| Type 7 - 20 GPM       | _____             | 3" - 4" Dia Discharge  | LP- PA-31 _____           |
| WAT-WATERTENDER       | CALL SIGN / TAG # | 6" Irrigation  | HEL- UH-1 IA _____        |
| Type 1 (5,000 Gallon) | _____             | Self Contained Volume Lift   | HEL- AS350-B3 _____       |
| Type 2 (2,700 Gallon) | _____             | Volume Lift  |                           |
| Type 3 (1,200 Gallon) | _____             | GEN-GENERATOR  | SERIAL #                  |
|                       |                   | 25 KW and below  | _____                     |
|                       |                   | 26 KW and above  | _____                     |
|                       |                   | OTHER EQUIP.   | UNIT ID                   |
|                       |                   |  |                           |

(NC-211B, 9/1/04) **NCDNR Incident Management Manifest Sheet**

Request #: \_\_\_\_\_

**Instructions** Crews, Strike Teams, Task Force, or Groups fill in blanks. Reference equipment types on Check-in Sheet (NC-211A) to complete manifest

Incident Name: \_\_\_\_\_

Unit Name: \_\_\_\_\_

Leader's Name: \_\_\_\_\_

**PERSONNEL**

| #  | Name (Last, First) | Position Code | Call Sign | Home Unit | Home City | Last Day Off |
|----|--------------------|---------------|-----------|-----------|-----------|--------------|
| 1  |                    |               |           |           |           |              |
| 2  |                    |               |           |           |           |              |
| 3  |                    |               |           |           |           |              |
| 4  |                    |               |           |           |           |              |
| 5  |                    |               |           |           |           |              |
| 6  |                    |               |           |           |           |              |
| 7  |                    |               |           |           |           |              |
| 8  |                    |               |           |           |           |              |
| 9  |                    |               |           |           |           |              |
| 10 |                    |               |           |           |           |              |
| 11 |                    |               |           |           |           |              |
| 12 |                    |               |           |           |           |              |
| 13 |                    |               |           |           |           |              |
| 14 |                    |               |           |           |           |              |
| 15 |                    |               |           |           |           |              |
| 16 |                    |               |           |           |           |              |
| 17 |                    |               |           |           |           |              |
| 18 |                    |               |           |           |           |              |
| 19 |                    |               |           |           |           |              |
| 20 |                    |               |           |           |           |              |

**EQUIPMENT**

| #  | Kind Code | Equip. Description (Call Sign & Make/Model) | Tag #, Tail # or Serial # | Operator's Name (Last,First) |
|----|-----------|---|---------------------------|------------------------------|
| 1  |           |   |                           |                              |
| 2  |           |   |                           |                              |
| 3  |           |   |                           |                              |
| 4  |           |   |                           |                              |
| 5  |           |   |                           |                              |
| 6  |           |   |                           |                              |
| 7  |           |   |                           |                              |
| 8  |           |   |                           |                              |
| 9  |           |   |                           |                              |
| 10 |           |   |                           |                              |
| 11 |           |   |                           |                              |
| 12 |           |   |                           |                              |
| 13 |           |   |                           |                              |
| 14 |           |   |                           |                              |
| 15 |           |   |                           |                              |
| 16 |           |   |                           |                              |
| 17 |           |   |                           |                              |
| 18 |           |   |                           |                              |
| 19 |           |   |                           |                              |
| 20 |           |   |                           |                              |

# 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><br><i>Ex: Unconscious, difficulty breathing, bleeding severely, 2° – 3° burns more than 4 palm sizes, heat stroke, disoriented.</i><br><input type="checkbox"/> <b>YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary.</b><br><i>Ex: Significant trauma, unable to walk, 2° – 3° burns not more than 1-3 palm sizes.</i><br><input type="checkbox"/> <b>GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport</b><br><i>Ex: Sprains, strains, minor heat-related illness.</i> |   |
| Nature of Injury or Illness & Mechanism of Injury |  | <i>Brief Summary of Injury or Illness<br/>(Ex: Unconscious, Struck by Falling Tree)</i> |
| Evacuation Request                                |  | <i>Air Ambulance / Short Haul/Hoist<br/>Ground Ambulance / Other</i>                    |
| Patient Location                                  |  | <i>Descriptive Location &amp; Lat. / Long. (WGS84)</i>                                  |
| Incident Name                                     |  | <i>Geographic Name + Medical<br/>(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<br/>(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.





