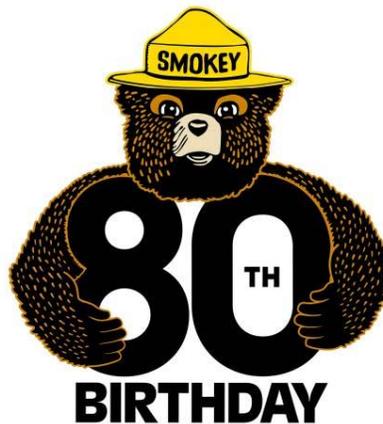


INCIDENT ACTION PLAN

2024

Virginia Interagency Wildland Fire Academy

*Longwood University
Farmville, VA*



Operational Period
May 29– June 1, 2024



1. Incident Name VA Interagency Wildland Fire Academy	2. Date Prepared 4/24/2024	3. Time Prepared 1630	INCIDENT OBJECTIVES
4. Operational Period Date: 05/29/2024 – 06/01/2024 Time: 0800 – 1700 Daily			
5. General Control Objectives For The Incident (Include Alternatives) <ol style="list-style-type: none"> 1. Provide for the safety of students, instructors, and the public as the number of one priority utilizing LCES, the 10 standard fire orders, and the 18 watch out situations. 2. Provide quality training following NWCG guidelines. 3. Ensure a safe and healthy working environment for all participants. 4. Provide for the protection of natural resources on Appomattox-Buckingham State Forest property. 5. Provide for a good future relationship with Longwood University and the general public. 6. Provide logistical support for all training activities. 7. Make sure all academy attendees are kept aware of incident activities and all other significant events outside the academy. 8. Conduct operations utilizing the most cost-effective methods. 			
6. Weather Forecast For Operational Period Weather report to be given at daily briefing. Remain aware of current and changing weather conditions, especially for outdoor field activities.			
7. General Safety Message FIELD AWARENESS DRIVING TICKS AND “CRITTERS” HEAVY EQUIPMENT USE DEHYDRATION	<ul style="list-style-type: none"> ○ Scout areas where personnel will be conducting field operations. Report any suspicious items to your instructor. ○ Do not follow too close. Be aware of school buses and pedestrians. ○ Use spray for ticks. Apply according to label directions. Report all tick bites. ○ Be aware of moving equipment. ○ Ensure communications are established and use spotters when necessary. ○ Drink plenty of water. Take rest breaks. Monitor personnel for dehydration. ○ Report any injuries to your instructor and the Safety Officer. 		
8. Attachments (<input checked="" type="checkbox"/> if attached) <ul style="list-style-type: none"> <li style="width: 33%;"><input checked="" type="checkbox"/> Organization Assignment List – ICS 203 <li style="width: 33%;"><input checked="" type="checkbox"/> Medical Plan – ICS 206 <li style="width: 33%;"><input checked="" type="checkbox"/> Campus Activities <li style="width: 33%;"><input checked="" type="checkbox"/> Division Assignment Lists – ICS 204 <li style="width: 33%;"><input checked="" type="checkbox"/> Safety Information <li style="width: 33%;"><input checked="" type="checkbox"/> Campus & Field Maps <li style="width: 33%;"><input checked="" type="checkbox"/> Communications List – ICS 205 <li style="width: 33%;"><input checked="" type="checkbox"/> Rules & Reminders <li style="width: 33%;"><input checked="" type="checkbox"/> Class Matrix 			
Prepared By (Planning Section Chief) Jason Braunstein, PSC1		Approved By (Incident Commander) John Miller	

1. Incident Name VA Interagency Wildland Fire Academy	2. Date Prepared 04/24/2024	3. Time Prepared 1650	ORGANIZATION ASSIGNMENT LIST	
4. Operational Period Date: 05/29/2024 – 06/01/2024 Time: 0800 – 1700 Daily				
5. Incident Commander & Staff			9. Operations Section	
Incident Commander	John Miller, VDOF		Chief	Dave Houttekier, VDOF
Deputy			Chief	
Safety Officer	Chad Briggs, VDOF		Division/Group	S-212 – Bill Perry, VDOF
Safety Officer			Division/Group	S-231 – Dave Houttekier, VDOF
Information Officer	Mike Downey, VDOF		Division/Group	M-410 – Patti Nylander, VDOF
Information Officer			Division/Group	S-230 – Chad Stover, VDOF
			Division/Group	S-130/190 – Mike Downey, VDOF
			Division/Group	S-131 – Heather Dowling, VDOF
			Division/Group	Tractor- Randy Fleming, VDOF
			Division/Group	New DOF- John Habel, VDOF
6. Agency Representatives			Division/Group	
Longwood University	Erica Sheppard, LU		Division/Group	
Longwood University			Division/Group	
			Division/Group	
7. Planning Section			Division/Group	
Chief	Jason Braunstein, VDOF		Division/Group	
Deputy			Division/Group	
Resources Unit			Division/Group	
Resources Unit			Division/Group	
Situation Unit			Division/Group	
Documentation Unit			Division/Group	
Demobilization Unit			Division/Group	
Technical Specialists			Division/Group	
Check In Recorder	Amy Leatherwood, VDOF		Division/Group	
			Division/Group	
8. Logistics Section			d. Air Operations Branch	
Chief	Sandy Mills, VDOF		Air Ops Br. Dir.	
Chief			Air Tactical Gr.Sup.	
Deputy			Helicopter Crd.	
Supply Unit			Air Tanker/FW Crd.	
CAMP Crew			10. Finance Section	
CAMP Crew			Chief	
Communication Unit			Deputy	
Medical Unit			Time Unit	
Food Unit			Procurement Unit	
			Comp./Claims Unit	
			Cost Unit	
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1				

1. Incident Name VA Interagency Wildland Fire Academy		2. Date Prepared 04/30/2024		3. Time Prepared 13:58		DIVISION ASSIGNMENT LIST						
4. Operational Period Date: 05/29/2024 – 06/01/2024 Time 08:00 – 17:00						5. Branch			6. Division/Group S-212			
7. Operations Personnel												
Operations Chief			Dave Houttekier, VDOF			Division/Group Supervisor			Bill Perry, VDOF			
Branch Director						Air Tactical Group Supervisor						
8. Resources Assigned This Period												
Strike Team / Task Force /		EMT 3(Y)	Leader			Fal 2 Trainees		Transport. Needed	Drop Off Point/Time			
STCR			Bill Perry, VDOF			Charlie Holland, VDOF PT		No	Hiner (#33) Rm 101 0745			
STCR			Aaron Ferro, VDOF PT			Matt Armstrong, VDOF PT		No				
STCR			Ben Duke, VDOF			David Hogue VDOF PT		No				
STCR			BJ Butler, VDOF			John Hairfield, USFS		No				
STCR		Y	Brandon Ferro, VDOF PT			Joe McKeown, VDOF		No				
STCR			Cain Harbison, VDOF					No				
STCR			Joe Cotner, VDOF					No				
STCR			Kirby Woolfolk, VDOF					No				
STCR			Stephen Jasenak, VDOF					No				
FFT			Students			24		Yes	Hiner (#33) Rm 101 0800			
Matthew Austin		Clay Ferguson		Mitchell Kim		Tyler Newton		Evan Slabach		Nicole Walker		
Alan Bowen		Jeffrey Hauver		Tim Lord		Ryan Pettit		Charles Springman		Justin Wrightman		
William Branham		Ronnie Hylton		Geoffrey Manning		Mike Sawyers		Mason Taylor		Ryan Yates		
Josiah Donaldson		Zach Keys		Brad Morrisson		Allison Simmers		Olivia Thompson		Jennifer Zimmerman		
9. Control Operations												
S-212 Wildfire Powersaws						4 Days						
This course provides introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations.												
Pre-requisites: S-130/S-190 and satisfactory completion of pre-course work.												
10. Special Instructions												
Briefing at 0745 outside Moss Residence Hall (Map #20) on 5/29, then proceed directly to your class following briefing.												
<u>Classroom day:</u> lunch on 5/29-5/30 is available from 1130 to 1330 in Dorrill Dining Hall (#21).												
<u>Field days:</u> Box lunches provided on 5/31-6/1 and will be brought to you in the field.												
Please wear appropriate field clothing and boots for field exercises.												
On 5/29 – 6/1: Convene per instructors' directions each day prior to going to the field. Field exercises will be conducted at Appomattox-Buckingham State Forest DP-2.												
11. Division/Group Communications Summary												
Function		Frequency		System		C	Function		Frequency		System	Channel
Command	Local	171.425		VDOF		5	Support	Local	159.36		VDOF	3
	Repeat							Repeat				
Div/Group Tactical		159.285		Compact		1	Ground To Air					
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1						Approved By (Planning Section Chief) Jason Braunstein, PSC1						

1. Incident Name VA Interagency Wildland Fire Academy		2. Date Prepared 04/24/2024		3. Time Prepared 1341		DIVISION ASSIGNMENT LIST																												
4. Operational Period Date: 05/29/2024 Time: 0800 – 1700					5. Branch		6. Division/Group S-230																											
7. Operations Personnel																																		
Operations Chief			Dave Houttekier, VDOF			Division/Group Supervisor		Chad Stover, VDOF																										
Branch Director						Air Tactical Group Supervisor																												
8. Resources Assigned This Period																																		
Strike Team / Task Force / Resource Designator		EMT 3(Y)	Leader		Number of Persons	Transport. Needed	Drop Off Point/Time																											
SCTR			Chad Stover, VDOF		1	No	Hiner (#33) Rm. 207 0745																											
STCR			Jack Kauffman, VDOF		1	No																												
STCR			Mike Womack, VDOF		1	No																												
FFT (Students)			Students		25	Yes	Hiner (#33) Rm. 207 0800																											
<table border="0"> <tr> <td>Andrew Addie</td> <td>Chris Cahoon</td> <td>Noah Greene</td> <td>Kerry O'Neill</td> <td>Caitlin Sparks</td> </tr> <tr> <td>Jesse Bander</td> <td>Daniel Cloeter</td> <td>John Hairfield</td> <td>Jon Petri</td> <td>Daniel Swisher</td> </tr> <tr> <td>Emmaline Belling</td> <td>Chad Colwell</td> <td>Josh Just</td> <td>Stephen Ruswick</td> <td>Tyler Urgo</td> </tr> <tr> <td>Jordan Blevins</td> <td>Patrick Gates</td> <td>Ryan Lepsch</td> <td>Ashlei Selden</td> <td>Caleb Varney</td> </tr> <tr> <td>Christopher Boyd</td> <td>Gretchen Gorecki</td> <td>James Murray</td> <td>Evan Shearer</td> <td>Kevin Yost</td> </tr> </table>										Andrew Addie	Chris Cahoon	Noah Greene	Kerry O'Neill	Caitlin Sparks	Jesse Bander	Daniel Cloeter	John Hairfield	Jon Petri	Daniel Swisher	Emmaline Belling	Chad Colwell	Josh Just	Stephen Ruswick	Tyler Urgo	Jordan Blevins	Patrick Gates	Ryan Lepsch	Ashlei Selden	Caleb Varney	Christopher Boyd	Gretchen Gorecki	James Murray	Evan Shearer	Kevin Yost
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Jordan Blevins	Patrick Gates	Ryan Lepsch	Ashlei Selden	Caleb Varney																														
Christopher Boyd	Gretchen Gorecki	James Murray	Evan Shearer	Kevin Yost																														
9. Control Operations																																		
Crew Boss (Single Resource)					1 day																													
<p>This S-230 course was developed using a blended approach to learning, meaning that it contains a mix of online and instructor-led training (ILT). Students are required to complete the online training portion of the course and pass an online assessment prior to taking the ILT. The focus of the online training is to teach knowledge and concepts. The ILT will reinforce the content learned online and provide opportunities to apply this knowledge to real-world scenarios and practical exercises. Upon completion of the ILT, students must then take and pass a final assessment to receive credit for the course. The final assessment covers content from both the online and ILT portions of the course.</p> <p>Prerequisites: FFT1, S-290, Working knowledge of fire behavior, understanding of basic ecological principles and satisfactory completion of pre-course work.</p>																																		
10. Special Instructions																																		
<p>Briefing at 0745 outside Moss Residence Hall (Map #20) on 5/29, then proceed directly to your class following briefing. <u>Classroom day:</u> lunch is available from 1130 to 1330 in Dorrill Dining Hall (#21).</p>																																		
11. Division/Group Communications Summary																																		
Function		Frequency	System	Channel	Function		Frequency	System	Channel																									
Command	Local	171.425	VDOF	5	Support	Local	159.36	VDOF	3																									
	Repeat					Repeat																												
Div/Group Tactical		151.19	VDOF	1	Ground To Air																													
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1					Approved By (Planning Section Chief) Jason Braunstein, PSC1																													

1. Incident Name VA Interagency Wildland Fire Academy		2. Date Prepared 04/27/2024		3. Time Prepared 12:00		DIVISION ASSIGNMENT LIST			
4. Operational Period Date: 06/01/2024 Time: 8:00 – 17:00				5. Branch Air Tactical Group Supervisor		6. Division/Group S-130/190			
7. Operations Personnel									
Operations Chief		Dave Houttekier, VDOF			Division/Group Supervisor		Mike Downey, VDOF		
Branch Director					Air Tactical Group Supervisor				
8. Resources Assigned This Period									
Strike Team / Task Force / Resource Designator		EMT 3(Y)	Leader	Number of Persons	Transport. Needed	Drop Off Point/Time			
STCR			Mike Downey, VDOF	1	No	ABSF DP- 0745			
STCR			Bill Sweeney, VDOF	1	No				
STCR			Clint Folks, VDOF	1	No				
STCR			Tom Snoddy, VDOF	1	No				
STCR			C.Wright/G.Evans, VDOF	2	No				
FFT (Students)			Students	70	Yes	ABSF DP- 0800			
Sam Adams	Tyler Clark	Tess Harmon	Rusty Mansel	Maccenna Shifflett	Levin White				
Tallon Allway	Anthony Connolly	Taylor Haselton	Nathaniel Mason	Jacob Simpson	Chris Wine				
Mike Arden	Johnathon Cox	Chris Heck	Alex McVicker	Anna Stinson	Dustin Woodall				
Ivy Barker	Timothy Earley	Dylan Hitchcock	Thomas Moore	Dakota Taylor	Leslie Wright				
Travis Beckman	Kendra Earls	Ken Horton	Zack Osborne	Jackson Taylor	Austin Mealy				
Curtis Berry	Omar Elsaid	LE Humphreys	Carol Ann Pollard	Elias Vance	Joseph Pipkin				
Kathleen Black	Jeff Evans	Mitchell Kern	Stuart Powell	Jayme Viers	Ryan Stimpson				
Jack Blair	Zachary Fuqua	Zach Lacy	Karen Powers	Josh Waddell	Landan Smith				
Stephen Blice	Rob Gavin	Timothy Landle	Andrew Richardson	Tyler Wakeman	Gerald Smith				
Robert Breschel	Amber Gordon	Emily Lawrence	Kevin Robertson	Emilee Waldrop	Cody Foley				
Daniel Brooks	Andrew Grey	Brendan Lenherr	Justice Roy	Cameron Walker					
Caleb Buckley	Paul Hardrick	Michael Lenherr	George Schrenk	Tayrn Ware					
9. Control Operations									
S-130/190 Firefighter Training Field Portion					1 Day				
This course addresses the foundational skills universal to all wildland firefighters. Safety, tactics, equipment use and operation prepares the firefighter for suppression work. Training in fire behavior factors will aid in the safe and effective control of wildland fires. Basic knowledge of the structure and concept of the ICS system will be covered along with human factors on the fire line. This course will be presented using a blended approach, meaning the student will complete approx. 40 hours of online training will be prior to the field exercise. The remaining "Instructor Led Component" of the training will be completed during the field exercises.									
10. Special Instructions									
Briefing at 0745 outside Moss Residence Hall (Map #20) on 6/1, stage at briefing area for instructor directions prior to going into the field (Appomattox-Buckingham State Forest Map DP-3).									
Box lunches provided and will be brought to you in the field.									
Please wear appropriate field clothing and boots for field exercises.									
11. Division/Group Communications Summary									
Function		Frequency	System	Channel	Function		Frequency	System	Channel
Command	Local	171.425	VDOF	5	Support	Local	159.36	VDOF	3
	Repeat					Repeat			
Div/Group Tactical		170.475	VDOF	6	Ground To Air				
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1					Approved By (Planning Section Chief) Jason Braunstein, PSC1				

1. Incident Name VA Interagency Wildland Fire Academy		2. Date Prepared 04/24/2024		3. Time Prepared 1318		DIVISION ASSIGNMENT LIST			
4. Operational Period Date: 05/31/2024-6/01/2024 Time: 0800 – 1700				5. Branch		6. Division/Group S-131			
7. Operations Personnel									
Operations Chief		Dave Houttekier, VDOF			Division/Group Supervisor		Heather Dowling, VDOF		
Branch Director					Air Tactical Group Supervisor				
8. Resources Assigned This Period									
Strike Team / Task Force / Resource Designator		EMT 3(Y)	Leader		Number of Persons	Transport. Needed	Drop Off Point/Time		
STCR			Heather Dowling, VDOF		1	No	Hiner (#33) Rm. 207 0745		
STCR			Chris Boyd, VDOF		1	No			
STCR			Zoe Sumrall, VDOF		1	No			
FFT (Students)			Students		20	No	Hiner (#33) Rm. 207 0800		
Mike Aherron	James Cochran	Holly Lafferty		Nathaniel Prescott	Phillip Volz				
Stuart Baker	Joseph Collins	Chris Leigh		Karlie Pritchard	James Weaver				
Will Callender	Douglas Gooden	Jean Lorber		Peter Schoderbek	Chad Wickline				
Melina Cienski	Christopher Harris	Zoe McGee		Nicholas Smith	Jacob Zielinski				
9. Control Operations									
S-131 Advanced Firefighter (Firefighter Type 1) /Squad Boss					2 Days				
<p>This training course is designed to meet the training needs of the advanced firefighter (Firefighter Type 1 (FFT1)) and/or Incident Commander Type 5 (ICT5). Students will be able to identify position responsibilities and demonstrate the ability to apply principles of Operational Leadership found in the Incident Response Pocket Guide (IRPG). Students will be able to identify Look Up, Down and Around indicators and demonstrate the ability to apply components of LCES.</p> <p>Pre-requisites- Students must be qualified as Firefighter Type 2 (FFT2).</p>									
10. Special Instructions									
<p>Briefing at 0745 outside Moss Residence Hall (Map #20) on 5/31, then proceed directly to your class following briefing. Lunch is available from 1130 to 1330 in Dorrill Dining Hall (Map #21).</p>									
11. Division/Group Communications Summary									
Function		Frequency	System	Channel	Function		Frequency	System	Channel
Command	Local	171.425	VDOF	5	Support	Local	159.36	VDOF	3
	Repeat					Repeat			
Div/Group Tactical		151.19	VDOF	1	Ground To Air				
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1					Approved By (Planning Section Chief) Jason Braunstein, PSC1				

1. Incident Name VA Interagency Wildland Fire Academy		2. Date Prepared 04/24/2024		3. Time Prepared 1341		DIVISION ASSIGNMENT LIST																							
4. Operational Period Date: 05/30/2024 Time: 0800 – 1700					5. Branch		6. Division/Group S-231																						
7. Operations Personnel																													
Operations Chief			Dave Houttekier, VDOF			Division/Group Supervisor		Dave Houttekier, VDOF																					
Branch Director						Air Tactical Group Supervisor																							
8. Resources Assigned This Period																													
Strike Team / Task Force / Resource Designator		EMT 3(Y)	Leader		Number of Persons	Transport. Needed	Drop Off Point/Time																						
SCTR			Dave Houttekier, VDOF		1	No	Hiner (#33) Rm. 207 0745																						
STCR			Chad Stover, VDOF		1	No																							
STCR			Zoe Sumrall, VDOF		1	No																							
STCR			Emily Wotton, VDOF		1	No																							
FFT (Students)			Students		14	Yes	Hiner (#33) Rm. 207 0800																						
<table border="0" style="width: 100%;"> <tr> <td>Emmaline Belling</td> <td>Chris Cahoon</td> <td>John Hairfield</td> <td>James Murray</td> <td>Heather Rosser</td> <td>Caitlin Sparks</td> <td>Matt Wolanski</td> <td colspan="3"></td> </tr> <tr> <td>Christopher Boyd</td> <td>Patrick Gates</td> <td>Noah Greene</td> <td>Jon Petri</td> <td>Evan Shearer</td> <td>Daniel Swisher</td> <td>Kevin Yost</td> <td colspan="3"></td> </tr> </table>										Emmaline Belling	Chris Cahoon	John Hairfield	James Murray	Heather Rosser	Caitlin Sparks	Matt Wolanski				Christopher Boyd	Patrick Gates	Noah Greene	Jon Petri	Evan Shearer	Daniel Swisher	Kevin Yost			
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Christopher Boyd	Patrick Gates	Noah Greene	Jon Petri	Evan Shearer	Daniel Swisher	Kevin Yost																							
9. Control Operations																													
Engine Boss (Single Resource)					1 day																								
This is a skill course designed to produce student proficiency in the performance of the duties associated with Engine Boss, Single Resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics, and wildland/urban interface.																													
Prerequisites: FFT1, S-230,, Working knowledge of fire behavior, understanding of basic ecological principles and satisfactory completion of pre-course work.																													
10. Special Instructions																													
Briefing at 0745 outside Moss Residence Hall (Map #20) on 5/30, then proceed directly to your class following briefing. Classroom day: lunch is available from 1130 to 1330 in Dorrill Dining Hall (#21).																													
11. Division/Group Communications Summary																													
Function		Frequency	System	Channel	Function		Frequency	System	Channel																				
Command	Local	171.425	VDOF	5	Support	Local	159.36	VDOF	3																				
	Repeat					Repeat																							
Div/Group Tactical		151.19	VDOF	1	Ground To Air																								
Prepared By (Resource Unit Leader) Jason Braunstein, PSC1					Approved By (Planning Section Chief) Jason Braunstein, PSC1																								

1. Incident Name 2022 VA Interagency Wildland Fire Academy	2. Date Prepared 03/18/2024	3. Time Prepared 0800	4. Operational Period Date: 05/29/2024 – 06/01/2024 Time: 0800 – 1700 daily	MEDICAL PLAN				
5. Incident Medical Aid Stations								
Medical Aid Station	Address/Location			Phone		Paramedics		
						Yes	No	
First-Aid Station @ registration	ARC Residence Hall (Map #33)					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
6. Transportation								
a. Ambulance Services								
Name	Address/Location			Phone		Paramedics		
						Yes	No	
Prince Edward Vol Rescue Squad	404 E Third St, Farmville			911		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
b. Incident Ambulances								
Medical Aid Station	Address/Location			Phone		Paramedics		
						Yes	No	
Pegasus Helicopter	115 Lee St., Charlottesville			800-552-1826		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
7. Hospitals								
Name	Address/Location	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
Southside Community	800 Oak St, Farmville	N/A	5 min	434-392-8811	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UVA Hospital	1125 Lee St., Charlottesville	30 min.	1.2 hrs	434-924-2288	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VCU Evans Haynes Burn Center	1213 E Clay St, Richmond, VA 23219	35 min.	1.25	804-828-3060	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Medical Emergency Procedures (Incident within an Incident)								
<ol style="list-style-type: none"> 1. Declare the nature of the emergency. A Medical injury/illness? If injury/illness is it life Threatening? 2. If life threatening, then request that the designated frequency be cleared for emergency traffic. 3. Identify the on-scene point of contact (POC) by resource and last name (i.e. POC is DIVS Smith). 4. Identify nature of incident, number injured, patient assessment(s) and location (geographic and GPS coordinates) 5. Identify on-scene medical personal by position and name (i.e. EMT Jones), 6. Identify preferred method of patient transport, 7. Request any additional resources and/or equipment needed. 8. Document all information received and transmitted on the radio or phone, Identify any changes in the on-scene point of contact or medical personnel as they occur								
Prepared By (Medical Unit Leader) Chad Briggs					Reviewed By (Safety Officer) John Miller			

Longwood University Emergency Preparedness

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a criminal act or are a victim, immediately notify the University Police via phone or emergency call box at:

- Campus phone: **ext. 2091**
- Public phone: **395-2091**
- **Blue Light Emergency Phones:** These are EMERGENCY phones scattered across campus. To use pickup push button and you will be connected to campus security.

The University Police headquarters is located at the Dorrill Dining Hall, on the ground floor and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

- (1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
 - a. If you are a victim or witness to a crime, you must promptly notify Public Safety as soon as possible and report the incident. Include the following:
 - b. If you observe a criminal act or observe a suspicious person on campus, immediately notify Public Safety and report it.
 - c. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
- (2) Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary and then notify Public Safety.

Hostile Intruder(s) on the Grounds of the College

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

- Run away from the threat if you can, as fast as you can.
- Contact Campus Police at x2091 if possible or dial 911 on a cell phone.
- If you can get away from the immediate area of danger, summon help and warn others.
- Turn your cell phone on vibrate.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Hostile Intruder in a Non-Residence Hall Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented.

- Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 2091.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.

- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- Turn your cell phones on vibrate.
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
 6. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Hostile Intruder(s) in a Residence Hall

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, call 2091.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall or other open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains.
- Stay away from the window.
- Turn all lights and audio equipment off, turn your cell phone on vibrate.
- Try to stay calm and be as quiet as possible.
- If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
 2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

4. The last option you have if caught in an open area in the dorm maybe to fight back. This is dangerous, but depending on your situation, this could be your last option.
5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

We also have here in the Police Department the Instant Alert/Siren System which allows us to send out a siren followed by a message that can be heard across town.

Campus Police: 395-2091

Ambulance: 911

SAFETY INFORMATION

SNAKES

Copperheads are the only poisonous snakes found in this area.

- ◆ **Northern Copperhead** *Agkistrodon contortrix mokasen*
- ◆ **Southern Copperhead** *Agkistrodon contortrix contortrix*

The cryptic coloration of the copperhead allows it to blend in well with deciduous leaf litter in the woods. Most bites by this non-aggressive snake are caused by accidentally stepping on it.



POISONOUS PLANTS

Poison ivy, *TOXICODENDRON RADICANS*, may be found as a low growing shrub or a tree climbing vine (**smooth, shiny leaves, no hairs**). Plants have compound leaves with three leaflets, unlike VIRGINIA CREEPER, which is a non-poisonous vine with 5 leaflets.

The leaves of both of these plants are deciduous and change color in the fall. Allergic reactions differ among individuals. The toxic substance that causes rashes is oil within the plant called urushiol. It oozes from areas of the plant that have been cut, bruised, or eaten at by insects. The oil may persist for five years even after the plant dies. Rashes do not spread by scratching unless there is residual oil on the skin, nor do they spread from blister rupture. Reaction may not occur immediately after contact. Avoidance of the plant is recommended, even for those persons who are not hypersensitive. Ironically, the oil would be harmless were it not for the overreaction of the body's immune system. Wash with soap and water and wipe with isopropyl alcohol. Jewelweed also works well as a natural remedy.



LIGHTNING

Beware of lightning strikes when electrical storms are imminent:

- ◆ Ground all equipment.
- ◆ Avoid single, isolated trees or poles, antennae, and equipment.
- ◆ Cease radio, telephone, and fuel operations, drop all antennae.
- ◆ If caught on an open hilltop, crouch down and do not huddle in groups.

VEHICLES

Obey all posted limits on campus and on the State Forest.

While on the state Forest use only bridges, established fords or other approved water crossings. Watch out for culverts and streams that may be overgrown with vegetation. Minimize damage to trees, soils and vegetation when off road maneuvers are required. Avoid sharp and neutral steer turns whenever possible. Remain on established roads/trails when the ground is saturated.

HEAT INJURIES / HYDRATION

- ◆ Make sure you are properly hydrated, especially if you are not acclimated to the hot weather.

Humidity is not your friend. The rate of sweating is higher in humid conditions but the cooling is less. The reason is that because the air is already very saturated with water, sweat can't evaporate. Sweat that beads up and rolls off doesn't function in the cooling process. However, this "futile sweat" does deplete the body of vital water and salt. As dehydration

progresses' cooling becomes more difficult. Performance drops and heat injury becomes a real threat. Deaths have occurred when the air temperature was less than 75 degrees F (24 degrees C) but the relative humidity was above 95%.

Recognizing symptoms of heat injury. There are three stages to heat illness; heat cramps, heat exhaustion and heat stroke -- listed in order of increasing severity.

Often the border between them is blurred into a continuous spectrum. **Heat cramps** are due to muscle spasms and often occur in the arms, legs or abdomen. They are thought to be caused by dehydration and loss of salt and other electrolytes. **Heat exhaustion** is due to more profound loss of water and electrolytes. It is characterized by generalized weakness, headache, dizziness, low blood pressure, elevated pulse and temperature elevation as high as 104° F (40° C). Both can usually be treated by moving out of the sun, drinking fluids and eating salty food.

Heatstroke is a life threatening condition and represents severe dehydration, high body temperature, and a shut-down of the cooling mechanisms. The person may be delirious or comatose, and half of the victims have stopped sweating. The pulse is rapid and weak, the blood pressure is low and body temperature is greater than 105° F (40.6° C) and may reach as high as 110° F (43° C). The oral temperature is notoriously inaccurate in these circumstances. Damage to the brain, heart, lungs, kidneys and other organs may occur. Sometimes despite the best medical care, death is the end result.

Emergency roadside treatment of heatstroke:

- ◆ Call 911
- ◆ Remove the patient from direct sunlight
- ◆ Remove the patient's clothing
- ◆ Wet the body surface and fan to promote air movement and evaporation
- ◆ Rub the skin with bags of ice
- ◆ It is important that you notify the medical unit or incident command that you have had previous heat injuries.

TICKS



Ticks are very abundant on the State Forest. Of special concern is the deer, or black-legged tick *Ixodes scapularis*, pictured.

Deer ticks are vectors of the spirochete bacteria *Borrelia burgdorferi*, which causes Lyme disease. During the larval and nymphal stages of the deer tick's life, one of its primary hosts is the white-footed mouse. These mice are major host reservoirs for the bacteria, thereby passing it on to the deer ticks. Studies show that the Lyme disease spirochetes are transmitted from the tick to the host via salivation or regurgitation while the tick is feeding.

Careful removal is necessary due to the fact that squeezing a tick's abdomen while pulling it off may actually introduce the contents of the tick's gut into the host (humans in this case).

Observe the bitten area throughout the following 3 days to 1 month. Symptoms of Lyme disease include:

- ◆ *Erythema migrans* (the bull's-eye rash), a circular red rash
- ◆ fatigue
- ◆ chills and fever
- ◆ headache
- ◆ joint and muscle pain
- ◆ swollen lymph nodes



The American dog tick is also found in the area. These ticks have been known to carry the organism responsible for Rocky Mountain spotted fever.

- ◆ Apply tick spray, your Division Supervisor should have tick spray available.
- ◆ Check yourself for ticks after returning from any outdoor activities.
- ◆ Carefully remove **ticks** without squeezing them to avoid possible infection of Lyme's Disease or Rocky Mountain Spotted Fever.
- ◆ Contact Incident Base should you need any medical supplies.

VENOMOUS ARTHROPODS

Arthropods are segmented invertebrates with jointed antennae and legs. They include insects, arachnids, centipedes and millipedes.

- ◆ Insects: bees, wasps, hornets, yellow jackets, ants and caterpillars
- ◆ Arachnids: spiders and scorpions
- ◆ Centipedes and Millipedes

Of all deaths due to venomous stings/bites in a year, most are caused by arthropods.

Insects – Treatment

Bees often leave their stinger and poison sac embedded in the skin of their victim. Using your fingernail or a knife blade, scrape them away to prevent further poison from being pumped into the skin. Wasps, hornets and yellow jackets do not leave their stingers. Many caterpillars have hollow, venom-filled hairs on their bodies, which may break off into the skin. Place tape over the sting area to remove them.

Ice packs or cold compresses will relieve the immediate burning sensation and pain. Other treatments include: a baking soda paste, household ammonia and household meat tenderizer.

If the victim exhibits headaches, itching, a feeling of bodily discomfort, anxiety or hives: consult a physician immediately. These symptoms indicate a potential for allergic reaction. A moderate allergic reaction would include the above symptoms plus two or more of the following: constriction of the chest or throat, abdominal pain, nausea, vomiting, dizziness or wheezing.



Black Widows are the most common dangerous spiders in the area.

Red hourglass shaped marking

WILDLIFE

Please do not harass or harm any fish or wildlife species, to include nests, dens, burrows, dams or any other structures.

Threatened & Endangered Species (T&E)

Be aware that state and/or federal laws as well as state and federal regulations protect several T & E plant and animal species found on the State Forest. These include the Bald Eagle, Michaux's Sumac, some Bivalves and the Roanoke Logperch. It is unlawful to maliciously damage or destroy, as well as to remove, cut or dig up any T&E plant species.

RULES & REMINDERS

NAME BADGES

All staff, instructors and students must wear their academy name badge at all times on campus for security purposes and access to meals in the dining hall.

BRIEFING

All students will attend **Briefing** at the **ICP** (Moss Residence Hall #20) at **0745** on the first day of their class. Head to class immediately following briefing.

MEALS

Dorrill Dining Hall
(sit in designated area
of dining room)

BREAKFAST	0700 – 0800 (7:00 am-8:00 am)
LUNCH	1130 – 1330 (11:30 pm-1:30 pm)
DINNER	1700 – 1830 (5:00 pm-6:30 pm)

PARKING

Parking is only in Wynne parking lot. Parking is first come, first served for commuter and on-campus attendees. You are likely to be towed if you park elsewhere.

ROOM CHECKOUT

Drop room key and badge holder at ICP Check-In **BEFORE** class the day of checkout. We don't want to hunt you down in class! Put all trash in trash bags provided and dump down the trash chute. Put used linens in the pillowcase and deliver to Linen check-out desk.

ALCOHOL CONSUMPTION

Alcohol consumption is **ONLY** allowed in the Wynne Residence Hall lodging rooms – NOT in the parking lots, etc. VDOF policy will be enforced. All Academy participants are expected to behave professionally. Anyone with behavioral issues may be escorted off campus and sent home.

NOISE

Loud noise will **NOT** be tolerated after 10 p.m., be considerate of others.

SMOKING

All buildings, grounds and residence hall rooms are smoke-free. Smoking is only permitted in the smoking huts found around campus.

STAFF AND INSTRUCTOR MEETINGS

Instructor Briefing at the **ICP** (Moss Residence Hall #20) at **1900** the night before the first day of your class. All instructors and instructor assistants are expected to attend. Instructor briefing will be on Tuesday, 5/29 (all classes starting Wednesday), Wednesday, 5/30 (all classes starting Thursday), and Friday, 5/31 (all classes starting Saturday).

Incident Management Team Daily Planning Meeting at the **ICP** (Moss Residence Hall #20) at 0900 daily as needed.

ACTIVITIES AVAILABLE

☐ RECREATION

Health & Fitness Center (#43)

Academy name badge required for access.

Monday – Friday: 9:00 am – 8:00pm

Please obey all rules and regulations.

Rules and Regulations:

1. Display conference name badge to gain access.
2. No food or drink is permitted past the lobby except for water in a spill proof container.
3. Cell phone use including calls, texts, photo or video is prohibited except in main lobby.
4. Taking photos or videos is prohibited unless approved by Campus Recreation Supervisor or administrator.
5. Please be courteous to other patrons and Campus Recreation staff.
6. Campus Recreation staff reserve the right to remove any person from the premises that violate any safety policies and procedures or for any conduct that is viewed as unsafe or inappropriate.
7. Supervisor on duty reserves the right to make judgments and final decisions on policies.

A limited amount of sports equipment is available for checkout from the Longwood conference staff. The staff will be located in the ICP during the academy.

Bowling

Main Street Lanes

2006 S Main St, Farmville, VA 23901

434-392-9916

Movie Theater

Sunchase Cinema 8

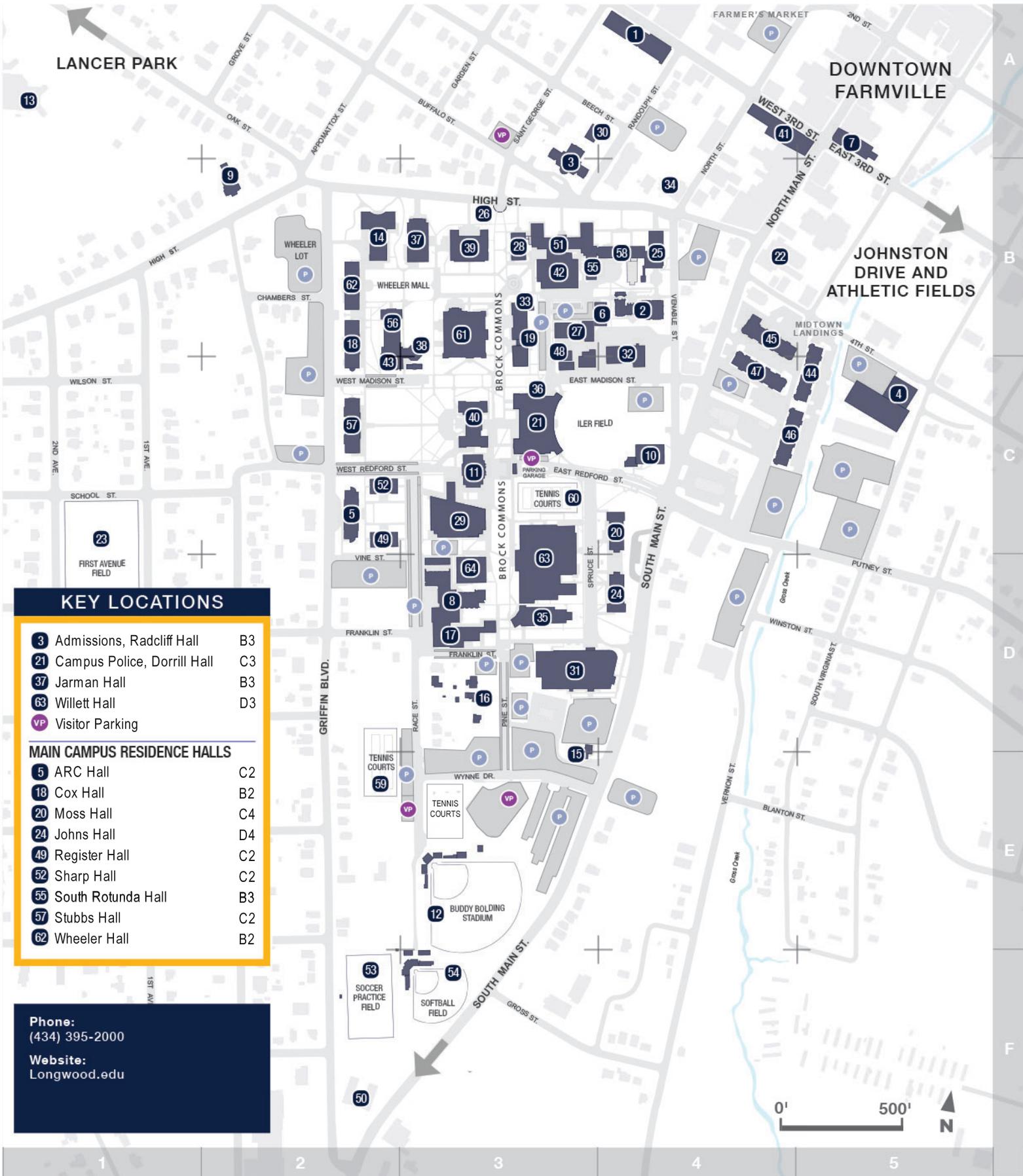
215 Sunchase Blvd.

Farmville, VA 23901

434-392-4865

☐ INTERNET ACCESS

WiFi is available in the dorms and around campus, use “Lancer Net Guest” Type in your e-mail address to access service.



KEY LOCATIONS

- 3** Admissions, Radcliff Hall B3
- 21** Campus Police, Dorrill Hall C3
- 37** Jarman Hall B3
- 63** Willett Hall D3
- VP** Visitor Parking

MAIN CAMPUS RESIDENCE HALLS

- 5** ARC Hall C2
- 18** Cox Hall B2
- 20** Moss Hall C4
- 24** Johns Hall D4
- 49** Register Hall C2
- 52** Sharp Hall C2
- 55** South Rotunda Hall B3
- 57** Stubbs Hall C2
- 62** Wheeler Hall B2

Phone:
(434) 395-2000

Website:
Longwood.edu



QR CODES

2024 Virginia Interagency Wildland Fire Academy



Incident Action Plan (IAP)

<http://tinyurl.com/yeyr4dea>

Appomattox- Buckingham State Forest Map



- **Advanced Tractor Plow**
- **S-130/S-190**
- **S-212**

<http://tinyurl.com/3ksjra95>

CLASS MATRIX / CLASSROOM ASSIGNMENTS

2024 Virginia Interagency Wildland Fire Academy, Longwood University

5/29-6/1/2024

Classroom	Longwood Map #	TUES	WED	THURS	FRI	SAT
		28-May	29-May	30-May	31-May	1-Jun
Hiner 101		Setup	S-212	S-212	S-212	S-212
Hiner 207		Setup	S-230	S-231	S-131	S-131
Hiner 109		Setup	M-410	M-410	M-410	M-410
Hiner 201		Setup	Tractor	Tractor	Tractor	Tractor
Hiner 213		Setup	New DOF	New DOF	New DOF	Attend S-130 FD
A.B. State Forest	N/A	Setup				S-130 Field Day
Moss Residence Hall		Incident Command Post (ICP)				
Field Work			S-212	S-212	S-212 +	S-212 +
Field Work			Tractor	Tractor +	Tractor +	Tractor +
Field Work						S-130/190 +

4/15/2024

+ Box Lunches

NOTES