

INCIDENT ACTION PLAN

LUNA FIRE

NM-CAF-000631

P3NN84



OPERATIONAL PERIOD


10/22/2020 0700

to

10/23/2020 0700

Thursday

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Luna Fire		2. Operational Period: Date From: 10/22/2020		Date To: 10/23/2020	
		Time From: 0700		Time To: 0700	
3. Incident Commander(s) and Command Staff:			7. Operation Section:		
IC/UC's	R. Young, D. Mueller(T)	Operations	S. Burns		
Deputy	C. Joseph	Deputy Operations			
Safety Officer	B. Savage	Night Ops	D. Fregulia		
Information Officer	N. Judy, S. Exline, P. Corral(T), J. Goodman(T)	Planning Ops	A. McBath		
Liaison Officer	R. Alpert, F. Flores	Branch			
4. Agency/Organization Representatives:		Division/Group	A	A. Valdez	
Agency/Organization	Name	Division/Group	B	C. Stevens, R. Raem(T)	
USFS AA	James Duran, Debbie Cress(T), Jack Lewis(T)	Division/Group	Z	C. Costa	
		Division/Group	STRUCTURE	K. Olsen, T. Decker(T)	
New Mexico State Forestry AA	Shannon Atencio, Arnie Friedt, Donald Griego	Division/Group			
Angel Fire Chief	John Murtagh	Division/Group			
SBR Fire Chief	Mickey Richardson	Division/Group			
Mora County Under Sheriff	Americk Padilla	Division/Group			
		Division/Group			
Mora County Emergency Manager	Ruymaldo Pino	Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Division/Group			
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		Division/Group			
		Division/Group			
		Branch			
		Division/Group			
		Division/Group			
5. Planning Section:		Division/Group			
Chief	J. Schillinger, R. Ashby(T)	Division/Group			
Deputy		Division/Group			
Resource Unit	R. Resnick, H. Kelmanson(T), K. McDonald(T)	Division/Group			
		Branch			
Situation Unit	T. Morlock, R. DeCamp, J. Mosley(T)	Division/Group			
Documentation Unit	J. Oslinger	Division/Group			
Status Check-In	A. Saltzman	Division/Group			
Demobilization Unit	D. Loop	Division/Group			
GISS	D. Hutchinson, B. Kirk	Division/Group			
FBAN	M. Brown	Air Operations Branch	Director:	J. Keese	
LTAN	J. Shelton	Air Support Group Supervisor	K. McElfish		
IMET	R. Fontenot	Air Tactical Group Supervisor			
Training Tech Spec	B. Smith	Helibase Manager			
6. Logistics Section		8. Finance/Administration Section:			
Chief	B. Schurr, J. Eckroth	Chief	T. Fork		
Supply Unit	M. Bradford	Time Unit	M. Prochazka		
Facilities Unit	D. Roberts, D. Nugent	Equipment Time	S. Reid		
Ground Support Unit	Z. Wilcox, L. Campbell	Personnel Unit	C. Hamlet		
Communications Unit	K. Throop(T)	Comp/Claims Unit	E. Downing		
Medical Unit	J. Carlton, N. Ong(T)	Cost Unit	R. Siemers		
ITSS	J. Youngblood, R. Martinez				
Prepared By: Name:	J. Schillinger, R. Ashby(T)	Position/Title:	PSC	Signature: 	
ICS 203		Date/Time:	10/21/2020 2300 hours		

****RED FLAG WARNING****

RED FLAG WARNING IN EFFECT FROM 11 AM TO 7 PM MDT THURSDAY



Spot Forecast for Luna...USFS

National Weather Service Albuquerque NM

348 PM MDT Wed Oct 21, 2020

DISCUSSION...

Moderate westerly winds this afternoon continue to sunset before decoupling Wednesday evening, and through the night. Westerlies strengthen Thursday, mixing down to surface and the fire earlier than Wednesday; in the late morning before noon. Mountain wave activity over the Sangre de Cristo Mts will also increase the likelihood for erratic fire behavior as strong gusts of 30 to 40mph will hit at times during the afternoon. A backdoor front swings through eastern NM Thursday night, likely bringing variable wind directions to the fire location Friday morning. Southwest winds take over through the day Friday.

THURSDAY...

Sky/Weather.....Mostly sunny.

Max Temperature.....51-55.

Min Humidity.....15-19 percent.

20 Foot Winds.....Windy. West winds 14 to 18 mph increasing to 18 to 28 mph in the afternoon.

Peak gusts could reach as high as 30 to 40 mph at and immediately east of peaks and the ridge line.

Mixing Height.....6000 ft AGL.

Transport Winds.....West 31 knots.

Max Vent Rate.....Excellent/182933 knot-ft at 1400 local.

Ventilation Trend...Good/75548 knot-ft around mid-morning and excellent/154000 knot-ft by mid-afternoon.

THURSDAY NIGHT...

Sky/Weather.....Mostly clear.


Min Temperature.....33-37.

Max Humidity.....48-52 percent.

20 Foot Winds.....West winds 7 to 17 mph. Gusts up to 29 mph in the evening, becoming more variable by Friday morning.

Ventilation Trend...Poor/24000 knot-ft by early evening and poor/0 knot-ft by late evening

FIRE BEHAVIOR FORECAST

FORECAST NUMBER: 001	TYPE OF FIRE: Wildfire Full Suppression
FIRE NAME: Luna Fire	OPERATIONAL PERIOD: 10-22-20 24hr
DATE ISSUED: 10-21-20	TIME ISSUED: 2100
UNIT: NM-CAF-000631	SIGNED: <i>Matt Brown</i> 
Typed/printed: Matt Brown FBAN(t)	

INPUTS

WEATHER SUMMARY: ***RED FLAG WARNING*** Late Morning Through Evening

Temperature: 51-55 daytime, 33-37 overnight RH: 15-19% daytime, 48-52% overnight
Winds: West 14-18 gusts to 40mph then 18-28 in the afternoon, Overnight SW 7-17mph

OUTPUTS

FIRE BEHAVIOR

GENERAL:

Fire will be moderately active to start the shift as a dry cold front impacts the fire area, meeting thresholds for a Red Flag Warning. The south and south-west winds will pressure the northern divisions especially in south west aligned drainages. Fuels continue to exhibit extreme dryness with 1000 fuels in the 5-8% range, FDFM 3% and 6% shaded. Live fuel moisture for conifer is around 100%. The mixed conifer is predominately short needle or compact litter mixed with small hardwood leaf litter. The compactness of the litter resists fire spread until alignment of drying, wind, and open exposed canopy. However, when these conditions align they can produce moderate to rapid rates of spread. Spotting has been observed up to 1/4 mile.

SPECIFIC:

Divisions A/Z: These divisions will experience favorable winds for most of the shift. Drainages in these divisions will continue to fill in as fire backs into the drainage bottoms and into wind sheltered areas.

Division B: This division will experience adverse wind conditions. The northwest corner of the fire will have the most concentrated heat and spread potential into aligned drainages. Fire will continue to back into Bull canyon inside the forest boundary as it enters a wind sheltered drainage that runs perpendicular to the forecasted wind direction. Should spotting occur to opposite aspects, rapid rates of spread can be expected.

TU 1 3% Fine Dead Fuel Moisture

Mid Flame Winds Speed	Flame Length	Rate of Spread
5	2-5 ft	3-6 ft/min
10	3-6 ft	6-10 ft/min
15	4-7 ft	10-15 ft/min

TU 5 3% Fine Dead Fuel Moisture

Mid Flame Winds Speed	Flame Length	Rate of Spread
5	6-9 ft	10-15 ft/min
10	10-15 ft	25-30 ft/min
15	13-18 ft	35-45 ft/min

AIR OPERATIONS:

Smoke will be mixed out by daybreak from the wind impacts in the early morning. This will also mix out any inversions. Downwind operations will be obscured by smoke until the weather event lifts.

SAFETY

Expect increased fire behavior in south west aligned drainages. The critical burning conditions in the area were able to produce spread distances exceeding 6 miles from the time of ignition. Prepare a risk management plan that accounts for the critical fire weather event and set trigger points before engaging.

Luna Fire – Safety Message

INCIDENT # NM-CAF-000631

DATE: 10/22-23/2020

TIME 0700–0700

Incident Management Team Transition

- Sometimes called the 19th Watch Out Situation.
- Take the time to understand the plan. Ensure all resources completely understand the assignment, the Communications Plan, and the Medical Plan.
- Briefings: Required every shift, for all personnel, for new assignments, and for changing conditions.

Hazards

- ▶ **Fire Behavior**- critical fire WX= large fire growth potential. Have solid LCES in place.
- ▶ **Driving**- dusty, narrow roads with poor visibility. There's soft shoulders and steep hillsides.
- ▶ **Steep, unstable terrain, falling debris/rocks**- know if anyone is working above you.
- ▶ **Aircraft Ops**- Helicopters and tankers working. Stay clear of the drops, maintain good comms w/ aircraft.
- ▶ **Communications**- ensure you have good comm's from your location. Set up radio relays if needed.
- ▶ **Heavy equipment**- Dozers in multiple areas. Be heads up for rolling material kicked loose from above.
- ▶ **Cumulative Fatigue**- it's been a long season, it's not over yet. Keep an eye on your folks.

Escape Route/Safety Zone Checklist

Escape Routes:

- *More than one escape route
- *Scouted – soils, vegetation, slope
- *Timed – slowest person, fatigue, dozer speed
- *Marked – flagged for day and night use

Safety Zones:

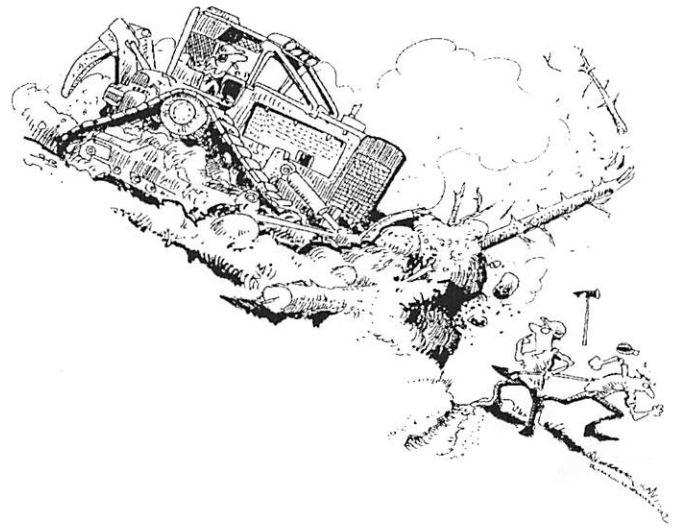
- *Survivable without a shelter
- *Natural – clean burn, water, bare soil/rock
- *Manmade – constructed sites, roads
- *Scouted for size and hazards
- *Close enough considering escape time needed

Remember and Follow:

- *The 10 Standard Fire Orders
- *The 18 Situations That Shout Watch Out
- *The Common Denominators of Fire Behavior on Tragedy Fires
- *The Downhill Line Construction Guidelines

Safety Officer: B. Savage (SOF1)

Understand your mission, ask questions!



5. UNINFORMED ON STRATEGY, TACTICS AND HAZARDS



INCIDENT RISK ANALYSIS

LUNA FIRE

(ICS 215a) Day Shift

BR/ DIV	HAZARDOUS ACTIONS / CONDITIONS	MITIGATIONS / WARNINGS / REMEDIES
ALL	WEATHER	<ul style="list-style-type: none"> • Be aware of changing weather conditions. • Watch out for increasing heat, winds, and instability. • Anticipate increased fire behavior conditions. • Communicate any observed changes in weather and fire behavior. • "Base all actions on current and expected behavior of the fire."
ALL	FIRE BEHAVIOR	<ul style="list-style-type: none"> • Conduct thorough assessments before starting work. • Ensure LCES is in place. • Provide additional briefing on drought related fire behavior and areas of high concentration of hazard trees. • Increase the level of SA. • Provide additional briefing for new resources and maintain communications..
ALL	LINE CONSTRUCTION	<ul style="list-style-type: none"> • Follow the line construction protocols and safety precautions for direct and indirect line construction. • Watch footing and spacing between firefighters, especially those working below. • Make sure LCES is in place. • Follow the "Downhill Line Construction Checklist" on IRPG page 9. • Use caution when working above any personnel. • Evaluate necessity to send personnel in areas with limited access.
ALL	TRAFFIC HAZARDS AND DRIVING	<ul style="list-style-type: none"> • Practice "Defensive Driving" techniques. • Use spotters when backing. • Always use headlights. • Use warning lights when working on roads or traveling in smoke. • Observe posted speed limits. • Use chock blocks and turn wheels into the hill. • Watch for rolling rocks and debris from hillsides.
ALL	COMMUNICATIONS	<ul style="list-style-type: none"> • Share your Situational Awareness (hazards, changes, etc.) to those who also have a need. • Radio Communications may be poor in some areas: use human repeaters as needed. • Ensure all personnel are familiar with the incident and the IAP communications plans. • Make sure all resources have radios cloned appropriately. • Ensure that non-agency resources understand radio use and procedures.
ALL	FATIGUE / COMPLACENCY	<ul style="list-style-type: none"> • Be alert for signs of heat stress and fatigue, take breaks as necessary. • HYDRATE before, during and after your shift. • Monitor ALL resources for level of fatigue. • Recognize the symptoms of heat stress and fatigue, and take action as necessary to provide rest and recovery. • Repeated assignments in the same area can lead to complacency making personnel more vulnerable to accidents. • Take steps (switching of assignments, training opportunities during slow periods, etc.) to maintain situational awareness for the duration of the incident
ALL	AIR OPERATIONS	<ul style="list-style-type: none"> • Do not plan on air resources for tactical support or medical transportation. • Refer to page 58, IRPG for directing bucket drops. • Ensure positive communication with all air resources.
ALL	HEAVY EQUIPMENT OPERATIONS	<ul style="list-style-type: none"> • Ensure communications are established with operators. • Ensure ground personnel have safety illumination, with light-sticks being the minimum. • Maintain a 50'-100' exclusion area around equipment. • In timber increase safety distance to 2 ½ times canopy height.
ALL	HAZARD / DANGER TREES	<ul style="list-style-type: none"> • Follow Hazard Tree Safety Guidelines (IRPG p.22-23). • Limit number of personnel around snags and their exposure time; fallers must be qualified for the trees being felled. • Be especially alert around snags during wind events. Large green trees can also be dangerous.
ALL	FIRING OPERATIONS	<ul style="list-style-type: none"> • Only personnel trained in the use of each device will be authorized to use firing equipment. • Ensure all personnel are aware of firing operation that may affect them. • Wear appropriate PPE. • Ensure aerial/ground ignition plans have been adequately developed and personnel are briefed.
ALL	ENVIRONMENTAL HAZARDS	<ul style="list-style-type: none"> • Keep alert for wildlife including, elk, deer, & rattlesnakes. Watch footing and hand placement around rocks. Use caution around gas and power lines. • It is hunting season, fire personnel may encounter hunters in the area. • Follow all CDC and Agency COVID 19 protocols including mandatory facemask usage, maintaining proper distancing and washing hands often.
<p>INCIDENT NAME:</p> <p>LUNA FIRE</p>		<p>Operational Period: 0700-0700 October 22-23, 2020</p> <hr/> <p>DATE AND TIME PREPARED: October 21, 2020 1700 hours</p>

ASSIGNMENT LIST (ICS 204 WF)

CONTROLLED UNCLASSIFIED
INFORMATION//BASIC

1. Incident Name:	2. Operational Period:		3. Branch	Division
Luna Fire	Date From: 10/22/20	Date To: 10/23/20		Z
	Time From: 0700	Time To: 0700		

4. Operations Personnel:	Page 1 of 1	Zulu
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Operations Section Chief: S. Burns	Night Ops: D. Fregulia
Branch Director:	Branch Safety:
Division/Group Supervisor: C. Costa	Air Attack:

5. Resources Assigned:							
Resource Identifier	ALS	LWD	Leader	Personnel	Request #	Hours	Reporting Location
IHC BIG BEAR			H. Deets	20	C-6	0700-1900	Mora High School
ENG6 2616			R. Esquibel	3	E-13	0700-1900	Mora High School
ENG6 2615			D. Sanchez	4	E-4	0700-1900	Mora High School
ENG6 2620			R. Antonio	3	E-5	1200-2400	Mora High School
ENG6 631			L. Velasquez	3	E-14	1200-2400	Mora High School
DOZ2 PVT MARUJO			M. Marujo	2	E-3	0700-1900	Mora High School
DOZ2 PVT ABEYTA			J. Abeyta	2	E-15	0700-1900	Mora High School
HEQB HANSON			G. Hanson	1	O-17	0700-1900	Mora High School
TFLD ALLALUNIS			G. Allalunis	1	O-76	0700-1900	Mora High School
TFLD MENDOZA			B. Mendoza Jr.	1	O-7	0700-1900	Mora High School
REAF OSIPCHUK			M. Osipchuk	1	O-30	0700-1900	Mora High School
REAF BAILEY			R. Bailey	1	O-32	0700-1900	Mora High School

6. Work Assignments:
 Point protection in Luna Canyon. Prep the 246 Rd from Luna Canyon to B/Z break. Prepare for burn out operations from Luna Canyon east to Lujan Canyon.

7. Special Instructions:
 Swing shift resources hours 1200-2400, contact the Division Supervisor for briefing.
 SOFR J. Garber & SOFR C. Murillo available to all Divisions

8. Communications							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
CRSN DIR	1	COMMAND	172.2750		172.2750		
CAR RPT	2	COMMAND	172.2750		166.2000	114.8	
R3 TAC3	5	TACTICAL	168.7750		168.7750		
CRSN FIR	6	TACTICAL	169.1750		169.1750		
ST FORST	11	TACTICAL	159.4200		159.4200		
ST FIRE	12	TACTICAL	154.3100		154.3100		
VMED 28	7	MEDICAL	155.3400		155.3400		
CA-G56	9	A/G 56	168.6625		168.6625		
CA-G60	10	A/G 60	169.1250		169.1250		
AIRGUARD V3	16	AIRGUARD	168.6250N		168.6250N	T1 - 110.9	

9. Prepared by: Name: R. Resnick, H. Kelmanson(T), K. McDonald(T) RESL

Signature:

ICS 204 Date/Time: 10/21/2020 2200 Personnel Count: 42

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name Luna	Date/Time Prepared 10/21/2020	Operational Period Date/Time 10/22/20 0700-10/23/20 0659
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Utilization of any frequency other than those listed on this form are prohibited, subject to fines by the FCC and demobilization from the incident.

Zn Ch	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Dev	Pwr	Mode A, D or M	Remarks
1	COMMAND	CRSN DIR	All Divisions	172.2750		172.2750		N	H	A	
2	COMMAND	CAR RPT	All Divisions	172.2750		166.2000	114.8	N	H	A	Cerro Vista RPTR
3	TAC	R3 TAC1	Div A/STG	167.5500		167.5500		N	H	A	
4	TAC	R3 TAC2	Div B	168.6750		168.6750		N	H	A	
5	TAC	R3 TAC3	Div Z	168.7750		168.7750		N	L	A	
6	Interop	CRSN FIR	All Divisions	169.1750		169.1750		N	L	A	
7	MEDICAL	VMED 28	All Divisions	155.3400		155.3400		N	L	A	
8	MEDICAL	VMED 29	Not Assigned	155.3475		155.3475		N	H	A	
9	A/G	CA-G56	All Divisions	168.6625		168.6625		N	L	A	
10	A/G	CA-G60	All Divisions	169.1250		169.1250		N	L	A	
11	Interop	ST FORST	All Divisions	159.4200		159.4200		N	L	A	
12	Interop	ST FIRE	All Divisions	154.3100		154.3100		N	L	A	
13		COMMON	Not Assigned	168.6125		168.6125		N	H	A	
14/18		TRAVEL	Not Assigned	168.3500		168.3500		N	L	A	
15/19								N	L	A	
16/20	EMERGENCY	AIR GUARD	EMERGENCY	168.6250	CSQ	168.6250	110.9	N	H	A	

Prepared By (Communications Unit Leader) Kevin Throop COML(t)	Incident Location County: State: NM Latitude: N Longitude: W
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The convention calls for frequency lists to show four digits after the decimal place (five digits for 700 MHz frequencies). The letter "U", "N", or "W" in the deviation (Dev) column reflects whether the frequency is ultranarrow (6.25 kHz), narrow (12.5 kHz) or wide band (25 kHz). Mode refers to either "A" indicating Analog, "D" indicating Digital (e.g. Project 25) or "M" indicating Mixed Mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeaters (and depending on use, base stations) must be programmed with the Rx and Tx reversed.

Communications Landline:

AIR OPERATIONS SUMMARY			Prepared By: John Keesee	Prepared Date: 10/21/2020	Prepared Time: 8:00 <i>AK</i>	
1. INCIDENT NAME: Luna		2. Operational Date: October 22, 2020		Start Time: 800		
4. Remarks Safety Notes, Hazards, Air ops Mission plan for rotor wing on the deck at sunset Report any unauthorized UAS activity Track dip site locations and # buckets used at each			5. Medevac Aircraft: Order thru Dispatch Air Care (Farmington) 800-452-9990 Careflight (Taos/Santa Fe) 800-800-0900 Army NG "Lobo" (Santa Fe) Request through Dispatch		3. Angel Fire Sunset: 18:15	
					Angel Fire Pumpkin: 18:45	
6. TFRs: 0/6520 15,000 MSL freq. 118.2500			9. Fixed-Wing GACC: Air Tankers/SEATS: Order through dispatch Alamagordo, NM Phoenix, AZ SEATS: 5 in GACC delayed response			
7. Personnel:	Name:	Phone #	8. Frequencies:	AM	FM	
AOBD	John Keesee	949-473-3265	Nat. Flight Follow		168.6500	
ASGS	Kelvin McElfish	909-907-2677			RX/TX tone 110.9	
HEBM	Kyle Johnson	541-240-1320	Air Guard		168.6250	
FAO(Acting)	Bert Smith	505-206-0784	A/G 56 (PRI)		168.6625 TX/RX	
Taos Dispatch		575-758-6208	A/G 60 (SEC)		169.1250 TX/RX	
			A/A Rotor		119.6250	
			Cerro Vista Rpt		172.2750 RX 166.2000 TX, T 114.8	
			Picuris Rpt		172.2750 RX 166.2000 TX, T 110.9	
			A/G 56 CAF		168.6625	
			A/G 60 CAF		169.1250	
			A/A 1 CAF	120.1750		
			Medical VMED28		155.3400 TX tone 156.7	
			Medical VMED29		155.3475 TX tone 156.7	
Lead Plane/ASM: Order through dispatch						
Air Attack: Order through dispatch AA-305 (Colb) SAF 7GB AA-5AB (ABQ)						
Helicopters GACC: Order through dispatch						
SMJK GACC: Order through dispatch						
HELICOPTERS						
FAA N#	Call Sign	Make/Model	Type	Base	Available	Remarks
N949CH	9CH	CH-47	1	KAXX	800	HMGB - Johnson, Traw (T) 541-975-3967
N17FH	7FH	Sikorsky/UH-60A+	1	KAXX	800	HMGB - Bonnie Bolser (505-660-1989)
N351HD	1HD	Astar B3	3	KAXX	800	HMGB - Colton Herrera (406-696-5067)
N561AJ	1AJ	CH47D	1	KAXX	800	HMGB- Jerru Gutierrez (505-259-0522)
Notes/Remarks						
If you need additional aircraft order early as there is high resource demand for aircraft.						
T-3 Helicopter Aerial Ignition/Buckets/Mapping/Recon/PAX						

Wildland Fire COVID-19 Screening Tool

Interim Standard Operating Procedures – 4/15/2020

NOTE: This Screening Tool represents interim guidance. Additional clarification will be coming as soon as it is defined.

DO YOU HAVE ANY OF THESE SYMPTOMS?

Today or in the past 24 hours, have you had any of the following symptoms listed below, in addition to your normal work-related issues?

- Fever, felt feverish, or had chills? Repeated shaking with chills?
- Cough? Shortness of breath or difficulty breathing?
- Muscle pain? Headache? Sore throat?
- New loss of taste and/or smell?

If in doubt about any of these symptoms, consult a Physician.

In the past 14 days, have you had contact with a person known to be infected with the coronavirus (COVID-19)?

Take temperature with touchless thermometer if available

INSTRUCTIONS FOR SCREENING

- If resource is positive for any symptoms prior to mobilization **DO NOT MOBILIZE.**
- At Entries – Consider the adequate number of personnel needed for screening. Although medical personnel are ideal, screeners do not have to be medically trained.
 - o If resource is positive for any symptoms including fever (over 100.4) at entry **DO NOT ANNOUNCE-** ask to step aside.
 - o Escort sick individual to isolation area.
 - o Isolation support personnel should begin documentation. Have sick individual contact Supervisor for further direction.
 - o Notify public health officials.
 - o Have individual transported as appropriate.
 - o Protect and secure any collected Personal Identifiable Information or Personal Health Information.

FINANCE MESSAGE

AVAILABLE OPTIONS FOR SUBMITTING TIME:

Resources can submit time electronically (email below) or hard copy. There will be drop boxes for CTRs and shift tickets at Mora camp and at ICP. Documents will be picked up daily and transported to Finance.

If you opt to submit electronically you have a couple of options for submitting them to Finance:

Option 1- Resource fills out fillable PDF and submits to Supervisor for signature. Supervisor digitally signs PDF, sends signed copy back to Resource **AND** on to Finance.

Option 2 - Resource fills out fillable PDF, Supervisor (if comfortable) signs directly on the same device. Resource e-mails the PDF directly to Finance.

Option 3 – Resource can scan and email or take a picture and email a signed copy of CTR or Shift to finance.

Crews: please submit a copy of your manifest to Finance – it can be electronic or hard copy. Please note any AD crew members on the manifest with their position code and ECI number if known.

Single Resource ADs: Please submit your Single Resource Casual Hire form to Finance – it can be electronic or hard copy.

Cooperators: Please submit your agreement and resource order to Finance – either electronically or hard copy. Please don't skip any pages and assure that the signature page is shown.

Contractors: Please submit the finance portion of your contract/agreement and resource order to Finance – either electronically or hard copy. Please don't skip any pages and assure that the signature page is shown.

Please try to submit time at least every other day. You may choose from any of the options above as long as the copy we receive in finance is legible. What works best for you, will work for us

For questions regarding workers compensation or claims, contact the COMP unit leader below.

2020.luna.finance@firenet.gov

On subject line please put: Time, Request Number, Resource Name

Example: Time, O-329, Fork

Time, C-010, Crew Name

Any questions, please contact one of the following.

FINANCE CONTACTS:

Finance Chief:	Theresa Fork	530-251-3013
Time Unit Leader:	Maggie Prochazka	530-604-3290
Comp Unit Leader:	Elaine Downing	928-486-5295



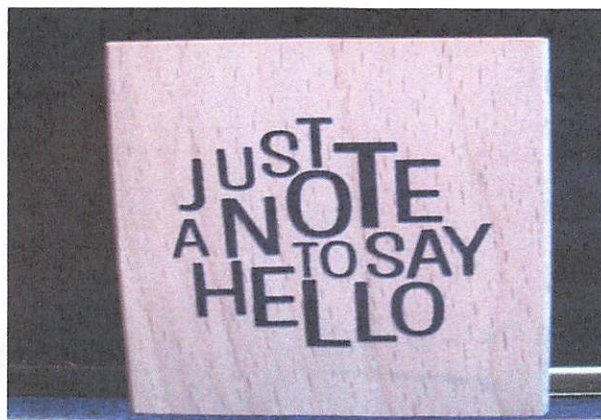
Human Resource Message

Andrea Cabida, I am the Human Resource Specialist assigned to the incident with CA Team 5. As the Human Resource Specialist, I am available to incident personnel to provide work environment information and assist with conflict resolution if needed. If I can be of assistance to you, please let me know. You can contact me by cell phone at 707-330-9939 or via e-mail at andrea.cabida@usda.gov. You can call, text, or email anytime.

As a reminder, we have a zero tolerance for illegal drugs, alcohol, sexual harassment, and any other type of inappropriate behavior. We expect all incident personnel to treat each other with dignity and respect, and to work as a team to support a positive work environment.

Be Safe! Keep your positive attitude and have a great day!

Hours are 0600 to 2200
Currently I am located at the ICP in Angel Fire, however, I will be moving to the Mora Camp
Andrea Cabida- HRSP- 707-330-9939; andrea.cabida@usda.gov



LUNA FIRE CHECK-IN PROCEDURE

1.CHECK-IN

Check-in online using this QR code



2.COMMUNICATIONS

IF you need your mobile or handheld radio cloned let check-in know. Please have your handhelds ready.

3.FINANCE

Let check in know when you are ready to talk to finance. Please have your applicable paperwork ready (resource order, contract, manifest, etc.)

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 COMMUNICATIONS

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 Incident, IC is TFLD Jones. EMT Smith is providing medical care."

Severity of Emergency AND Transport Priority (priority 1, 2, 3)	<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		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Transport Request		<i>Air Ambulance / Short Haul/Hoist Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location & Lat. / Long. (WGS84)</i>
Incident Name		<i>Geographic Name + "Medical" (Ex: Trout Meadow Medical)</i>
On-Scene Incident Commander		<i>Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)</i>
Crew Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

3. INITIAL PATIENT ASSESSMENT: *Complete this section for each patient as applicable (start with the most severe patient)*

Agency Affiliation: (NO PATIENT NAMES) Federal Contractor Local Government

Patient Assessment: Age: Weight: Chief Complaint:

(If pertinent to Injury) Skin Signs: (color/moisture/temp) Level of Consciousness: BP: HR: Respirations:

Treatment:

4. TRANSPORT PLAN:

Evacuation Location (*drop point, intersection, helispot, Lat. / Long, hazards*) Patient's ETA to Location:

5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:

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					

7. CONTINGENCY: Considerations: *If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.*

8. ADDITIONAL INFORMATION: *Updates/Changes, etc.*

REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert - Keep Calm - Think Clearly - Act Decisively

*** Follow up with MEDL upon return to ICP ***

MEDICAL PLAN	1. INCIDENT NAME: Luna Fire	2. DATE PREPARED: October,21, 2020	3. TIME PREPARED: 1600	4. OPERATIONAL PERIOD 10/22/20-10/23/20 0700-0700
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5. INCIDENT MEDICAL AID STATIONS			
MEDICAL AID STATIONS	LOCATION	ALS	
		YES	NO

6. TRANSPORTATION				
A. Ambulance Services				
NAME	LOCATION	PHONE	ALS	
			YES	NO
AMBO 4 Rio Rancho FD	Branch Resource	Command	XX	

B. AIR AMBULANCE				
NAME	LOCATION	ALS	BLS	
Taos Dispatch Center	(575) 758-6208			
Careflight-16	Taos	XX		
Lifeguard	Albuquerque	XX		
National Guard (Hoist)	Albuquerque	XX		

7. HOSPITALS										
NAME	ADDRESS	TRAVEL TIME		PHONE	TRAUMA		HELIPAD		BURN CENTER	
		AIR	GRND		Yes	No	Yes	No	Yes	No
UNM Hospital	2211 Lomas Blvd. NE Albuquerque, NM. 87106 35°05. 2790'N, 106°37.1151'W			(505) 272-2111	L-1		XX		XX	
Holy Cross Hospital	1397 Weimer Rd. Taos, NM 87571. 36°22.0618' N, 105°34.6448' W			(575) 751-5835	L-4		XX			XX
Alta Vista Regional	104 Legion Dr. Las Vegas NM 87701			(505) 426-3502		XX		XX		XX

8. MEDICAL EMERGENCY PROCEDURES

LINE "MEDICAL-EMERGENCY" PLAN:

- Crew Supervisor to contact Division Supervisor/Operations with:
 - Patient Complaint, Condition and Location via Tactical or Command frequency. Priority 1/Red- life threatening emergency trigger Incident within Incident (IWI).
- Division Supervisor/Operation contacts South Communications:
 - Division Supervisor or POC* will run "Medical -Emergency" on the Command frequency.
 - Division Supervisor of POC* to use "Medical Incident Report" worksheet on page 118-119 of the IRPG.

POC* (Point of Contact) and/or Operations

LINE "NON-EMERGENCY INCIDENT" PLAN:

- Crew Supervisor to contact Division Supervisor with:
 - Patient Complaint, Condition and Location via Tactical or Command frequency. **Priority 2/Yellow** and **Priority 3/Green** Patients **do not** trigger Incident within Incident (IWI).
- Division Supervisor contacts Communications:
 - Division Supervisor or POC* will run "Non-Emergency Incident" on the Command frequency.
 - Division Supervisor or POC* will use "Medical Incident Report" worksheet on page 118 -119 of the IRPG.

IN-CAMP – 24 HOUR MEDICAL

- Contact Taos Dispatch Center (575) 758-6208

9. PREPARED BY
MEDL – Jeff Carlon 

10. REVIEWED BY
SOF1- Brian Savage 