

INCIDENT ACTION PLAN

Ice Storm Road Clearing

12/1/2025 – 12/5/2025

0600 - 1830 hrs



ASSIGNMENT LIST (ICS 204)

1. Incident Name: Ice Storm Road Clearing		2. Operational Period: Date From: 12/01/25 Date To: 12/05/25 Time From: 0600 Time To: 1830		3. Branch: Gaylord/PRC Division: Charlie Group: Staging Area: Gaylord FO
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: <u>Jeff Corser 517-449-1721</u> Branch Director: <u>Lucas Merrick 231-340-5103 /Mark Monroe 989-329-9827</u> Division/Group Supervisor: <u>Dwayne Morse 989-390-2089</u>				
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			
	Noah Carter R0 53/54	1	989-590-3402	Gaylord FO.@0900
	Chris Cox (Sawyer)	1	906-291-0745	Gaylord FO. @0900
	Jerry Turner(GY Dozer)	1	517-885-8195	Gaylord FO.@0900
	Avery Sanborn (Sawyer)	1	989-578-1297	Gaylord FO.@0900
	Local Dozer	1	TBD	TBD
	Charles Osborn(Sawyer)	1	906-420-1645	Gaylord FO. @0900

6. Work Assignments:
 Personnel will be teamed up with local staff or placed in teams of two with a dozer and transport. Ensure roads completed are added via Field Maps and/or progress reported to Division Supt. at the end of the day to ensure maps are updated. Report to Gaylord FO at 0900 for briefing, each day after briefing will be held by Division Charlie at pre-determined location, daily assignments, work locations and objectives will be discussed at this time. Prior to Demb, ensure times are entered via QR code for official tracking. Concentrate on the Red Roads in Dashboard.

7. Special Instructions:
 Bring Chainsaws, fuel, oils and chaps. A skidsteer or dozer will be assigned to the team. Ensure roads completed are added via Field Maps and/or progress reported to Division Supt. at the end of the day to ensure maps are updated and daily progress is reported to Operations Section. Prior to Demb ensure times, VTS and equipment shift tickets are entered via QR code for official tracking. We have a great safety record and there has been a lot of good work done over the last 5 weeks, Thank You and keep up the good work. Pay attention to the Finance message as some codes have changed.

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
Dwayne Morse/ DIV\$	989-390-2089(CELL) 800 MHz radio - FMGAYLD Talk Group
/	
/	
/	

9. Prepared by: Name: Jeff Corser Position/Title: OPS Signature: _____

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Date/Time: 11/24/25@0800

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Ice Storm Road Clearing		2. Operational Period:	
		Date From: 12/01/25 Time From: 0600	Date To: 12/05/25 Time To: 1830
4. Operations Personnel: Name Contact Number(s)		3.	
Operations Section Chief: Jeff Corser 989-385-5617		Branch: Atlanta	
Branch Director: Matt Foster-989-619-5921		Division: Alpha	
Division/Group Supervisor: Jennifer Hansen 989-745-2727		Group:	
		Staging Area: TBD	
5. Resources Assigned:		Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)
	Dave Pine	1	906-477-3434
	Local Dozer and operator	1	
	Robert Beaudoin	1	989-370-8052
	Local Dozer and operator	1	
6. Work Assignments:			
Personnel will be teamed up with local staff or placed in teams of two with a dozer and transport. Ensure roads completed are added via Field Maps and/or progress reported to Division Supt. at the end of the day to ensure maps are updated. Report to Atlanta FO at 0900 for briefing, each day after briefing will be held by Division Alpha at pre-determined location, daily assignments, work locations and objectives will be discussed at this time. Prior to Demb, ensure times entered via QR code for official tracking. Concentrate on the Red Roads in Dashboard.			
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8. Communications (radio and/or phone contact numbers needed for this assignment):			
Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)		
Jennifer Hansen / DIVS A	989-745-2727(cell) Radio: 800 MHz radio - FMATLAN talkgroup		
/			
/			
/			
9. Prepared by: Name: Jeff Corser Position/Title: OPS Signature:			
ICS 204	IAP Page 5	Date/Time: 11/24/25@0745	

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Ice Storm Road Clearing		2. Operational Period: Date From: 12/01/25 Date To: 12/05/25 Time From: 0600 Time To: 1830		3. Branch: Grayling Division: Hotel Group: Staging Area: Grayling FO											
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: <u>Jeff Corser 989-385-5617</u> Branch Director: <u>Tom Barnes 231-381-7732</u> Division/Group Supervisor: <u>Michael Janisse 989-370-4049</u>															
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information											
Resource Identifier	Leader														
	Paul Dunn RO1653/54	1	989-259-2981	Mio FO @0900											
	Daniel Beaudou (Sawyer)	1	906-399-0879	MIO FO @0900											
	Phil Krantz YS 53/54	1	616-302-9362	Mio FO @0900											
	Jeff Corser (Sawyer)	1	989-395-5617	Mio FO @0900											
6. Work Assignments: Personnel will be teamed up with local staff or placed in teams of two with a dozer and transport. Ensure roads completed are added via Field Maps and/or progress reported to Division Supt. at the end of the day to ensure maps are updated. Report to Mio FO at 0900 for briefing, each day after briefing will be held by Division Hotel at pre-determined location, daily assignments, work locations and objectives will be discussed at this time. Prior to Demb, ensure times are entered via QR code for official tracking. Concentrate on the Red Roads in Dashboard.															
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/															
/															
/															
9. Prepared by: Name: <u>Jeff Corser</u> Position/Title: <u>OPS</u> Signature: _____															
ICS 204	IAP Page <u>6</u>	Date/Time: <u>11/24/25@0845</u>													

*** FINANCE ***

Finance email: DNR-NoMichigan-IceStorm-Docs@Michigan.gov

Access Finance forms at: [IceStormRoads_FinanceDocs](#). These forms are how we will document our road clearing efforts in a way that satisfies FEMA documentation requirements.

Submit all of the following documents to the Finance email:

- * Personnel Check In form
- * Equipment Check In form
- * Time Reports (CTRs)
- * Equipment Shift Tickets (ESTs)
- * Invoices (with SIGMA doc number)
- * P-card receipt (w/ SIGMA doc #)
- * Incident Travel report forms for a TRERs (w/ SIGMA's "Transaction ID").

Use the following format to name documents: DocType_DIV_LastFirstName_Date

Ex: *CheckIn_FRD_MerrickRoxanne_20251006*
Checkin_FRD_GYLChainsaw1_20251006
CTR_FRD_McGregorJenny_20251011
EST_FRD_VTSPlate#_MerrickRoxanne_20251025

- Use the **LAST** day of the pay period if using a range of dates.
- Save financial documents using format: DIV_LastFirstName_Date
- Use the document name as the SUBJECT in your email.

Check In Personnel – Have you checked into the Northern MI Ice Storm Response? You only have to check into this incident once. If you are unsure, ask.

Check In Equipment – Have you checked in your equipment? This includes VTS vehicle, chainsaws, or other gas-powered tools. Equipment only needs to be checked in once. If you are unsure, ask.

Timesheet Personnel – Complete one timesheet per pay period.

- Sigma Unit number is your home unit, 4880 is the incident number.
- Breakdown of hours should reflect the activities you were working on. For example, if you report 8 hours for ice storm on one day, and 4 is spent on debris removal and 4 is spent on timber sale operations, please separate these hours on time report just like you should have on your timesheet.

Timesheet Equipment – Complete one timesheet per pay period. **Track all equipment use in HOURS, except VTS vehicles, which are tracked in miles.**

Incident Travel Reports – Complete one report per pay.

Invoices and P-card Receipts – Submit on a regular basis.

All Files should be saved individually by pay period, but emails can contain multiple files.

VTS Logs: -Please use accounting template [751FR7207ICESTORM](#) on your monthly VTS logs if your travel was related to work on the storm cleanup and related activities. This is for FRD VTS vehicles only.

With the new fiscal year, we have some new coding for the Northern Michigan Ice Storm so we can begin tracking time and expenses differently to better align with the FEMA requirements. Moving forward, please use the new accounting templates and LDPR codes that have been set up as it pertains to road clearing/debris removal and administration/oversight. The ice storm reporting code 7519005 has been incorporated into these new codes for FEMA, **so you do not need to manually enter the reporting code when using these LDPRs below. (7M800 & 7M801)**

Description	Accounting Template	LDPR	When to Use
Northern MI Ice Storm - Admin/Oversight - FEMA	751FR7800	7M800	For meetings, planning, and oversight related to FEMA ice storm coordination.
Northern MI Ice Storm - Road Clearing - FEMA	751FR7801	7M801	This should be used for debris removal activities on the road system in the Eastern Lower Peninsula in the following counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Kalkaska, Mackinac, Montmorency, Oscoda, Otsego, and Presque Isle.

FORESTRY/REFORESTATION CODING RELATED TO ICE STORM:

LDPR: Applicable code from master coding list plus reporting code 7519005

(Example: Site Prep 7T219)

Accounting Template: Applicable template from master coding list **plus reporting code 7519005**

(Example: Site Prep 751FR7219)

Below is a snippet from the master coding sheets that may be applicable to reforestation efforts for quick reference. For a complete list of coding, you can find that on SharePoint at [Forest Resources Financial Support Page](#)

DESCRIPTION	ACCOUNTING TEMPLATE	LDPR
Tsale Program Support and Development	751FR7200	7T200
Timber Sale Contract Administration	751FR7201	7T201
Timber Sale Prep Contracts	751FR7202	7T202
Timber Sale Preparation	751FR7204	7T204
Forest Inventory and Analysis	751FR7216	7T216
Forest Inventory	751FR7217	7T217
General Cultivation	751FR7218	7T218
Site Preparation	751FR7219	7T219
Planting and Direct Seeding	751FR7220	7T220
Cone/Seed/Seedling Purchase	751FR7221	7T221
Seedling Lifting	751FR7222	7T222
Pesticide Application	751FR7223	7T223

Questions? Contact:

**Roxanne Merrick (MerrickR@Michigan.gov) or
Jenny McGregor (McGregorJ2@Michigan.gov)**

Ice Storm Response Area Hospitals

Alpena

MyMichigan Medical Center
1501 W. Chisholm St.
Alpena, MI 49707
989-356-7000
Level 3 Trauma Center

Kalkaska

Kalkaska Memorial Health Center
419 S. Coral St.
Kalkaska, MI 49646
231-258-7500
Level 4 Trauma Center

Petoskey

McLaren Northern Michigan Hospital
416 Connable Ave.
Petoskey, MI 49770
231-487-4000
Level 2 Trauma Center

St. Ignace

Mackinac Straits Health System
1140 N. State St.
St. Ignace, MI 49781
906-643-8585
Level 4 Trauma Center

Traverse City

Traverse City - Munson Medical Center
1105 Sixth St.
Traverse City, MI 49684
231-935-6333
Level 2 Trauma Center

Cheboygan

McLaren Northern Michigan
748 S. Main St.
Cheboygan, MI 49721
800-248-6777
Level 2 Trauma Center

Gaylord

Otsego Memorial Hospital
825 N Center Ave.
Gaylord, MI 49735
989-731-2100
Level 4 Trauma Center

Charlevoix

Munson Healthcare Charlevoix Hospital
14700 Lake Shore Dr.
Charlevoix, MI 49720
231-547-4024
Level 4 Trauma Center

Grayling

Grayling-Munson Medical Center
1100 E. Michigan Ave.
Grayling, MI 49738
989-348-5461
Level 4 Trauma Center

ACTIVITY LOG (ICS 214)

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

MEDICAL PLAN (ICS 206 WF)

Controlled Unclassified Information//Basic

Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to communications/dispatch.

1. CONTACT COMMUNICATIONS / DISPATCH (Verify correct frequency prior to starting report)

Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."

2. INCIDENT STATUS: Provide incident summary (including number of patients) and command structure.

Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat./Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."

Severity of Emergency / Transport Priority	<input type="checkbox"/> RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE Ex: Unconscious, difficulty breathing, bleeding severely, 2° – 3° burns more than 4 palm sizes, heat stroke, disoriented. <input type="checkbox"/> YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. Ex: Significant trauma, unable to walk, 2° – 3° burns not more than 1-3 palm sizes. <input type="checkbox"/> GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport Ex: Sprains, strains, minor heat-related illness.
Nature of Injury or Illness & Mechanism of Injury	Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)
Transport Request	Air Ambulance / Short Haul/Hoist Ground Ambulance / Other
Patient Location	Descriptive Location & Lat. / Long. (WGS84)
Incident Name	Geographic Name + "Medical" (Ex: Trout Meadow Medical)
On-Scene Incident Commander	Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)
Patient Care	Name of Care Provider (Ex: EMT Smith)

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