Prior to the IMT Arrival

Checklist for
Agency Administrators

☐ WFDSS is prepared and published

☐ Delegation of Authority is completed and signed

☐ Compile an in-briefing package

☐ Consider the need for an administrative liaison or Incident Business Advisor

☐ Consider the need for an operations and/or logistics liaison (strongly recommended for lower 48 teams)

☐ Communicate in-briefing time and location to cooperators, key staff, and other interested parties

☐ Determine a recommended location of the incident command post (ICP)

☐ Coordinate ordering procedures for incoming IMT

☐ Schedule times needed and how to submit required reports (ICS 209, Cost Summaries, night reports, etc)

☐ Consider ordering basic support equipment and supplies such as a NIFC radio kit, copy machines, computers, and telephones

☐ Order and assemble adequate quantities of maps, aerial photos, GIS data sets, fire weather forecasts, and other intelligence material to support the incident

☐ Determine transportation requirements for the team

☐ Establish Transfer of Command timeframe

☐ Assign Resource Advisor

☐ Establish link to Joint Information Center if applicable

☐ Determine process for lower 48 resources to receive Alaska Briefing