In Briefing Package for Incident Management Teams

These are suggested items.

Command:

- **Written Package**
  - Delegation of Authority
  - WFDSS Decision Document
  - Suppression Repair Plan
  - Turn back standards
  - Heavy Equipment Policy
  - Stream crossing permits

- **Verbal Briefing**
  - Local resource concerns (anadromous fish, cultural sites, hunts, timber, invasives, etc.)
  - Resource Advisor
  - Set up daily coordination calls between IC, SLC, Warehouse
  - Investigation information and requirements
  - Other incidents/IMTs in the area or GACC

Information

- **Written Package**
  - Template for press releases
  - Daily updates email list
  - Local media contacts
  - Media guide
  - JIC contact numbers

- **Verbal Briefing**
  - If JIC activated – how the IMT will interact

Operations:

- **Written Package**
  - Fire Department contacts/resource list/availability
  - Area maps/Geospatial PDF map of fire area
  - Outgoing IC/Operations resource list – what’s on order, what’s on the fire currently, what still needs to be ordered
  - Evacuation plans and trigger points
  - EFF Crew Management Guide
  - Structure protection matrix

- **Verbal Briefing**
  - Spike Camp vs. Crew Shuttle
  - Dozer line placement recommendations and requirements
  - Known structures with protection expectations
  - Trigger points or evaluation lines for tactical operations
  - IA responsibilities and procedures (written in Delegation of Authority)
  - Native Allotment protection expectations
  - Alaska Tactics

Air Operations

- **Written Package**
In Briefing Package for Incident Management Teams

- Current communications setup (frequency plan)
- Available aviation resources (on order and on loan)
- Local airports and airstrips
- Local air operations personnel and phone numbers
- Alaska National Guard Agreement for helicopter use

- **Verbal Briefing**
  - Tactical resources (smokejumpers, AA, airtankers) ordering process
  - Helibase locations used in the past
  - Fuel – stationary and mobile
  - Helibase areas (proximity to fire)
  - Communication limitations
  - Potentially available helicopters locally
  - Local weather issues (i.e. wind, smoke)
  - Restricted areas (military, local flight paths, HARP, Clear radar)
  - Known hazards
  - Housing for pilots
  - Retardant status

**Safety**

- **Written Package**
  - Strategic risk assessment and potential mitigation measures
  - Known hazards
  - Completed ICS-206 for area
- **Verbal Briefing**
  - Accidents to date
  - Existing or potential hazardous materials (UXO)

**Logistics**

- **Written Package**
  - Description of fresh food box ordering and use
  - Difference between state and federal policies regarding conditions of hire for equipment
  - OLAS – how to conduct equipment search or print copies of agreements
  - Local Resource Hiring processes ATV, Boats, Vehicles
- **Verbal Briefing**
  - Availability of caterer or local restaurants for IMT/crews
  - Communications recommendations
  - Medical – explain AK fire medics
  - Resource ordering – ROSS access and orders
  - Resource order delivery timeframes
  - Known ground support issues
  - Rental car/vehicle availability
  - Cell phone coverage (carriers)
  - ICP/Camp site recommendations – used in past
  - Village crew demob considerations
  - ALMR use by cooperators
  - Alaska DOT permit requirements
In Briefing Package for Incident Management Teams

Plans

- **Written Package**
  - GIS contacts
  - GACC IMET contacts
  - Current spot weather forecast
  - AICC perimeter uploads/process
  - RAWS ordering
  - Land Status information and contacts
  - IR availability/ordering
  - State of Alaska Fatigue Management Policy
  - Completed 209’s
  - 209/IAP email list
  - IFM/night report/AICC Sit Report data coordination
  - IMT Incident Products website
  - Final Product expectations
    - Narrative/Exec. Summary (IMT)
    - Transition Plan (IMT)
    - Demob Plan (IMT/Expanded)
    - Maps (IMT)
    - Documentation (IMT) – number of packages required
    - Hard Drive (IMT)
    - Rehab Plan (Area)
    - Evac Plan (Local)
    - Structure Prot. Plan (Area/IMT)
    - Known Sites update (IMT/Area)

- **Verbal Briefing**
  - WFDSS Modeling support/products
  - AICC website products
  - Village crew demob considerations
  - ICS 209’s due (2000)
  - Plotter & paper availability cache + vendor rentals
  - 209 protocols for complexes, limited fires, etc

- **Electronic Data**
  - GIS data
  - Known Sites Template

Finance

- **Written Package**
  - Comp/claims requirements and contacts
  - Alaska commissary explanation
  - AK DOF Cost estimation (IFM vs ISuite)
  - Cost share agreements
  - Fiscal limitations and constraints
  - List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements
  - Fire Department Cooperative Fire Agreements
• **Verbal Briefing**
  o Identify IBA and contracting officer(s)
  o Review of State of Alaska differences from federal
  o Summary of AIBMH

**Additional Guides/Documents:**
Alaska In-brief DVD
Handy Dandy
Alaska Incident Business Management Handbook
DOF/AFS Phone List

**Contacts:**

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