

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**

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- 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

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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

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- **Verbal Briefing**
 - Identify IBA and contracting officer(s)
 - Review of State of Alaska differences from federal
 - Summary of AIBMH

Additional Guides/Documents:

Alaska In-brief DVD
 Handy Dandy
 Alaska Incident Business Management Handbook
 DOF/AFS Phone List

Contacts:

Fire Role	Name	Title	Agency	Work Phone	Cell Phone	email
Agency Administrator						
Agency Administrator Representative						
FMO						
AFMO						
Resource Advisor						
Expanded Dispatch Coordinator						
Aviation Specialist						
Dispatch Center Coordinator						
Trooper						
Local Government						
DOT						
Alaska Railroad						
Electric Company						