

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 lower48 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