



**Northwest Coordination Center**

150 SW Harrison Street Suite 400  
Portland, OR 97201  
503-808-2720  
<http://gacc.nifc.gov/nwcc/>

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To: Incident Commander arriving on a NW Incident  
From: NW MAC Coordinator  
Subject: NW MAC IC Call and Administrative Information

Welcome to the NW and many thanks to you and your team for helping out. We are grateful for the assistance. The following information will help you successfully interface with the NW Multi-Agency Coordinating Group (NW MAC) and the NW MAC Support organization. For your immediate reference, all of the templates and fillable PDFs (IC call, team roster, and fillable IPW) are available on the on the [NWCC website \(https://gacc.nifc.gov/nwcc/admin/nw\\_mac.aspx\)](https://gacc.nifc.gov/nwcc/admin/nw_mac.aspx).

**NW MAC Incident Commander Conference Call**

Time: Daily at 0730 (Pacific)

Access: Contact NWCC Center Manager at 503-808- 2720 for conference line information.

[NW MAC IC/AC Conference Call Template](#)

**Incident Command and General Staff Contact Information**

At the start of your assignment email your Team roster to NW MAC Support at [ornwc\\_mcco@firenet.gov](mailto:ornwc_mcco@firenet.gov) or fax to (503) 808-2720.

**Incident Priority Worksheet (IPW).**

Submit the Incident Prioritization Worksheet (IPW) daily along with the ICS-209 by 2100 (Pacific). The IPW must be received to facilitate prioritization of the incident your Team is managing.

- [Incident Prioritization Worksheet \(IPW\)](#)
- [IPW Instructions](#)

If you have additional questions, please feel free to contact the NW MAC Coordinator or the NWCC Center Manager at 503-808-2732.

Thank you again for your assistance!