

CALIFORNIA WILDLAND FIRE COORDINATING GROUP INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL



Incident Name:

Order & Req. Number:

The following script shall be used when facilitating an Incident Management Team Activation conference call.

Note: The purpose of the call is to provide intent, share contact information, reconcile IMT roster and identify mobilization needs. Please hold all questions until the end of the call.

Geographic Area Coordination Center Duty Chief:

Invitation with a copy of this script to:

1. Director or State/Regional Fire Management Officer and Deputy
2. Operations, Aviation, Safety, Incident Business
3. National IMT Coordinator
4. And All Roll Call Members below

Roll Call

Fire Chief/Forest/Unit Duty
Agency Administrator
Bureau Representative
AD/AC of Operations (USFS and/or USWFS)
GACC Manager
ACOR/MCOR
Incoming Incident Mgmt. Team IC
Incoming Incident Mgmt. Team Section Chiefs

ECC Manager
Expanded Dispatch Team Leader
Cache Manager
Current IC or designee
CWCG Team Representative
AIMS Duty Officer (FS
IRIS Procurement (DOI
Other

Weather update

Predictive Services, Meteorologist

Intel Report

Predictive Services, Intel

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Resource Availability

Mobilization Coordinator (MCOR)

CAL FIRE Duty Officer

Aviation Coordinator (ACOR)

Other Geographic Area Comments

GACC Duty Chief

Current Situation Discussion

Unit Fire Chief, and/or IC will discuss the current incident situation

Single or unified command incident

Identify incident commander(s) and provide contact information

Brief history from start of incident

Current actions

Projected situation

Critical resource needs

Significant safety issues

Evacuations

Other

Expectations of the team prior to transition of IMT from Requesting Unit

Agency Administrator and/or designee will provide limited intent prior to team in-brief and transition.

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Basecamp

Physical address location

Contact information

Primary Contacts

Dispatch (24hr line)

Dispatch (Expanded)

Agency Administrators

Fire Chiefs

Expanded Dispatch Team Activated:

Name:

Cell Number:

GACC Intel Contact

Name:

Cell Number:

IMT Contact for Roster Reconciliation

Name:

Cell Number:

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IMT Roster Size

Mobilization Roster Size:

Agency Administrator signature, IC signature, and routing are below.

IMT In Brief Meeting Date/Time/Location:

Date/Time:

Location:

Closing Remarks

Fire Chief(s) / Agency Administrator / Bureau Representative

AD/AC of Operations (USFS and/or USWFS)

Cooperating Agencies (Cal OES, CAL FIRE, etc.)

Incoming Incident Commander

Before concluding the meeting, please continue to the last page for further Intent, IMT Mobilization
Reconciliation, and Signatures

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IMT Mobilization Reconciliation

At this point, all personnel can sign off the call except for Agency Administrators, IMT members, ECC Duty Officer, Federal GACC Duty Chief, and the Expanded Dispatch Team Supervisor. The meeting will split into two breakouts:

1. Agency Administrators and Incident Commanders

Facilitated by:

Review the following:

- Roster Size
- Pre-Order Approval
- Technology & Media Needs

You have full authority and responsibility for managing the fire suppression activities on these jurisdictions within the framework of law, agency policies, and direction provided in this Delegation of Authority, the Wildland Fire Decision Support System (WFDSS) and Agency Administrator's Intent will be provided upon arrival.

This delegation carries with it full responsibility for the management, costs, ordering/mobilization of firefighting and logistical/support resources. Your primary responsibility is to organize, manage and direct your assigned resources for safe, efficient and effective suppression of the fire. You are accountable to the Agency Administrator(s).

2. IMT Plans/Finance / Logs/Ordering with Local ECC, Expanded, Incident Business and OCC

Facilitated by:

Review the following:

- Confirm of Ordering Contacts
- Communication Process ORDM to Expanded
- Pre-Order
- Logistical Considerations
 - LUA's
- Incident Business / Procurement
- ICS Functional Area Round Robin

Agency Administrator

Incident Commander

Agency Administrator

Incident Commander

Agency Administrator

Incident Commander