

# CAL FIRE Incident Management Team (IMT) Conference Call Script

**Incident Name:** \_\_\_\_\_ **Order & Req. Number:** \_\_\_\_\_

The following script shall be used when facilitating an Incident Management Team Activation conference call. Prior to the call, Region Executive Management shall consult with the Unit Chief or designee that is hosting the incident to gain approval to activate an IMT. This call will be hosted and run by the Region Duty Chief. Please hold all questions until the end of the call. (NOTE: The IMT will have time at the end of the call to talk amongst themselves.)

Region Duty Chief: \_\_\_\_\_

**Roll Call**

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| <input type="checkbox"/> Region Chief            | <input type="checkbox"/> Current IC              |
| <input type="checkbox"/> Assistant Region Chief  | <input type="checkbox"/> Incident Mgmt. Team IC  |
| <input type="checkbox"/> Staff Chief Operations  | <input type="checkbox"/> Region Duty Officer     |
| <input type="checkbox"/> Unit Chief              | <input type="checkbox"/> Unit ECC Duty Officer   |
| <input type="checkbox"/> Region Duty Chief North | <input type="checkbox"/> ECC Support Team Leader |
| <input type="checkbox"/> Region Duty Chief South | <input type="checkbox"/> Sacramento CC           |
| <input type="checkbox"/> Sacramento Duty Chief   | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Unit Duty Chief         |  |

**Weather update**, Predictive Services/OCC Duty Officer

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**State Resource Availability**, OCC Duty Officer

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**Federal Resource Availability**, USFS MOB Coordinator

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**Intel Report**, State and Federal OCC Duty Officer

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## CAL FIRE Incident Management Team (IMT) Conference Call Script

- **Unit Chief, Agency Administrator and/or IC will discuss the current incident situation addressing the below bullet points.**

- This must be sent and completed prior to the conference call.

- ***Discuss current incident situation. Provide History from start of incident, current actions, and projected situation. Critical Resource Needs. Significant Safety Issues.***

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- ***Discuss expectations of IMT from Requesting Unit/Contract County/Agency***

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- ***Discuss Political considerations, Cost Share Agreements (CAT), Local Declarations, FMAG, Private Fire Protection Resources***

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- ***Power line ISO, transportation, rail road, and other utility impacts***

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- ***Evacuations: Civilian & Animal. Evacuation Centers.***

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- ***Convey Unified Command Structure – Local Gov, Federal Agencies, Law Enforcement & Other***

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- ***Frequency Mgmt Issues & Needs: Command, Ground Tactical, Air Tactical, Other. Cell coverage***

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## CAL FIRE Incident Management Team (IMT) Conference Call Script

- **Primary Contacts – Unit/CC, Natl. Forest, Agency Administrator, other agency**

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- IMT Transition Meeting Date/Time/Location:**

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- Transition of Command Date/Time/Location:**

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- ECC Support Team Activated:**

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- SCOUT Support Requested:**

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- IMT Intel Contact: Name** \_\_\_\_\_ **Cell #** \_\_\_\_\_

- IMT Contact for Roster Reconciliation: Name** \_\_\_\_\_ **Cell #** \_\_\_\_\_

- Closing Remarks from:**

- Unit Chief/Agency Administrator \_\_\_\_\_  
 Staff Chief Operations \_\_\_\_\_  
 Assistant Region Chief \_\_\_\_\_  
 Region Chief \_\_\_\_\_

**At this point all personnel can sign off the call with the exception of IMT members, ECC Duty Officer, OCC Duty Officer and the ECC Support Team Leader**

- Reconciled Resource Orders: Plans/Logs/Ordering with Local ECC, OCC.**

- Offer remaining time for the IMT Command and General staff to discuss items pertinent to the incident (This portion of the call will be run by the IMT).**

- The Region Duty Officer will remain on the line until the conclusion of the call.***