



## Northwest MAC Group

5420 N.E. Marine Drive  
Portland, Oregon 97218-1007

# 2010

### MAC / IC-AC Conference Call Template

[ Date \_\_\_\_\_ 07:30 AM ]

**Roll Call:** [Names of individuals – Incident or Agency Office they represent] Conference call leader  
(NW MAC Coordinator or  
Planning Support)

**Summary of Geo-Area Events:** Conference call leader

**AC – IC Update:** [Presented in order by MAC priority] Area/Incident Commander

**In 3 minutes or less – address the following:**

- Incident Objectives for the day and the probability of success
  - Prior day successes/challenges
- Critical resources needs (refers to those resources listed on the ICS-209):
  - Identify threats to be mitigated
  - Critical objectives to be accomplished with resources
  - Consequences of not receiving critical resources
- Additional items of interest for NW MAC and/or the other IC's
  - Injuries or other safety concerns

**Resource Status Report:** Emergency Operations Manager

- Identify any available pre-positioned resources

**NW MAC Update:** NW MAC Coordinator

**Wrap-up with AC's or IC's:** [The call with the AC's & IC's is complete – They are invited to remain on the line at their discretion]

- Validate any lend/lease discussion/decisions
- Notify IC's of STF availability

**Agency or Sub-Geographic Area MAC Reports:** Agency Reps, Sub-Geo Area MAC Coordinator  
Sub-Geo MAC's, ODF, DNR, BLM/FS, etc.

**Confirmation of next conference:** Conference Call Leader