

Northwest MAC Group

150 SW Harrison St., Suite 400
Portland, Oregon 97201

2011

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:
Sub-Geo MAC's, ODF, DNR, BLM/FS, etc.

Agency Reps, Sub-Geo Area MAC Coordinator

Confirmation of next conference:

Conference Call Leader