

# PIO INCIDENT ORGANIZER

Available online at <https://tinyurl.com/pioincidentorganizer> Updated April 15, 2025

NAME	O#
INCIDENT NAME	INCIDENT #
HOST UNIT	ACCT CODE
FIRE INFO #	INFO CENTER HOURS
X/TWITTER	FACEBOOK

BREAKFAST HOURS:      LUNCH:    DINNER:      SHOWERS:

## DAILY SCHEDULE

AM BRIEFING

OPS UPDATE VIDEO

PIO AM MEETING

DISTRIBUTE AM UPDATE

PRESS CONFERENCE

PIO COOPERATOR CALL

COOPERATORS MEETING

C&G MEETING

PRE-PLANNING MEETING

PLANNING MEETING

PM BRIEFING

COMMUNITY MEETING

DISTRIBUTE PM UPDATE

PIO PM MEETING

### PIO Briefings

**Situation:** Here's what I think we face.

**Task:** What is to be done.

**Purpose:** Why is it to be done.

**End State:** What should it look like when done.

**Concern:** Here's what we should keep our eye on because if that changes, we're in a whole new situation.

**Calibrate:** Now talk to me. Tell me if you don't understand, cannot do it, or see something I do not.

### PIO Pulse Check

- What have I missed?
- What is unclear?
- What must change?
- Did I learn something others should know?
- Who's acting if the lead is unavailable?
- Do PIOs have regular communication with ICP?
- Are PIOs aware of incident-within-an-incident procedures?
- Regular communication with host unit / key contacts?
- Adequate meals / showers / breaks / work-rest ratio?
- Are we learning from our mistakes?

## NOTES

## CALL-OUT / CHECKIN / SETUP

### UPON CALL-OUT

- Notify Supervisor
- Obtain Resource Order
  - Incident name?
  - Report location? Report date and time?
  - Rental car, laptop, camera, printer radio and/or cell phone authorized?
  - Contact number for lead PIO and/or Expanded Dispatch at the incident?
  - Copy of Resource Order to home unit
- Obtain Travel Authorization
- Call lead PIO with Est. Time of Arrival and provide FireNet or Guest Email
- If virtual ask time zone, start/stop time, meeting schedule, section lead contact  
<https://tinyurl.com/piovirtual>

### LEAD IMT PIO

- Call IC for initial briefing
- Call unit PAO(s) to assess needs
- Submit order for PIOs
- Communicate with incoming PIOs
- Confirm FireNet Incident Request (p.34) with PSC or ITSS

### ALWAYS PACK *Max weight 65 lb total*

- Resource Order
- Red Card
- Federal PIV ID and/or Team ID
- Task book
- [Incident Response Pocket Guide \(IRPG\)](#)
- Cell phone and charger (if authorized)
- Home Unit Dispatch Phone #
- Home Unit Timekeeper Phone # & Email
- Full PPE
- Personal Gear
- PIO Travel or Home Unit Kit

### PPE (*<20lb*)

- Nomex pants & shirt
- 8" Leather fire boots & spare laces
- Helmet & Headlamp
- Goggles & Gloves
- Fire shelter
- Ear plugs
- Water bottles

### PERSONAL GEAR (*<45 lb, soft-sided bag*)

- Matches (can't take on an airplane)
- Signal Mirror & Compass
- Jackknife (don't pack in carry-on bag)
- Parachute cord
- Granola bar
- First aid kit

### PERSONAL GEAR (continued)

- Space blanket
- AA batteries
- Hat
- Sunglasses / spare glasses
- Prescriptions
- Sunscreen
- Bug spray
- Bandana
- Rain gear
- Toiletries & flip flops for shower
- Small towel
- Flashlight
- Extra clothing (cotton)
- Warm jacket, hat, gloves
- Alarm clock & batteries
- Tent
- Sleeping Bag & Pad
- Handheld Radio (if you have one)
- Lace-up, closed toe shoes/boots with traction soles and ankle support

### PIO TRAVEL KIT

- Magnetic "Fire Information" signs
- "Fire Information" Banner
- PIO nametag
- <https://tinyurl.com/piotoolbox> files on thumb drive (in case no internet avail)
- Cell phone (if authorized) and charger
- Portable power bank / solar charger
- Headphones
- Lavalier mic & extension cord (optional)
- Selfie stick or tripod (optional)
- Camera, batteries, memory cards, related cables (if authorized)
- Laptop computer & cables (if authorized)
- External webcam (optional)
- Portable printer, cables, and ink (if authorized)
- Folder for documentation & post-it tabs
- Light duty staple gun and staples
- Staple puller or pliers
- Painter's tape or scotch tape
- Push pins
- Pens and pencils, highlighters
- Permanent markers (black and red)
- Paper clips, rubber bands
- 1-2 pages flip chart paper, folded
- Power / surge strip
- Green Laser Pointer

### PIO HOME UNIT KIT (additional items)

- Unit Logs
- Crew Time Report (CTR) Book

### **PIO HOME UNIT KIT (continued)**

- General Message Forms
- Request for Recognition Forms
- Printer / Scanner/ Copier & Ink
- Second monitor (optional)
- Ring or LED video lights (optional)
- Conference call speaker/mic
- Router box / extra network cables
- Surge strips / extension cords
- Copy Paper / Colored Paper
- File Box
- Manila and/or Hanging Folders
- 2-Pocket Folders
- Accordion Folders
- Clear Sleeves / Laminating Pages
- Flip Charts / Markers / Easel
- Dry Erase Board / Markers
- 6"x9" Steno pads with rings on top
- Binder Clips
- Post-it Notes
- 3-Ring Binders / 3-Hole Punch
- Duct Tape / Blue Tape / Scotch Tape
- Stapler / Staples / Staple Puller
- Envelopes & Stamps
- Large manila envelopes
- Scissors
- Cardstock or Photo Paper
- Certificate Holders
- Portable TV / Radio
- Handheld people counter / clicker
- AA & AAA batteries
- Trash bags
- Clear plastic / trash bags to cover boards
- Calendar
- [Interagency Standards for Fire & Fire Aviation Operations \(the "Redbook"\)](#)
- [National Interagency Standards for Resource Mobilization](#)
- [Geographic Area Mobilization Guides](#)
- Local unit/state/US highway maps
- Team templates
- Hand tool
- Water
- Hand Sanitizer
- Tissues / Paper Towels
- PPE for Media
- MREs
- Cooler

### **CHECK IN**

- Check in (resource order & red card)
- If AD, provide paperwork to finance
- Report to the lead PIO
- Ground Support — vehicle inspection
- Communications (clone radio, batteries)

- Supply (hand tool, cooler, etc.)
- Training Specialist — task book
- Set up tent (before dark if possible)

### **FIRST OPERATIONAL PERIOD**

- PIO Briefing
- Call key contacts: PAO, JIC, Media, etc.
- Set up daily PIO Cooperator call (set up [FireNet Teams meeting](#) for a call in #)
- Order PIOs via General Message <https://tinyurl.com/pioforms>
- Order supplies via General Message
  - Newspapers for media clippings
  - Yurt / Lights / Tables / Chairs
  - Phone / Answering Machine
  - Laptop / Network Connections
  - Printer / Copier
  - Flip Chart or Dry Erase Boards
  - Plywood Info Boards
- Map Request via General Message
  - Specify quantity, type (including PDF), and date/time needed
  - Assign one person to pick up
- Coordinate Key Contacts with Liaison
- Set up workspace
- Set up FireNet electronic file structure <https://tinyurl.com/piofirenet>
- Set up email, Inciweb, social media, etc.
- Request [FireNet fire info phone #](#) and set up voicemail (may need 2: public/media)
- Set up news / media monitoring alerts <https://tinyurl.com/piomonitor>
- Prepare and distribute the daily update
- Establish info center location & hours
- Determine trapline locations
- Assess task book needs
- Establish Doc Box / e-Doc Box (p.35)
- Incident Info Links for IAP Cover to PSC

### **ORDERING PIOs**

- Submit General Message to ORDM.
- Specify quantity, qualification (& if trainees acceptable), report location, date/time needed, and contact for questions.
- At PL4-5 request ≥48 hours out (will accept sooner) to help order get filled.
- Specify if rental car, laptop, cell phone, camera, and/or printer are authorized.
- If a name request, confirm availability before ordering, specify name in IROC, qualification, phone number(s), home unit id, and home unit dispatch & phone. <https://tinyurl.com/piovirtual>
- Ordering Process / Name Requests: [nifc.gov/nicc/mobguide/Chapter\\_20.pdf](https://nifc.gov/nicc/mobguide/Chapter_20.pdf)

## IN-BRIEFING NOTES

### **Review:**

- ☐ Incident Action Plan (IAP) — including the ICS 202 Incident Objectives
- ☐ ICS-209, Incident Status Summary
- ☐ Delegation of Authority — especially expectations for incident information
- ☐ Transition plan from outgoing IMT — including list of current / ordered resources
- ☐ Local unit information plan from host unit Public Affairs Officer (PAO)
- ☐ Existing fire info resources — Inciweb, social media, Home Unit website, etc.
- ☐ Wildland Fire Decision Support System (WFDSS) — including Management Action Points
- ☐ Fire Management Plan / Fire History / Local Fire Ecology Info

IN-BRIEF		Date/Time
Incident Name		Complexity
IMT Name		IC Name
Ownership		Jurisdiction
Location		County
Legal		Coordinates
Cause		Elevation
Reported by		Reported When
Date of Origin		Time of Origin
Estimated Size		Estimated % Containment
Est Containment Date/Time		Est Control Date/Time
Injuries		Cost
<b>Resources Responding (show how many) and Total # Personnel</b>		
Type 1 Engines	Type 1 Hand Crews	Type 1 Helicopters
Type 2 Engines	Type 2 Hand Crews	Type 2 Helicopters
Type 3 Engines	Modules	Type 3 Helicopters
Type 4 Engines	Overhead	Air Tankers
Type 5 Engines	Dozers	SEATs
Type 6 Engines	Water Tenders	Retardant Drops
Type 7 Engines	Other	Water Drops
<b>Values at Risk</b>		
Structures Threatened: Damaged: Destroyed:		
<b>Evacuations</b>		
<b>Restrictions</b>		
<b>Closures</b>		
<b>Cooperators</b>		
Fire Behavior		

Fuel Type
Topography
<b>Weather</b>
Growth Potential
<b>Current Status</b>
<b>Current Actions</b>
<b>Planned Actions</b>
Smoke
Socio/Political Concerns
Other Current Incidents in the Area
Significant Past Incidents

## QUESTIONS FOR HOST UNIT PUBLIC AFFAIRS OFFICER (PAO)

*Always check in Regularly with the Local PAOs for All Agencies on the Delegation of Authority*

**MANAGEMENT, LEADERSHIP, and DECISION-MAKING** Unified Command?

**INCIDENT INFO CENTER** Location, who will manage, staffing, hours, phone #s?

**INCIDENT INFO FIELD OPERATIONS**  
Location, agencies, who will coordinate?

**LOGISTIC SUPPORT** What is computer, phone, cell, email capacity of incident? Laminator, LCD projector, printer, fax, etc.? Phones at ranger station, EOC, etc.?

**DAILY FACT SHEETS** Who is responsible, how often, who will prepare, what template will be used, which logos to use?

**PRESS RELEASES ON FIRE ACTIVITY**  
What template will be used, who approves, etc.? Translations?

**CONTACTS** Email and phone lists (Agency, Media, Elected Officials, Community, etc.) Who will send out?

**SENSITIVE TOPICS** What are they? Who will handle?

**COMMUNITY CONTACTS** Evacuation centers, trap lines, etc.? When, where, and how often? Which ranger stations should be on the trapline? Local translators available?

**WEBSITE** Inciweb or other? Social media? Storymap? Who will update, how often? Local unit webmaster? Passwords?

**COMMUNITY MEETING** Location, format, how often? Who will manage / conduct? Role of the agency official? Translators?

**MEDIA/PRESS CONFERENCES** Media coordination, how often, who will conduct, who will send information to media?

**ELECTED OFFICIALS** meetings and on-site tours of the incident. Who will contact and coordinate?

**INCIDENT DOCUMENTATION** Specific needs? Who will monitor media coverage? Photo / video name / caption / credits?

**INCIDENT COMMUNICATION STRATEGIES** Protocol for release of critical info? Leads & Deputies?

Local PIO Resources			
Name	Phone	Qual	Availability

**DISCUSS ROLES WITH EMERGENCY OPERATIONS CENTER (EOC) or  
JOINT INFORMATION CENTER (JIC) PIO**

<https://tinyurl.com/nimospiobasic>



## PAO / PIO ROLES AND RESPONSIBILITIES

### Host Unit PAO

- Prepares / updates home unit emergency communications plan prior to incident.
- Through the agency administrator (AA), and in discussion with the incident lead PIO, assigns info objectives, and duties to the incoming PIO. Assigned PIO duties may include part or all of the emergency info responsibilities such as: community info, info center management, media contacts, web updates, daily info sheet updates, interagency info sharing, media briefings, the use of team and agency logos.
- The agency Public Affairs Officer (PAO) usually retains some or all duties that directly support the AA such as: congressional and other elected official contacts, agency lead on fatalities or serious accidents during the initial stages, spokesperson on issues related to agency policy, announcement of the cause of fires, media conferences.

### Team PIO

- Designs / executes an incident info strategy to achieve the AA's assigned objectives.
- Orders, assigns duties, and evaluates assistant PIOs working for IMT.
- Manages incident-within-an-incident in close coordination with PAO.
- Follows AA's protocol for fatalities and serious accidents.
- Conducts community meetings requested by AA.
- Develops / implements strategy to keep incident personnel informed.
- Advises IC on emerging issues and communication strategies.
- Coordinates with other incident PIOs in the area including JIC.
- Demobilizes PIO personnel and resources.
- Prepares transition plan and incident PIO narrative.

### DUTY

- Be proficient in your job, both technically and as a leader.
- Make sound and timely decisions.
- Ensure tasks are understood, supervised, and accomplished.
- Develop your subordinates for the future.

### RESPECT

- Know your subordinates and look out for their well-being.
- Keep subordinates informed.
- Build the team.
- Employ your subordinates in accordance with their capabilities.

### INTEGRITY

- Know yourself and seek improvement.
- Seek and accept responsibility for your actions.
- Set the example.

### Area Command

- Develop / execute info strategy designed to meet AA's objectives as outlined in the Delegation of Authority.
- Coordinates with unit PAO to reduce duplication of efforts and strengthen relationships.
- Inventories personnel assigned within the command.
- Assists in filling PIO resource orders, as needed by PIOs within the command.
- Manages an info center that meets AA objectives.
- After discussions with Lead PIOs and ICs, reassigns info resources as needed within Area Command.
- Orders, assigns work, and evaluations PIO personnel working for AC.
- Supports incident PIOs in obtaining info/resources they need to accomplish their mission (i.e., road closures and evacuation info).
- Supports AC info needs.
- Provides media with summary briefings on incidents within the command.
- Facilitates info sharing and issue identification among incident PIOs within the command.

# JOINT INFORMATION CENTER (JIC) ROLES AND RESPONSIBILITIES

<https://tinyurl.com/piojic>

## Lead PIO:

- Responsible for managing the JIC;
- Serves as advisor to IC/UC;
- Provides overall communication policy direction;
- Recommends and develops strategy for messages, briefings, and news releases;
- Obtains approval from those in authority before releases are made; and
- Conducts JIS/JIC briefings (live or virtual) to update staff regarding Incident Command activities.

## Information Gathering:

- Response Partners — Coordination with supporting response agencies and their PIOs at EOCs, incident command posts, and other locations to gather information on the incident.
- Media Monitoring Analysis/Rapid Response — Entails reviewing media reports for accuracy, content, and possible response.
- Research and Writing:
  - Products — Writing materials such as media releases, fact sheets, flyers, etc.
  - Graphics Support — Entails designing layouts, developing PowerPoint presentations, and creating graphics for a range of materials (e.g., newsletters, flyers, etc.).
- Audio-Visual:
  - Broadcast Operations — Entails developing video documentation, special productions, remote live interview feeds, and logistical support of public meetings and presentations.
  - Photo Video — Entails providing still photography documentation to support print and internet media needs, and video documentation to support broadcast media needs. Also includes collecting materials for agency archives.

## Information Dissemination:

- Briefing/Special Events — Entails handling events such as news conferences, media briefings, VIP visits, and tours for senior officials of affected areas.
- Media Relations:
  - News Desk — Serves as the primary point of contact for the media.
  - Spokesperson — Prepares and conducts regular news briefings and conferences.
- Web Support — Entails creating and maintaining web pages and blogs containing information about the incident for use by the public and the media.
- Public Inquiries — Entails responding to questions from citizens, making referrals, and developing a log of telephone calls, e-mails, etc., containing names, addresses, the type of calls, and any necessary follow-up actions.

## Operations Support:

- Special Needs/Multilingual — Entails providing language translation and other services to ensure appropriate and timely information reaches those in the affected areas with special needs.
- Facility Support — Coordinates with the JIC Facility Liaison to maintain and support the JIC operations concerning the facility and resources.

## Liaison:

Provides a coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g., elected officials, community leaders, VIPs, and other governmental or NGO support agencies).

## DEMobilizing THE JOINT INFORMATION CENTER (JIC)

- Prepare a comprehensive deactivation news release for lead-agency approval and distribution;
- Notify community, media, agency communications managers and local officials about closing and provide regional contact information;
- Provide casebooks to communication managers whose organizations will assume responsibility for ongoing information;
- Complete an after-action report and participate in evaluation discussions;
- Return borrowed equipment and supplies;
- Inventory equipment and supplies; and
- Replenish "Go Kits" as necessary.

## 2025 NATIONAL FIRE YEAR THEMES

<https://www.nifc.gov/fire-information/national-fire-year-themes>

### **Firefighter and public safety are always the highest priority.**

- Wildland firefighters work to protect lives, property, and natural and cultural resources when responding to wildfires.
- With each new fire start, fire managers assess risk to identify safe and appropriate management actions. Firefighters may not engage in a wildfire until risk is mitigated to an acceptable level.

### **Local wildfire response is based on the national coordination system.**

- The national coordination system is designed to allow wildland fire resources to rapidly scale up or down as needed. This allows geographic areas with a lower risk of wildfire to dispatch resources and personnel to geographic areas with a higher risk.
- Over 95% of wildfires are controlled during the first 24 hours of initial response.

### **Wildland fire programs continue to adopt new technologies to improve suppression efforts.**

- The use of uncrewed aerial systems (UAS/drones), remote smoke and camera detection systems, improvements in communication capabilities, are a few of the new technologies that fire programs are using. Updated data and modeling programs are improving fire suppression and fuels management.

### **The wildland urban interface is becoming increasingly complex for fire suppression.**

- The last 10 years of wildfire activity has been some of the most destructive and costly in U.S. history. The complexity of fire suppression has increased due to urban sprawl, an overabundance of fuel (vegetation), longer and hotter summer temperatures, and extreme weather conditions. The public can find more information in regard to being prepared for wildfire season at NFPA — Firewise USA®, <https://www.nfpa.org/education-and-research/wildfire/firewise-usa>.

### **Be smoke ready.**

- During wildland fires, air quality can change quickly. Know your risk to wildfire smoke and plan ahead to reduce exposure. For recommended actions, as well as smoke forecasts and current information, visit: [www.airnow.gov/wildfires/](http://www.airnow.gov/wildfires/).

### **Recreate responsibly: The public plays a valuable role in wildfire prevention.**

- On average, 85% of all wildfires are caused by humans each year. Many of these wildfires occur near roads, communities, recreation areas, and threaten public safety.

### **Wildland fire programs apply fuels treatments to reduce wildfire risk to communities and natural and cultural resources.**

- Wildland fire agencies apply a variety of fuels treatments (mechanical thinning, prescribed fire, restoration) to reduce the amount of available fuel (vegetation) that fuels unwanted wildfires. By proactively removing fuel, fire agencies are better protecting local communities from risk of wildfire.

## **COMMUNICATING FIRE** *Telling the Story Clearly, Consistently, and Professionally*

<https://www.nifc.gov/sites/default/files/document-media/CommunicatingFire-NIFC.pdf>

### **A Simple Overview of Guidance for Implementation of Federal Wildland Fire Management Policy — 2009**

- Response to wildland fire will be coordinated across levels of government regardless of the jurisdiction at the ignition source.
- Wildland fire is a general term. It describes a non-structure fire that occurs in the wildland. There are two distinct categories:
  - Wildfires — unplanned ignitions or prescribed fires that are declared wildfires.
  - Prescribed fires — planned ignitions.
- A wildland fire may be concurrently managed for one or more objectives, which can change as the fire spreads.
  - Objectives are affected by changes in fuels, weather, and topography; public understanding and tolerance; and involvement of governmental jurisdictions that may have different missions and objectives.
- Management response to a wildland fire on federal land is based on objectives established in the applicable land, resource, and/or fire plan.
- Managers will use a decision support process to guide and document wildfire management decisions.
  - The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.

*Source: Guidance for Implementation of Wildland Fire Policy*

### **Proper Personal Protective Equipment (PPE) — A Simple Checklist**

Make sure photos of firefighters on the line that you disseminate to the media and the public include these basics:

- Hardhat
- Fire shelter
- Nomex™ shirt and pants
- Sleeves on shirt rolled all the way down
- Gloves (unless in the act of writing or using the radio)
- Eye protection – goggles / safety glasses
- 8-inch fire boots

*If the photo does not include the above items, do not use it.*

*Source: Interagency Standards for Fire and Fire Aviation Operations*

### **Simplify, Simplify, Simplify...Fire Press Releases Do Not Need to Be Complicated**

Press releases should include:

- How the fire started
- What is planned to be done: what the park is doing about the fire
- Current conditions: size, location, as well as concerns
- Why: prevent loss/damage of ... or achieve benefits for...
- Where: location work is being done
- When: timing of work activities — now or in the future
- How: what resources will be used
- Who: agencies/people involved
- Safety messaging: always include critical safety messages

*Source: NIFC External Affairs*

*Produced by National Interagency Fire Center External Affairs (NIFC EA)*

*For more information, visit <https://www.nifc.gov/fire-information/pio-bulletin-board/contacts>*

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**National Talking Points — themes, agency messages, smoke, UAS, military support**  
<https://www.nifc.gov/fire-information/pio-bulletin-board/hot-topics>

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## KEY MESSAGES

*Consider Your Audience. Tell the Story What, Why, How, Who, When, Where*

Key Message:

Key Message:

Key Message:

*PIOs on incidents can respond to questions from all news media, including national news media, about the incident only. PIOs should refer all questions that are broader in scope to the host unit Public Affairs Officer to determine whether they should be addressed locally, regionally, or nationally.*

<b>MEDIA INTERVIEWS</b> <a href="https://tinyurl.com/piomedia">https://tinyurl.com/piomedia</a>	<b>ANSWERS TO DIFFICULT QUESTIONS</b>	<b>FIRELINE VISITS</b>
<p><b>Before the Interview</b></p> <ul style="list-style-type: none"> <li>- Ask the reporter what questions should I expect? Live or Taped? Where to look?</li> </ul> <p><b>During the Interview</b></p> <ul style="list-style-type: none"> <li>- Deliver factual messages on behalf of the incident.</li> <li>- Give 10-20 second answers.</li> <li>- Use key messages.</li> <li>- Avoid jargon or acronyms.</li> <li>- Say important thing first.</li> <li>- When you're done, be quiet between questions.</li> <li>- If you misspeak, ask to start again (if taped).</li> <li>- Remove sunglasses / hats.</li> <li>- Look at the reporter, not the camera.</li> <li>- Stick to your knowledge and avoid speaking for other incident personnel.</li> <li>- Never speak off the record, exaggerate, try to be cute or funny.</li> <li>- Don't speculate, give opinions, or say, "no comment."</li> <li>- Don't speak for other agencies.</li> <li>- Avoid yes/no answers.</li> <li>- Don't disagree with the reporter, instead clarify and correct the information.</li> <li>- Conclude with a key message.</li> <li>- Take advantage of the question "Is there anything else you want to add" to emphasize a key message.</li> </ul>	<p><b>QUESTIONS TO EXPECT</b></p> <p><i>What happened?</i>  <i>What are you doing about it?</i>  <i>What does it mean to me?</i></p> <p><b>BRIDGE TO KEY MESSAGE</b></p> <ul style="list-style-type: none"> <li>- I want to emphasize...</li> <li>- It's important to remember...</li> </ul> <p><i>Asked about a problem?</i>  <i>Talk about a solution.</i></p> <ul style="list-style-type: none"> <li>- We are working to protect our values at risk where we can do so safely and effectively.</li> <li>- This is an evolving situation, and I will update you as soon as we have additional information.</li> <li>- Everyone is working hard to reach objectives safely and efficiently.</li> <li>- All of our efforts are directed at bringing the situation under control.</li> <li>- I'm not the authority on that subject. You should talk to...</li> <li>- I am unfamiliar with that statement and am not prepared to respond to it.</li> <li>- I will look into it and get back to you.</li> <li>- That's a hypothetical question and it's not appropriate for me to speculate.</li> <li>- Our job is to manage public lands according to the law, balancing public use and resource protection.</li> </ul>	<p><b>Escorted visits to the fireline</b> must have the approval of the IC/Burn Boss.</p> <p>Visitors must maintain communication with DIVS or fireline supervisor of visit area.</p> <p>Visitors must have training in the proper use of PPE &amp; shelter.</p> <p>Escorts must be a qualified single resource boss or approved by IC/Burn Boss.</p> <p>Must wear required PPE:</p> <ul style="list-style-type: none"> <li>- Wildland fire boots</li> <li>- Fire shelter (M-2002)</li> <li>- Helmet with chinstrap</li> <li>- Goggles/safety glasses</li> <li>- Ear plugs</li> <li>- NFPA 1977 compliant flame-resistant long sleeve shirt and trousers</li> <li>- Leather or leather/flamm-resistant gloves</li> <li>- Cotton undergarments</li> </ul> <p>Hand tool and water required.</p> <p><b>Unescorted visitors to the fireline</b> must have:</p> <ul style="list-style-type: none"> <li>- Light duty fitness level</li> <li>- Comms/radio training</li> <li>- S-130, S-190, &amp; RT-130</li> <li>- Or IC/Burn Boss approval</li> </ul> <p><a href="https://www.nifc.gov/standards/guides/red-book">https://www.nifc.gov/standards/guides/red-book</a>  Chapter 7, Safety for Personnel Visiting Fires</p>

# COMMUNICATION STRATEGY

<https://tinyurl.com/piocommunicationstrategy>

**SITUATION / SOCIO-POLITICAL CONCERNS** — *Fire history? Economics? Tourism? etc.*

**AUDIENCE** — *Consider incident specific stakeholders / audiences.*

- |                                  |                      |
|----------------------------------|----------------------|
| - Local communities / businesses | - Agency Personnel   |
| - Visitors / recreationists      | - Incident Personnel |
| - Media                          | - Partner Agencies   |
| - Elected officials              | - Nearby Incidents   |

**OBJECTIVES** — *Incorporate info related objective(s) from delegation of authority or IAP.*

- Keep internal and external audiences informed with accurate, timely information.
- Be the first and best source of information about the fire; Update information frequently.
- Address rumors to prevent confusion.
- Accommodate media requests quickly and safely.
- Communicate consistent messages about the benefits and risks associated with wildland fire.
- Collaborate with interagency and community partners for maximum efficiency and effect.

**STAFFING** — *Consider opportunities to incorporate locals, and when to scale up or down.*

Current

Target

**KEY MESSAGES** <https://tinyurl.com/piotalkingpoints> — *Incorporate incident specific messages.*

- Firefighter and public safety is always the highest priority during wildfires.
- Wildfires are a no drone zone. If you fly, we can't. Every time a drone is spotted near the fire all aircraft are grounded until we can be sure the drone is clear of the area. [knowbeforeyoufly.org](https://knowbeforeyoufly.org)
- Wildfire behavior is largely contingent upon weather and fuel conditions.
- Partnerships at local, regional, and national levels help us be more effective.
- Visit [airnow.gov/wildfires/](https://airnow.gov/wildfires/) for info on air quality and how to protect yourself from wildfire smoke.
- Homeowners can help firefighters by creating defensible space around your home. [Firewise.org](https://firewise.org)
- Visit [ready.gov/wildfires](https://ready.gov/wildfires) to learn what to do before, during, and after a wildfire.

**TACTICS** — *Discuss with host unit PAO(s); plan for the long term / team transitions. Consider which tactics are the most effective way to reach your target audiences.*

- |   |  |
|---|--|
| <input type="checkbox"/> Info Center  | <input type="checkbox"/> Community Events                    |
| <input type="checkbox"/> Daily Briefings  | <input type="checkbox"/> Educational Handouts—Firewise, etc. |
| <input type="checkbox"/> Daily Updates and/or News Releases   | <input type="checkbox"/> Media Escorts                       |
| <input type="checkbox"/> Notification Calls to Key Contacts   | <input type="checkbox"/> Press Conference                    |
| <input type="checkbox"/> Email — <a href="https://www.firenet.gov">https://www.firenet.gov</a> (p.34)   | <input type="checkbox"/> Public Service Announcements        |
| <input type="checkbox"/> Host Unit Website  | <input type="checkbox"/> Tours of Camp / Fire                |
| <input type="checkbox"/> Inciweb <a href="https://www.inciweb.org">NIFC.gov &gt; PIOBB &gt; Inciweb</a> | <input type="checkbox"/> VIP Briefing Packets                |
| <input type="checkbox"/> Interagency Fire Info Website  | <input type="checkbox"/> Camp Boards                         |
| <input type="checkbox"/> Social media <a href="https://www.nifc.gov">NIFC.gov &gt; PIOBB &gt; SM</a>    | <input type="checkbox"/> Info for Spike Camp                 |
| <input type="checkbox"/> Business Cards with Fire Info # / links  | <input type="checkbox"/> Employee Meetings                   |
| <input type="checkbox"/> Fire Info Boards   | <input type="checkbox"/> Internal Texts                      |
| <input type="checkbox"/> Traplines  | <input type="checkbox"/> Feature Stories / Content           |
| <input type="checkbox"/> Roving Contacts  | <input type="checkbox"/> Storymap                            |
| <input type="checkbox"/> Community Meetings   | <input type="checkbox"/> Other                               |

**EVALUATION** <https://tinyurl.com/piomonitor>

Accurate media coverage? Web / social media chatter? Community feedback? Host unit feedback? Site Analytics: Twitter, Facebook, etc.? *Consider when to adapt your strategy.*

**PIO ORG CHART**

If the span of control exceeds three to seven, make changes. The optimum ratio is five-to-one.

		LEAD PIO		
OFFICE	DIGITAL		MEDIA	COMMUNITY

## PIO DAILY ASSIGNMENTS

Accessibility How-Tos: <https://www.section508.gov/create/> & <https://tinyurl.com/pio-accessibility>

INFO SHOP — ALL	WHO	PROJECTS	WHO
Clone Radio <a href="https://tinyurl.com/radiohowto">https://tinyurl.com/radiohowto</a>		Communication Strategy (p.14) <a href="https://tinyurl.com/piocommstrategy">https://tinyurl.com/piocommstrategy</a>	
AM Briefing		Talking Points & Info Products <a href="https://tinyurl.com/piotalkingpoint">https://tinyurl.com/piotalkingpoint</a>	
Pick up Copy of Daily IAP		Storymap (with Host PAO approval) <a href="https://tinyurl.com/piomapresources">https://tinyurl.com/piomapresources</a>	
AM Ops Briefing for PIOs		Demobilization Plan	
AM PIO Meeting		Transition Plan <a href="https://tinyurl.com/piotransition">https://tinyurl.com/piotransition</a>	
Pick Up Lunches / Water		Executive Summary <a href="https://tinyurl.com/pioforms">https://tinyurl.com/pioforms</a>	
Shower/Break		Thank You Letters <a href="https://tinyurl.com/piothankyou">https://tinyurl.com/piothankyou</a>	
Unit Log — include Stats # Contacts, Attendees, etc.		Documentation (p.35) <a href="https://tinyurl.com/pioedocbox">https://tinyurl.com/pioedocbox</a>	
CTRs <a href="https://tinyurl.com/pioforms">https://tinyurl.com/pioforms</a> <a href="https://tinyurl.com/ctr-howto">https://tinyurl.com/ctr-howto</a>		Task Book Needs (p.19)	
PM PIO Meeting		Task Book Evaluations <a href="https://tinyurl.com/taskbook-eval">https://tinyurl.com/taskbook-eval</a>	
Charge Devices		PIO Evaluations <a href="https://tinyurl.com/pioforms">https://tinyurl.com/pioforms</a>	
Save Files to e-Doc Box (p.35) <a href="https://tinyurl.com/pioedocbox">https://tinyurl.com/pioedocbox</a>			
IMT	COMMUNITY		
AM Briefing		Request Boards <a href="https://tinyurl.com/piotrapline">https://tinyurl.com/piotrapline</a>	
Stand up C&G Meeting		Pick Up Maps	
Update PAO(s)		Daily Copies (p.18)	
Cooperator PIO Call		Evacuation Center	
Cooperator Meeting		Trapline A (p.18) <a href="https://tinyurl.com/piotrapline">https://tinyurl.com/piotrapline</a>	
C&G Meeting		Trapline B	
PM Briefing		Camp Boards	
Planning Meeting		Mail	
Incident-Within-Incident Practice		Camp Tour	
Internal Messages <a href="https://tinyurl.com/internalmessages">https://tinyurl.com/internalmessages</a>		Community Meeting (p.39) <a href="https://tinyurl.com/piocommunitymeeting">https://tinyurl.com/piocommunitymeeting</a>	
Daily PIO Training / Tips <a href="https://tinyurl.com/piodailyassignments">tinyurl.com/piodailyassignments</a>		-Scout Location	
		-Agenda / Confirm Speakers	
<b>MEDIA / VIP</b>		-Copies / Supplies	
Press Conference (p.38)		-Facility details/contact to ORDM for land use agreement	
Media Phone <a href="https://tinyurl.com/piophone">https://tinyurl.com/piophone</a>		-Tech Support <a href="https://tinyurl.com/pioaccessibility">https://tinyurl.com/pioaccessibility</a>	
Media Escort. (p.13)		-Greeters	
Media Interviews <a href="https://tinyurl.com/piomedia">https://tinyurl.com/piomedia</a>		Daily Map Request <a href="https://tinyurl.com/piomapresources">https://tinyurl.com/piomapresources</a>	
VIP Packet		Final / Long Term Message <a href="https://tinyurl.com/postfireresources">https://tinyurl.com/postfireresources</a>	
VIP Escort (p.38)		Dismantle Trapline	



OFFICE	WHO		PHONE	WHO	
Pick Up Maps			Staff Phones <a href="https://tinyurl.com/piophone">https://tinyurl.com/piophone</a>		
Print/Make Copies			Contact Log		
Write AM Update <a href="https://tinyurl.com/piouupdate">https://tinyurl.com/piouupdate</a>			AM Phone ON		
Translate Update <a href="https://tinyurl.com/pio-translate">tinyurl.com/pio-translate</a>			AM Voicemail		
Staff Info Center			Return Calls		
Media Clippings			PM Voicemail		
Doc Box <a href="https://tinyurl.com/pioedocbox">https://tinyurl.com/pioedocbox</a>			PM Phone Off		
Write PM Update					
IAP Message <a href="https://tinyurl.com/pioiaptp">https://tinyurl.com/pioiaptp</a>					
PIO Phone List					
Key Contact List					
PIO Glidepath					
DIGITAL AM	Inciweb	SocMe	DIGITAL PM	Inciweb	SocMe
Post IR Map & IC Approved Acreage					
Post PIO Map (p.34)					
Post AM Update			Post PM Update		
Ops Video Update <a href="https://tinyurl.com/opsvid">https://tinyurl.com/opsvid</a>			Post 209 Inciweb <a href="https://tinyurl.com/pioSIT209">https://tinyurl.com/pioSIT209</a>		
Post Smoke Outlook <a href="https://wildlandfiresmoke.net">https://wildlandfiresmoke.net</a>			Community Mtg Comments		
Post Community Meeting Announcement			Post Community Meeting Recording		
DIGITAL SETUP			DIGITAL ONGOING		
Incident Email (p.35)			Analytics (p.38) <a href="https://tinyurl.com/pioforms">https://tinyurl.com/pioforms</a>		
Email Signature <a href="https://tinyurl.com/pioesign">https://tinyurl.com/pioesign</a>			Respond Email		
e-File Setup <a href="https://tinyurl.com/pioedocbox">https://tinyurl.com/pioedocbox</a>			Email List (p.35) <a href="https://tinyurl.com/piofirenet">https://tinyurl.com/piofirenet</a>		
Inciweb Access (p.36) <a href="https://tinyurl.com/pioinciweb">tinyurl.com/pioinciweb</a>			Monitor Comments		
Add Inciweb Cooperator & Related Links			Monitor / Share Partner Updates		
Backup Website			e-News Clippings <a href="https://tinyurl.com/piomonitor">https://tinyurl.com/piomonitor</a>		
Social Media Access <a href="https://tinyurl.com/socmepio">https://tinyurl.com/socmepio</a>			Photos/Videos (p.34) <a href="https://tinyurl.com/piovideo">https://tinyurl.com/piovideo</a>		
QR Codes <a href="https://tinyurl.com/pioqrcode">https://tinyurl.com/pioqrcode</a>			Post Closures		
Forward News Alerts to Incident Email			Analytics <a href="https://tinyurl.com/pioanalytics">https://tinyurl.com/pioanalytics</a>		
Graphics & Logos <a href="https://tinyurl.com/piographics">tinyurl.com/piographics</a>			Auto-Response <a href="https://tinyurl.com/pioautoreply">https://tinyurl.com/pioautoreply</a>		
PIO Quick Reference <a href="https://tinyurl.com/pioquickreference">https://tinyurl.com/pioquickreference</a>			Transition or Final Message		

## DAILY COPIES

## PLOTTER PAPER SIZES

ANSI C	17 x 22	ANSI E	34 x 44	ARCH B	12 x 18	ARCH D	24 x 36
ANSI D	22 x 34	ARCH A	9 x 12	ARCH C	18 x 24	ARCH E	36 x 48

[illegible]

## TRAPLINE

*Local Businesses, Ranger Stations, Roadblock Staff, ICP Security, ICP Boards, Helibase, etc.*

[illegible]

Equipment	Assigned To	Out	In	Return To

## TASKBOOKS & EVALS

<https://nwcg.gov/publications/position-taskbooks> & <https://tinyurl.com/pioforms>

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]

## SUMMARY OF ACTIONS (ICS 214)

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]

## SUMMARY OF ACTIONS (ICS 214)

Date / Time

Major Events	Important decisions, significant events, briefings, reports on conditions, etc.

[illegible]

## SUMMARY OF ACTIONS (ICS 214)

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]

## SUMMARY OF ACTIONS (ICS 214)

[illegible]



## SUMMARY OF ACTIONS (ICS 214)

[illegible]

# FIRENET TIPS

## **TIPS FOR PIOS** <https://tinyurl.com/piofirenet>

Quick Reference Template

<https://tinyurl.com/pioquickreference>

**User Guides** <https://www.firenet.gov/node/57>

Training <https://www.firenet.gov/node/18>

## **REQUESTING A FIRENET ACCOUNT**

<https://www.firenet.gov/node/34> > #8 select

IMT; #9 current assignment or IMT

-PIOs who need access to the shared incident inbox or incident phone # will need a named account.

-Others can access as a guest.

- Non-federal users should complete the annual security test, fill out the access request form, then provide a copy of their certificate to a federal employee to submit as their sponsor (dispatch, lead PIO, team member, etc.)

<https://www.firenet.gov/node/27>

-Setup Authenticator App so you can login with Wi-Fi if no cell coverage

<https://www.firenet.gov/node/21>

## **LOGGING INTO FIRENET**

-Login at <https://www.office.com/> with your username (firstname\_lastname@firenet.gov)

-Click on the 9 square waffle on the top left to access Outlook, Teams, etc.

## **FIRENET CHROME BROWSER**

<https://www.firenet.gov/node/37>

-Open Chrome from your Start Menu

-On top right, select the person icon

-Select dropdown then select "Add"

-Select "Continue without an account"

-Set up customizations to make it easy to recognize FireNet profile

-Choose a theme color (optional)

-Create a desktop shortcut > Done

-Manage Screens and Notifications

<https://tinyurl.com/piofirenet>

## **INCIDENT SETUP REQUEST**

<https://www.firenet.gov/node/55>

-Lead PIO should coordinate Incident FireNet Team request with PSC & ITSS (Note: Type 3 organization may have created one)

## **MEETINGS** <https://tinyurl.com/firenetmeetings>

## **INCIDENT INBOX**

-Lead PIO or designee can delegate shared inbox with FireNet Incident Account Tracker <https://www.firenet.gov/node/44>

-Incident Team > General Channel > Account Tracker > Choose the right Tab at the bottom for your team > Enter info for PIOs needing inbox access > email

[incident.helpdesk@firenet.gov](mailto:incident.helpdesk@firenet.gov) from the shared inbox to advise the tracker has been updated; include link to the tracker in Teams

-Strikethrough names as PIOs demob

-To open shared inbox, from

<https://outlook.office365.com/mail/>

> Click on your profile picture on top right >

Open another mailbox > enter incident email

> Enter (will open a new tab)

**Signature** <https://tinyurl.com/pioesign>

**Auto-Reply** <https://tinyurl.com/pioautoreply>

**Forward** <https://tinyurl.com/eautoforward>

**Contact Lists** <https://tinyurl.com/pioemailists>

## **MS TEAMS INCIDENT PHONE NUMBER**

<https://www.firenet.gov/node/53>

-<1-3 lines available / IMT for use as public and/or media phone line on active incidents

-When incident setup request, lead PIO can reply to welcome email to request area code

-If previous IMT set up FireNet but you need to add an incident # later contact

[incident.helpdesk@firenet.gov](mailto:incident.helpdesk@firenet.gov) to request

-Teams > Calls > Cog Wheel Settings > Calls

- Can forward to one cell # or to a group of PIOs Teams accounts — can choose order

- Voicemail will go to personal named FireNet account for person who made request

-Create rule to forward voicemail to incident inbox <https://tinyurl.com/piophone>

## **FAQs** <https://www.firenet.gov/node/20>

- You're automatically logged out every 18 hrs

- Access <https://www.office.com/> via a browser on a mobile device

## **Finding Deleted Files**

<https://tinyurl.com/findingdeletedfiles>

**Pswd Reset** <https://tinyurl.com/firenetreset>

**Sharing Files Publicly (ex. with media)**

<https://tinyurl.com/firenetpublicfilesharing>

**Planner** <https://tinyurl.com/piofirenet>

**Forms** <https://tinyurl.com/firenetformqrcode>

# NWCG STANDARDS FOR ELECTRONIC DOCUMENTATION

<https://tinyurl.com/pms277> & <https://tinyurl.com/pioedocbox>

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The Information Channel folders contain working files. Only final records belong in the e-Doc Box. When multiple IMTs work on a fire, create a channel subfolder with IMT name for working files.

When a working document is complete and becomes a record, it will be moved from the Section Channel into the IMT Draft e-Doc Box [in the General channel] by the lead PIO or their delegate.

Strategize with DOCL or PSC on getting records into the e-Doc box. Examples include selecting a date at which older records can be moved by the DOCL into the e-Doc box; drop records into a "To Be Filed" folder; coordinate scanning and uploading paper ordering records.

All records must follow the naming convention standards. Rename a file by clicking on the circle to the left of the filename. Click on the three dots (...) to the right and select Rename.

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**INFORMATION — {DocType}\_{Date:YYYYMMDD}\_{DocVersion}\_{IncidentNumber:000NNN}**  
*Ex: 000363 represents the incident number RM-SJF-000363 — found on IAP or resource order*

Only letters & #s — No spaces — 24-hour time — #s AFTER THE DATE multiple docs per day

**PSA**\_2021MMDD\_SmokeOutlook\_000NNN (use INFO TYPE as DocVersion)

**CloseOrds**\_2021MMDD\_MBRTBOrder275\_000NNN (use ORDER NUMBER as DocVersion)

**FireRestrictions**\_2021MMDD\_MBRTBOrder275\_000NNN (ORDER NUMBER as DocVersion)

**InfoSummCommStrat**\_2021MMDD\_000NNN

**ContactLog**\_2021MMDD\_Media\_000NNN (use PUBLIC, MEDIA, or TRAPLINE as DocVersion)

**MediaRelDalyUpdate**\_2021MMDD\_000NNN

**NewsClips**\_2021MMDD\_NYTimes\_000NNN (use NEWS AGENCY as DocVersion)

**PubMtgAgendas**\_2021MMDD\_CentralHS\_000NNN

**PubMtgNotes**\_2021MMDD\_CentralHS\_000NNN

**PubMtgBrfs**\_2021MMDD\_CentralHS\_000NNN (PUBLIC MEETING LOCATION as DocVersion)

**SpecEvntsToursVIPs**\_2021MMDD\_1\_000NNN (1,2,3 etch FOR MULTIPLE DOCS PER DAY)

**ThnkYouLtrs**\_2021MMDD\_List\_000NNN (use KIND OF DOCUMENT DocVersion)

**WebPgs**\_2021MMDD\_YouTube\_000NNN (use WEBSITE NAME as DocVersion)

**Videos**\_2021MMDD\_HeavyEquip\_000NNN (use DESCRIPTION as DocVersion)

**Photos**\_2021MMDD\_AirOps\_000NNN (use DESCRIPTION as DocVersion)

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## General Messages RECEIVED by your unit

{213}\_{SENDER's UNIT NAME}\_{SENDER's Last Name if known}\_{Date Received}\_{Incident#}

*Example: 213\_OPS\_Doe\_20210515\_000511*

## UNIT DAILY LOGS — ICS 214

{214}\_{AUTHOR or UNIT NAME}\_{Operational Period Start DATE}\_{IncidentNumber}

*Example: 214\_INFO\_20210515\_000511 (entire unit daily log / filed in 214 Information)*

*Example: 2014\_Doe\_20210515\_000511 (individual unit daily log / filed in 214 Information)*

**PerfEvalO**\_SmithJane\_2021MMDD\_000NNN (Use Last name First Names Doc Version)

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## Map Product Files <https://www.nwcg.gov/publications/pms936/file-naming>

Information not responsible for maps in the e-Doc Box (Reference here for Inciweb File Names)

**{map type}\_{page size}\_{page orientation}\_{current date}\_{time}\_{incident name}\_{Unit ID+ Local Incident ID}\_{Operational period if appropriate}.pdf**

## INCIWEB <https://tinyurl.com/pioinciweb>

- ❑ <https://inciweb.wildfire.gov> > Login via Login.gov or eAuthenticate.
- ❑ The **User Help** (home screen) page has Newly Released Items (link New Release Page in the yellow ribbon).
- ❑ Click **Manage** or **Shortcuts** in black menu bar to show/hide submenus.
- ❑ View the national map, select **Home** in light blue submenu.

### SEARCHING FOR...

- ❑ To search for **Incidents and Publications**: Manage > select Content > search by Title > Filter > Select > Edit (in Operations, right column).
- ❑ To search for **existing Media** files: Hover over Content > select Media > Media library. Or select Content > Media tab > Search Media name. Choose, Edit from the Table view or the **Pencil** icon (top right of media) in the Grid view.

### CREATE A NEW INCIDENT

- ❑ Shortcuts > Group Unit Search/Access > Search > choose Unit > Nodes > Add new content > Incident.
- ❑ A red Astrix signifies a required field.
- ❑ **Do not** put the date in the title.
- ❑ Latitude / Longitude is in Deg, Mins, Secs. **Don't add special characters** (degrees, negatives) Seconds out one decimal place. Ex. Latitude: 33° 17' 37" enter as Degrees: 33, Minutes: 17, and Seconds: 37. Long: -110° 27' 22" enter as Degrees: 110, Minutes: 27, and Seconds 22.
- ❑ Lat/Long Converter <https://fcc.gov/media/radio/dms-decimal>.
- ❑ Remember: Media can only be attached to an incident **if it's already uploaded to the media library**. If it isn't, save your work, follow steps in Add Incident Media > reopen the incident > attach media > Save.
- ❑ All **Incident** and **Social Media** URLs must start with http:// or https://.
- ❑ Ensure incident is marked both **Active** and **Published**.

### ADD an INCIDENT PUBLICATION

- ❑ (Same as create new incident) from Nodes > **Add new content** > Incident Publication > Fill-in all red Astrix > Save (Use NWCG Standards).
- ❑ **Document File Size**: 256 MB limit.

- ❑ **Document Allowed Types**: jpeg, jpg, gif, png, txt, doc, docx, pdf, kml, kmz, or rtf.
- ❑ To post a future publication use **Scheduling Options** (right side).
- ❑ If wanting to **Highlight** a publication use Highlighted on Home (right side). Remember to **Unhighlight**, if no longer needed. **A maximum of 3 Incident Publications can be highlighted** on the Incident page.
- ❑ You can distribute an Incident Publication to more than one incident.
- ❑ **Cloning** (upper tab) is the duplication of an existing publication to edit and republish anew. Change title > remove date > Edit content > delete **Clone of** in title > Save.

### ADD CONTACTS or COOPERATORS to an INCIDENT

- ❑ Nodes > Create New or Edit an Existing > (right side of form) Contact Name can be a person, office, location, etc.
- ❑ Cooperators are unique to the incident.
- ❑ To prioritize Cooperators, Contacts, and Links (can add as many as needed), Grab and hold the symbol (on left side) to move up or down > Save.

### ADD INCIDENT MEDIA ITEM

- ❑ Manage > Content > Media > Add Media > Incident Media Item. Media types (256 MB limit on all media types).
- ❑ **Map**: upload image and PDF file.
- ❑ **Photo**: can only upload one at a time.
- ❑ **Picture File Size**: 256 MB limit.
- ❑ **Picture Allowed Types**: png gif jpg jpeg.
- ❑ **Video**: Only mp4 Standard Definition.
- ❑ **Video File Size**: 256 MB limit.
- ❑ **Important**: Remember to complete Alternative Text > Check 'I agree' > add to an existing incident > Save.

### GROUP RELATED INCIDENTS

- ❑ Coordinate with ICs, IMTs, and/or Agency Administrator before modifying incident to a Complex or Area Command.
- ❑ Manage > Structure > Taxonomy > Incident Groups > +Add Term > Name the new Group > Group Type > Save.
- ❑ Open incident to Edit > after incident name, use ( ) brackets to name Complex or Command > go to Incident Group (right column) type in saved Group > Save. Repeat if needing to add other incidents to the same Group.

### **REDIRECT an INCIDENT**

- ☐ Locate Incident > Edit > Scroll to bottom of page > uncheck Active > Type Incident into Redirect Incident to > Save.
- ☐ To remove a Redirect > Edit Incident > Clear the incident in the Redirect Incident field > if needed, recheck the Active box.

### **COMPOSE an X message**

- ☐ Select X menu bar > Select Incident (drop down arrow) > Enter Message > X (280-character limit including auto-generated hashtags).

### **ADD NEW USER and MANAGE ACCESS**

- ☐ Only **Superusers** can add new users by granting access to their Unit (the user must already have an active account).
- ☐ **New:** Manage > People > Add User > Populate fields > set Roles > Create new account.
- ☐ **Existing:** Shortcuts > Group Unit Search/Access > select Unit > Members > Add member > User > Roles (unmarked box is a User, marked box is a Superuser) > Expiration Date (length of assignment to this Unit) > Save.

### **CONFIRM YOUR UNIT ACCESS**

- ☐ Shortcuts > User Help > Scroll down to Unit Member List > Search by Unit Members or Parent group > Apply or Members. Edit as needed.
- ☐ Contact a Superuser to request access for the unit you're working on.

### **INCIWEB SUPERUSER LOOKUP**

- ☐ Shortcuts > User Help > Scroll down to Superuser Lookup > Chose a Unit > Filter.

### **NEEDING HELP WITH INCIWEB**

- ☐ Shortcuts > User Help  
<https://inciweb.wildfire.gov/user-help> (URL only works if logged in).
- ☐ If you have any questions or encounter an error, on the User Help (Welcome) InciWeb homepage are links to helpful resources. Contact the **IIA HelpDesk** by phone at 1-866-224-7677 to resolve. The Helpdesk is available 24-hours, 7-days weekly, including holidays.

### **PRACTICE INCIDENT**

- ☐ Login to Inciweb > Select the Inciweb Practice Site link (underlined blue) next to the check mark on the right side of screen.
- ☐ Page switches to practice site map > Select Login > next page the top menu bar will turn neon green confirming you're in the Practice Site.
- ☐ If your access has timed out, you may have to login or eAuthenticate again.

### **PUBLIC SITE — STATE VIEW/LIST**

- ☐ **Search by State:** [inciweb.wildfire.gov](https://inciweb.wildfire.gov) > Help > Links to Individual States.
- ☐ **Table View:** [inciweb.wildfire.gov](https://inciweb.wildfire.gov) > Incident Table View > Search by Incident Name or State.

### **PUBLIC SITE — INTERACTIVE MAP**

- ☐ [inciweb.wildfire.gov](https://inciweb.wildfire.gov) > Search for Incident.
- ☐ Use +/- icons to **Zoom in/out** or use mouse scroll feature.
- ☐ Click on cog wheel to **change background map** (topo, aerial, aerial labeled, or roads).
- ☐ Click the funnel icon to **filter incident type**.
- ☐ Click the locator icon to **zoom to your location**.
- ☐ Click the left arrow icon to **go back to default view**.

#### **PAUSE Before Posting**

- **PERCEPTION** — You are representing the jurisdictional agency and your home unit.
- **AUTHORITY** — Be aware of federal and host agency social media policies.
- **UNDERSTANDING** — Know the incident objectives. Never post negative, controversial, or unsafe messages to personal accounts. Ask a PIO/PAO or supervisor for clarification.
- **SAFETY** — Do not compromise your safety while taking photos and always wear proper PPE. Never post photos of children, inmates, investigations, or cultural sites; be sensitive to burned structures and private information.
- **EXPECTATION** — Share relevant content or photos with PIOs/PAOs to help tell the incident story. *Source* [NWCG IRPG PMS 461](#)

## PHOTO / VIDEO TIPS

### DISCUSS WITH HOST PUBLIC AFFAIRS

- File name / caption / credit standards.
- Where to post photos—Inciweb, Flickr, etc.
- File storage / transfer—FireNet, Pinyon?
- Copyright permissions / photo release form to license a non-public domain image.
- Minor release form signed by parent or guardian for photos of children.
- Need for contract photographer / videographer? [nifc.gov](http://nifc.gov) > Fire Info > PIO BB > PIO Contacts > contact FS or BLM.

### RESIZE PHOTOS IN WINDOWS PHOTOS

- Open the image you want to resize using the Photos app on a Windows PC (Right click image > Open With > Photos).
- Click on the “...” > “Resize”.
- Choose an option or choose custom.
- Enter a file name > Save.

### PHOTO PROPERTIES IN SHAREPOINT

- From Teams Information channel > Click “Open in SharePoint” on header bar.
- Double Click on an image to preview > Click the forward icon to advance (preview only works in SharePoint, not in Teams).
- Click “I” in a circle icon > double click in a field to edit file name, title (enter caption/photo credit), and (optional) tag (followed by enter).

### RENAMING IN WINDOWS EXPLORER

- Open folder with selected images.
- Right click on image > Rename.

#### **Batch Renaming in Windows Explorer**

- Open folder with images > Click “Home” tab > Click an image, hold down the CTRL or SHIFT key then click to select multiple images in a folder > Click “Rename” > Type file name then press ENTER (will rename images New Name (1), New Name (2), etc.).

### USFS PHOTO NAME

- Save with filename: yearmonthday-FS (Forest Service)-photographer’s initials-# sequence. (Ex: 20230101-FS-DC-0101).
- For searchability on Pinyon/Flickr/Etc. use Filename: One-to-five-word description, dash, and number sequence (Ex. Wildfire-Umpqua-001).

### PHOTO CAPTION METADATA

A photo caption provides context of the photograph to include the who, what, where, when, and why. The caption should be added to the metadata of the photo, usually in the Title or Description field.

### WINDOWS EXPLORER PHOTO CAPTION

- Select image > Select the “View” Tab > “Details” View > Click on “Details Pane”.
- Double click in “Title” field to add caption to include what is going on, where, and photo credit *Example: “Firefighters at Thomas Fire, Ventura, Los Padres National Forest, California, 2017. USDA Forest Service photo by Kari Greer.”* > “Save”.

### PHOTO CREDIT METADATA

Proper crediting of images avoids improper copyright usage and potential lawsuits. The byline should be added to the metadata of the photo, usually in the Title or Description field.

### USFS BYLINE STANDARDS

A byline is the photo credit and name of the photographer. Example: *[Organization] photo by [Name of Photographer]*.

1. **If the photographer is a Forest Service employee**, write the byline as *USDA Forest Service photo by Tanya Flores*.
2. **If the photographer is a non-Forest Service Government employee**, use the agency name. Write the byline as *USDA photo by Lance Cheung* or *Bureau of Land Management photo by Bob Wick*.
3. **If the image is legally purchased or licensed**, write byline as *Licensed photo by John Smith/iStock photos* or *Licensed photo by Janice Jackson/Associated Press*.
4. **If a photographer or organization donates a photo for official use**, write byline as *Courtesy photo by John C. Smith*. also, *Courtesy photo by Northwest University*. *Do not add donated photos to Flickr unless have written permission for public domain*.
5. **If the photographer is not identified, but is a Forest Service image**, write the byline as *USDA Forest Service photo*.
6. If you don’t know the origins of a photo and don’t have permission to use it, do not use it.
7. **Do NOT use AI generated photos, ever.**

## SAVING MAPS FROM FTP

- <https://ftp.wildfire.gov> > Incident Specific Data
  - > double click on appropriate GACC
  - > double click on appropriate folder for current year incidents (skip this step if fire names are listed in this folder)
  - > double click on incident name
  - > double click on "GIS"
  - > double click on "Products"
  - > double click on folder with current date
- Right click on the file you want to save
- Select "Save Link As" and save it to your desktop or somewhere you can find it

## SAVE a PDF as a JPG

- SCREEN CAPTURE: Windows logo key + Shift + S to snip and save what's on screen
- Or double click on the PDF > "Edit" > "Copy File to Clipboard" > "File" > "Exit"
- Click on the "Start" Menu, "All Programs" > "Accessories" > "Paint" > "Edit" > "Paste"
- Then click "Crop" in the toolbar > "File" > "Save As" > Rename the file to something relevant like CubComplexBriefingMap\_07-07-08 > Click on the down arrow to change "save as type" to "jpg"
- Click on the down arrow to change the "save in" location to the desktop or appropriate folder > "Save"

## VIDEO EDITING

<https://tinyurl.com/piovideography>

- Type "video editor" into Windows search bar or open the app from the Start menu
- Select new video project
- Name your video and select OK
- Select "Add" then the location you want to add photos or videos from
- Drag photos and videos to your Storyboard
- After you've organized your Storyboard you can change the look and feel of each
- Select a photo or video
- Select "Duration" to change length (or select multiple photos at once)
- Select "Trim" or "Spit" for editing video clips, or "Text" or "Motion" for photos or video clips
- Select a photo or video, then select "text" to type a title or phrase
- When you're done select "Finish Video" and "Export" to publish your film

## VIP VISIT

- USFS: Notify WO, Fire Desk & NIFC
- Who to invite? Work with AA, IC & PAO
- Invite them to visit & provide incident info
- Notify the IC and security manager
- Confirm departure and return times
- Confirm specific areas the tour will cover
- Arrange for appropriate vehicles(s)
- Arrange aircraft with air ops branch director (Note: federal law restricts use of public aircraft for this purpose)
- Assign a tour guide who knows the area and can answer questions
- Provide all appropriate safety gear
- Arrange for lunch / water
- Provide tour guide with a list of the dignitaries' proper names and titles
- Security provided? By Whom?
- Expect a group of assistants to arrive with each dignitary
- Prepare briefing packet(s)

## PRESS CONFERENCE

- Get the IC's approval.
- Contact the dignitary's press person and involve in the planning.
- Establish a facilitator with maps.
- Select the site, considering:
  - Close to the action without interfering in the operation.
  - Room for cameras, light stands, microphones, satellite truck parking.
  - Speakers should be on a riser where they can be seen and photographed.
  - Consider what is behind the speaker, (ex, a window would glare on TV).
  - Access to power for PA equipment.
- Notify the media of the time, place, and purpose of the briefing and who will be speaking. Include a contact name and phone number.
- Prepare handouts and maps with current info on the incident and an agenda with the names and titles of the speakers. Distribute to the media as they arrive.
- A facilitator should announce the purpose of the news conference explain any ground rules and introduce each speaker. That person should keep the briefing moving and coordinate questions and answers after the speakers are finished.
- Remember every mic is a live mic.

## COMMUNITY MEETING

<https://tinyurl.com/piocommunitymeeting>

### **MAKING ARRANGEMENTS**

- ☐ Contact names & phones? Facility administrator and on-site setup contact.
- ☐ Submit name and contact info and details on what we'll be using and how often on General Message to ORDM for land use agreement.
- ☐ What time can we get in to setup? (ideally 2 hours ahead of time) and/or test in advance?
- ☐ Formal name of facility? Street Address for GPS? Or instructions on how to get there?
- ☐ Travel Time from ICP?
- ☐ PA system? Acoustics? Lighting? (test in advance if possible).
- ☐ Projector(s)? Screen(s)? *May need an extra of each if CART captioning is available.*
- ☐ Where to post hard copy maps? May need to order plywood fire info board if needed.
- ☐ WiFi? Able to access Facebook to Livestream? (often blocked on school systems) Power source?
- ☐ Adequate seating? Parking?
- ☐ Inside/outside?
- ☐ Backdrop? Facing sun? Background noise?
- ☐ Overflow contingency?
- ☐ Map request.
- ☐ Assign a facilitator (usually a PIO).
- ☐ Assign PIO(s) to monitor Facebook comments.
- ☐ Coordinate speakers for the agenda and forward them the location info & let them know to meet 15 min before the meeting starts to finalize the agenda and discuss who will address anticipated audience questions.
  - o Ops
  - o IC
  - o County Sheriff's Office
  - o County Emergency Management
  - o Air Quality
  - o Host Unit(s)

### **NOTIFICATIONS**

- ☐ C&G — especially IC, OPS, LIOF
- ☐ AA, AREP, PAO from host agencies
- ☐ Partner land management agencies
- ☐ Law enforcement
- ☐ Elected officials — local, state, US
- ☐ Permittees
- ☐ Joint Information Center (JIC)
- ☐ MAC Group
- ☐ Area Command
- ☐ Red Cross
- ☐ Inciweb/social media/trapline/daily update

### **VISUALS**

- ☐ Map Request — E size or BAM to post on stage, an electronic version to projects, and one or two E size to post on side of room.
- ☐ Ensure map shows distance to the community where the meeting is being hosted.
- ☐ Consider fire history, progression, IR maps.
- ☐ PowerPoint / photos / videos / posters.
- ☐ Large fire info website and phone #s to post.

### **SUPPLIES**

- ☐ Maps and electronic files for presentation
- ☐ Wide blue tape or gaffer's tape
- ☐ Tripod(s) with adapter to hold phone/iPad
- ☐ Fully charged phone/iPad/video camera with enough memory and space to record
- ☐ Green laser pointer (more visible online) with extra batteries
- ☐ Projector (if needed)
- ☐ Laptop (if needed)
- ☐ Portable PA system (if needed)
- ☐ Staple gun and staples
- ☐ Tape (scotch and masking)
- ☐ Pushpins
- ☐ Staple remover tool
- ☐ Flip charts / markers
- ☐ Extension cord / Surge strip
- ☐ Fire info signs to post outside
- ☐ Water for speakers on stage
- ☐ Case of water & cooler

### **HANDOUTS**

- ☐ Copies of agendas for speakers
- ☐ Fire maps & updates
- ☐ Fire info business cards or flyers
- ☐ Firewise materials
- ☐ Smoke & air quality information
- ☐ Evacuation, Ready Set Go, and Emergency Alert information (Sherriff)
- ☐ Red Cross information
- ☐ If You Fly, We Can't

### **FACILITATION**

- ☐ Thank host facility / contacts
- ☐ Emergency exits, restrooms, etc.
- ☐ Acknowledge online viewers and let them know you're monitoring questions
- ☐ Summarize agenda
- ☐ Highlight Inciweb, Fire Info #s, etc.
- ☐ Hold questions until the end

### **Analytics & Monitoring**

- ☐ Count # attendees in person
- ☐ Count peak # watching Livestream live
- ☐ Monitor Facebook questions

### **FOLLOW-UP**

- ☐ Record stats on unit log
- ☐ Send thank you, as applicable



## ACTIVITY REPORT

Date:																			Total
<b>MEDIA</b>																			
Hours staffed																			
# interviews, in person																			
# interviews, phone																			
Translator available (Y/N)																			
# escort tours, camp																			
# escort tours, line																			
Description: <i>Light, moderate, heavy coverage? Local, regional, national, international interest?</i>																			
<b>COMMUNITY</b>																			
# Trapline miles																			
# Trapline stops																			
# Info boards updated																			
In which communities:																			
# staffed info locations:																			
In which locations:																			
# people talked to																			
# community meetings																			
# people in attendance																			
In which locations:																			
Translator available (Y/N)																			
<b>INFO CENTER</b>																			
Hours staffed																			
# phone calls taken																			
# walk-in visitors																			
# written updates																			
Translation available (Y/N)																			
# other docs prepared																			
Description:																			
# camp tours given																			
# people on camp tours																			
# bulletin boards posted																			
# VIPs briefed/escorted																			
<b>ELECTRONIC MEDIA</b>																			
# web pages updated																			
Description:																			
# social media views																			
# social media shares																			
# social media reach																			

## EXECUTIVE SUMMARY

**SIGNIFICANT EVENTS**

**CHALLENGES & RESOLUTIONS**

**LESSONS LEARNED**

**MANAGEMENT EFFICIENCIES**

# TRANSITION / CLOSEOUT

## TRANSITION PLAN

- Transition Plan Inputs
  - <https://tinyurl.com/piotransition>
  - Remaining staff & planned demob
  - Staffing recommendations
  - Info center / trapline locations
  - Schedule of conference calls, etc.
  - Talking points / key messages
  - Recommended tasks
  - Political considerations
  - Contacts
  - Passwords

## TRANSITION CLOSEOUT

- Requests for Recognition
  - <https://tinyurl.com/piothankyou>
- Request demobs In Advance (specify name, O#, date and time of release, method of transportation, jetport, and if reservation have already been made or if you're requesting they be made)
- Task books <https://tinyurl.com/pioforms>
- Performance Evaluation (ICS-226), PIO Performance Criteria:
  - Knowledge of the job
  - Ability to work with others
  - Organizational skills
  - Attitude
  - Safety
  - Leadership
  - Flexibility
  - Obtain necessary supplies
  - Media interaction
  - Community interaction
  - Initiative
- Work with Plans to Finalize e-Doc Box <https://tinyurl.com/pioedocbox>
  - Community Relations / PSAs
  - Closure Orders / Restrictions
  - Info Summary / Comm Strategy
  - Media Log / Key Contacts / Traplines
  - Media Relations / Daily Updates
  - Newspaper Clippings
  - Public Meeting Agendas / Notes / Briefings
  - Special Events / Tours / VIP Visits
  - Thank You Letters
  - Web Pages / Videos / Photos
  - Unit Logs
  - General Messages

## AFTER-ACTION REVIEW

Focus on the 'what', not 'who'.

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do next time?
  - Sustain/Maintain Strengths
  - Improve Weaknesses

## FINAL CLOSEOUT

- Tear Down Trapline/Boards
- Final update on Inciweb/social media
- Final voicemail/forwarding
- Out of office message/forwarding
- Cancel Newspapers
- Cancel Phones/Internet
- Return Equipment

## DEMOB

- Check on Travel Arrangements
- Ground Support
- Supply
- Time
- Training Specialist

## UPON RETURN HOME

- Call Dispatch.
- Update IROC status <https://tinyurl.com/pioirocresources>.
- Keep a copy of your resource order, fire timesheet, and performance evaluation for your records.
- Make a copy of your task book and keep it in a safe place in case you ever lose the original.
- Submit your fire timesheet to your home unit timekeeper.
- Submit a travel voucher to your home unit travel coordinator; attach a copy of your resource order.

## POST-SEASON

- Submit IQCS Responder Update Sheet (<https://iqcsweb.nwcg.gov/>) with copies of training certificates, resource orders, performance evals, and completed task books to your home unit at the end of the season.

## PIO RESOURCES

**PIO Incident Management Response Roundtable (IMRR)** <https://tinyurl.com/IMRRPIOOneNote>

**FireNet PIO Toolbox** <https://tinyurl.com/piotoolbox> & <https://tinyurl.com/pioquickreference>

**NIFC PIO Bulletin Board** <https://www.nifc.gov/fire-information/pio-bulletin-board>

**Agency Info** <https://www.nifc.gov/fire-information/pio-bulletin-board/agency-information>

**Hot Topics** <https://www.nifc.gov/fire-information/pio-bulletin-board/hot-topics>

**InciWeb Information** <https://www.nifc.gov/fire-information/pio-bulletin-board/inciweb>

**PIO Contacts** <https://www.nifc.gov/fire-information/pio-bulletin-board/contacts>

**Social Media for PIOs** <https://www.nifc.gov/fire-information/pio-bulletin-board/social-media>

**Training and Qualifications for PIOs**

<https://www.nifc.gov/fire-information/pio-bulletin-board/training-qualifications-pios>

**Working with the Media and Public**

<https://www.nifc.gov/fire-information/pio-bulletin-board/media-and-public>

**Producer's Guide to Filming**

<https://www.nifc.gov/fire-information/pio-bulletin-board/producers-guide>

**Military Support History**

<https://www.nifc.gov/fire-information/pio-bulletin-board/military-support-history>

**Unit Identifiers** <https://www.nwcg.gov/publications/931>

**NWCG PIO Subcommittee** <https://nwcg.gov/committees/public-information-officer-subcommittee>

**Interagency Standards for Fire and Fire Aviation Operations ("The Redbook")**

[https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

*See Chapter 7: Safety for info on work/rest, length of assignment, days off, driving policy, Personal Protective Equipment (PPE), safety for personnel visiting fires, fireline escort requirements, etc.*

**NWCG Standards for Interagency Incident Business Management**

<https://www.nwcg.gov/publications/902>

*Incident Pay Guidelines, Travel Procedures, How to Fill out Your Crew Time Report (Daily Incident Timesheet), your OF-288 (Final Incident Timesheet), etc. Note: PIOs are not eligible for hazard pay.*

**Incident Strategic Alignment Process (ISAP)** <https://tinyurl.com/ISAPinfo>

**Situation Report** <https://www.nifc.gov/nicc/sitreprt.pdf> (<https://tinyurl.com/HowToReadIMSR>)

**National Fire Maps** <https://www.nifc.gov/fire-information/maps>

**Geographic Area Coordination Centers (GACC) Portal** <https://gacc.nifc.gov>

**National Fire Weather** <https://weather.gov/fire>

**NWCG Glossary of Wildland Fire Terminology** <https://www.nwcg.gov/glossary>

**NIMS Basic Guidance for PIOs** <https://tinyurl.com/nimospiobasic>

**Military Use Handbook Chapter 90 Public Info** <https://www.nifc.gov/nicc/logistics/references.htm>

**Firewise** <https://www.firewise.org> and **Fire Adapted Communities** <https://www.fireadapted.org>

**Prepare for Wildfires, Stay Safe During, & After a Wildfire** <https://ready.gov/wildfires>

**Ready, Set, Go!** <https://www.wildlandfirersg.org>

**Health Effects of Smoke** <https://www.airnow.gov/wildfires>

**Aviation Recognition Guide** <https://www.fire.ca.gov/what-we-do/fire-protection/aviation-program>

**Post-Fire Resources** <https://tinyurl.com/postfireresources>

# INCIDENT-WITHIN-AN-INCIDENT (IWI) PLAN

<https://tinyurl.com/piocriticalincident>

Communications will activate the IWI Plan when the initial notification to the RADO occurs.

## **GREEN Routine**

- ☐ **Non-Emergency Incident** — Patient has minor injury or illness.
- ☐ Non-Emergency transportation is through Ground Support, EMT, or an assigned Supervisor. Communications does not restrict radio traffic. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per the Medical Incident Report (MIR) or IRPG these patients are GREEN Priority 3.
- ☐ Day/Night: SOF (and/or MEDL, if assigned) will report to Communications. Relevant notifications will be made.

## **YELLOW Priority**

- ☐ **Incident/Medical Emergency** — Patient has serious injury or illness. Evacuation may be delayed if necessary if other IWIs take priority. Communications does restrict radio traffic. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per Medical Incident Report (MIR) patient is YELLOW Priority 2
- ☐ Day: SOF (and MEDL, if assigned), IC/DIC, PSC, LSC, OSC, FSC, **PIO** (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation.
- ☐ Night: Communications contacts the SOF (and MEDL, if assigned). C&G members are notified and will report at the discretion of SOF/IC/DIC.

## **RED Urgent**

- ☐ **Incident/Medical Emergency** — Life-threatening injury or illness. Evacuation needs are immediate. Communication does require a clear channel. Coordination of patient status and transportation (MIR) information and assessment is communicated through Communications. Per Medical Incident Report (MIR) patient is RED Priority 1
- ☐ Day: OF (and MEDL, if assigned), IC/DIC, PSC, LSC, OSC, FSC, **PIO** (AOBD, COMP if assigned) will respond. SOF/IC/DIC may release staff given the specific situation.
- ☐ Night: Communications contacts the SOF (and MEDL, if assigned). C&G members are notified and will report at the discretion of SOF/IC/DIC.
- ☐ \*\*In the absence of a declared severity, respond to the incident as a response.\*\*

## **PURPLE Other, potentially critical incidents**

- ☐ PURPLE examples include, but are not limited to: unaccounted-for incident resources, threats to employees, and accidents involving the public that incident personnel respond to not initially requiring the use of ICS 206 but requiring IMT response.
- ☐ SOF, IC/DIC, LSC, SECM, and PSC will proceed to Communication. Appropriate C&G members are to be notified.

## **Injured or deceased individual(s)**

- ☐ Names shall not be used over the radio.
- ☐ Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. If there is potential for a serious accident investigation, consider leaving the site as undisturbed as possible.

## **Clear Text**

- ☐ Utilization of clear text should be a priority on all incidents so that common terminology is expressed and understood. If an emergency needs to be declared and radio traffic silenced, all personnel shall follow "Emergency Traffic" guidelines to clear radio traffic.
- ☐ The Operations Section Chief, Division Supervisors, or Communication Units shall acknowledge the severity of the emergency. Clear text shall be used to identify the situation of the emergency: "MEDICAL EMERGENCY", "FIREFIGHTER TRAPPED", "FIREFIGHTER BURNED", "FIREFIGHTER MISSING", to notify all on-scene personnel. Also, the "Location" needs to be communicated and could be as simple as "Division Alpha Firing Group."

- ☐ The acronym "Mayday" is used by some fire agencies as a distress signal (hailing call) indicating a firefighter is in trouble or signifies emergencies to aircraft.

### **HEAR GUN SHOTS/ARMED PERSON(S) EXHIBITING HOSTILE BEHAVIOR**

- ☐ Move to Safe Area AWAY FROM EVENT
- ☐ Notify Incident Communications
- ☐ Give Location
- ☐ Provide situation report
- ☐ Description of subject(s)/vehicle(s)
- ☐ Number of shots fired
- ☐ Know location of escape routes, safety zones and gathering point as they relate to an active shooter situation. Ask questions about what right looks like for your work location. If something doesn't look right, say something, it probably isn't.
- ☐ Fireworks vs. gunshots; think gunshot.

### **ACTIVE SHOOTER**

- ☐ Move to Safe Area AWAY FROM SHOOTER
- ☐ Call 911 — *then* Incident Communications
- ☐ Give Location
- ☐ Medical needs: Number of wounded
- ☐ Description of subject(s)/vehicle(s)
- ☐ Number of shots fired
- ☐ **RUN** Increasing distance between you and a shooter increases your options and decreases the shooter's options. Run toward cover (cover stops a bullet).
- ☐ **HIDE** Concealment vs. Cover — close and lock doors, turn off lights, be quiet, silence cell phones, avoid windows, wall thickness?
- ☐ **FIGHT** Respond aggressively, hit / throw / bite / punch / kick / etc. Use improvised weapons.
- ☐ Law Enforcement's job is to move to the shooter, not to provide care to you, follow LE's directions, **KEEP YOUR HANDS EMPTY AND VISIBLE.**
- ☐ IC is responsible for knowing the status and location of C&G, Section Chiefs are responsible for knowing the status and location of all their resources.

### **IRPG Medical Response Procedures** <https://www.nwcg.gov/publications/pms461>

- ☐ All injuries must be reported to the direct supervisor.
- ☐ In case of medical emergency, contact incident supervisor or communications dispatcher, and use the Medical Incident Report on IRPG page 118.
- ☐ Medevac is an incident-within-an-incident. One person needs to become the on-scene IC and transfer command later if necessary.
- ☐ Identify the nature of incident, number injured, patient assessment(s), and location (geographic and GPS coordinates).
- ☐ Do not use patient names on the radio.
- ☐ Determine transport plan (limited visibility or darkness may delay or negate air transport).

### **IRPG Fatality Procedures** <https://www.nwcg.gov/publications/pms461>

- ☐ Never broadcast a patient's name on the radio or release to anyone except authorities.
- ☐ Do not allow unauthorized picture taking or release of pictures.
- ☐ Do not move the body unless it is in a location where it could be burned or otherwise destroyed. If movement is necessary, mark the body location. Secure accident scene.
- ☐ Notify IC, who will:- Assign an individual to supervise evacuation in the event evacuation is needed, (See Medical Incident Report, IRPG page 118) and secure the scene after evacuation is complete.
- ☐ Assign an individual to get facts and witness statements and preserve evidence, such as PPE involved in the incident (helmet, Nomex, chaps, etc.), until investigation can be taken over by the Safety Officer or appointed investigating team.
- ☐ Notify the Agency Administrator.

## **PUBLIC INFORMATION OFFICER (PIO) IWI CHECKLIST**

- ☐ Check with Safety Officer for a copy of the incident specific IWI plan; provide primary and alternate public information officer contacts to include in the plan.

### **Pre-IWI**

- ☐ Develop IWI communication plan with Incident Commander and Agency Public Affairs Officer.
- ☐ Establish pre-approved statements that can be used as situations unfold (when things are being posted to social media, when calls come into the PIO line, etc.).

### **During IWI (for YELLOW and RED or at the discretion of SOF/IC/Deputy IC)**

- ☐ Public Information Officer to assemble outside Communications or at the established IWI meeting area.
- ☐ Designate an IWI PIO.
- ☐ Collect pertinent emergency information for public release.
- ☐ Coordinate information with Incident Commander, Unified Command, Liaison Officer, and Agency Public Affairs Officer to prepare talking points, social media, news releases, and/or set up press conferences.
- ☐ If interagency incident, coordinate communication with other agencies as appropriate.
- ☐ Coordinate with Operations to assign Information Officers to field media inquiries at accident scene, medivac site, and liaise with hospital spokesperson when appropriate.
- ☐ Coordinate with Liaison (if assigned), LEO, and Logistics regarding roadblocks, evacuations, and emergency medical locations.
- ☐ Withholds release of personal information until approved by Incident Commander and/or Agency Administrator.
- ☐ Restrict/Advise media that they should avoid entering the IWI scene until all Operations and Investigation activities are complete.
- ☐ After approval from IC, coordinate with Plans to arrange a briefing for incident personnel.
- ☐ Provide periodic updates to the PIO section.
- ☐ Ensure continuity of operation within the PIO section. Order additional staff as needed.

## **INCIDENT-WITHIN-AN-INCIDENT QUESTIONS TO CONSIDER**

### **DISCUSS WITH INCIDENT COMMANDER (IC) / AGENCY ADMINISTRATOR (AA)**

- Who will handle info release — Incident or Home Unit?
- Who will approve info release — IC or AA?
- What other agencies will be releasing information (Sheriff, Contractors, etc.)?
- Who will speak for the incident if there is an immediate press conference?
- What information is confirmed?
- What information is NOT releasable?
- If names are withheld, who will know once the family has been notified and tell IC?
- When the IC decides to release the names, how will information find out?
- How will families / home units / other people most directly affected be provided with critical information?
- How will incident personnel be notified?
- How will agency personnel be notified (Safety Manager, Personnel Officer, PAO, LE Staff, Aviation Management, Solicitor, Tort Claims Officer, etc.)
- How will national personnel be notified (agency director, agency administrators, OIG, etc.)?
- Who will contact WFF Foundation?
- How will cooperator personnel be notified?
- How will fire home unit personnel be notified?
- What is the response for people who want to help?
- What about specialized help like animal trailers during an evacuation?

### **DISCUSS WITH Agency PAO**

- Does host agency have qualified PIOs locally?
- Can any nearby incidents loan staff?
- Bring PAO on-site with PIOs?
- Need to establish JIC?
- Need to establish 800 number?
- Can incident assist cooperators in need of phones, press conference location, etc.?

### **DISCUSS WITH COMMAND & GENERAL (C&G) STAFF**

- Will incident personnel be authorized to make one short call home using the incident's cell or stationary phones?
- Are technical experts (safety, aviation, fire behavior, etc.) available and prepared for media interviews?

### **DISCUSS WITH OPERATIONS**

- Media access, including overflights?
- Potential for press to block access / how to manage?
- How and when will PIO receive updates?
- Designate an operations liaison to be available to resolve questions of fact.

### **DISCUSS WITH PLANS**

- Do any personnel assigned to incident have PIO quals?
- Need for maps / graphics?

### **DISCUSS WITH LOGISTICS**

- Additional logistics needs for info function — radios, etc.?
- Need to establish a media briefing area?
- Need to establish media-free areas for incident personnel & family?

## SERIOUS INCIDENT COMMUNICATION CONSIDERATIONS

The official release of information regarding serious accidents or fatalities will nearly always be a responsibility of the local unit.

### **LEAD PIO** (should NOT be unit PAO)

- Contact AA or IC for an initial briefing
- Contact Agency PAO
- Delegate the Command Staff Information Officer duties to another qualified Information Officer for the Fire Incident.
- Designate Internal, Media, & Community PIOs.
- Place an order for additional PIO staff.
- Set up notification process to ensure all PIOs / PAOs are notified when talking points are updated.
- Ensure PIOs take frequent short breaks
- Develop talking points for approval
- Obtain authorization for all info release
- Interface with/distribute approved talking points to:
  - IC / C&G / Liaison Officer
  - Agency Administrator
  - Agency PAO — request they contact:
    - Regional / national public affairs
    - Agency frontliners — dispatchers, receptionists, etc.
    - Agency FOIA Coordinator
  - Incident PIOs
  - Elected Officials
  - Partner agency PAOs / PIOs
    - Sheriff's Department
    - EOC
    - JIC
    - MAC / Area Command
    - FAA / NTSB
    - FAST / SAIT
    - CISM
- Brief PIOs with incoming teams
- Prepare transition plan which incorporates follow-up including:
  - Continuing impacts, staff rides, visitors, traffic, media, production companies, etc.
  - Need for follow-up committee
  - Requests for dedication memorials (plaques and statues)
  - Plan for facilitating return visits to the incident site by family members/survivors/visitors
  - Evaluate public information activities / adjust communication plan as appropriate
  - Provide updates to family members

### **INTERNAL LEAD**

- Chase down rumors
- Interface with operations for updates
- Update camp boards / spike camp
- Post paper next to chow line for firefighters to write notes to family
- Prepare for incoming teams / VIPs
- Prepare briefing packets
- Designate liaisons/escorts
- Arrange for transportation
- Help coordinate press conferences
- Keep key personnel informed
- Provide regular updates and contact with all internal / family PIOs

### **NORMAL FIRE PIOs**

- Continue to provide fire info operations

### **PIO TO WORK WITH FAMILY LIAISON**

- Update family before info released to media
- Ask family if they want to talk to the media
- Contact home unit PIOs to help coordinate media contacts with families back at home
- Protect the rights of those who do not want media contact
- Prepare condolence letters within
- 24 hours (coordinate at all levels in the agency)
- Arrange escorts for families, etc.

### **COMMUNITY LEAD**

- Post approved talking points in information center (to be updated with approved messages only)
- Oversee information center operations
- Provide regular updates and contact with all office / community PIOs

### **COMMUNITY PIOs**

- Update / staff community info boards

### **OFFICE PIOs**

- Staff info center phones
- Update website with approved info
- Periodically check email and monitor blogs
- Prepare thank you and commendations
- Tasks volunteers: herding, faxing, etc.
- Maintain documentation file



## **FIELD PIOS**

- Intercept looky-loos and reporters on-scene, in camp, at hospital, helibase, etc.
- Provide media/ VIP escorts
- Coordinate media access to accident site, overflights, memorial services, etc.

## **MEDIA LEAD**

- Identify / serve as primary spokesperson.
- Provide regular updates and contact with all field / media PIOs.
- After a fatality: Restrict media access until bodies have been removed and all families notified. Then provide the media with a tour date and time and escort them to the scene.

## **MEDIA PIOS**

- Contact reporters via phone / return calls as soon as releasable info available / updated
- Prepare news release(s) for approval
- Distribute approved news release
- Prepare photos/bios of victims
- Arrange press conferences
- Designate "media-free" space for incident personnel
- Designate media briefing area
- Consider media needs — phones, work areas, parking, deadlines, PPE, photo opportunities, interviews, etc.
- Need for pool photographer?
- Publicize info phone / website
- Incorporate key messages
- Monitor media coverage

## **MEMORIAL SERVICE CONSIDERATIONS**

- Set up a hotline with a recorded message and/or a website where info will be shared as soon as it is available.
- Embed PIOs in planning effort.
- Set up an email or phone number for RSVPs to help anticipate attendance.
- Work with family to obtain photos, bios, establish a memorial website, address, and email to send condolences, preferred charity, memorial, and funeral service info, etc.
- Clarify and share information on agency protocol regarding travel, admin leave, uniforms, use of gov't vehicles, flag-lowering, and wearing of black bands.
- Arrange for photos / video of service.
- Ensure PIOs are familiar with program: names and relations of speakers, where the honor guard is from, immediate family members' names, what types of aircraft are flying in tribute, etc.
- Thank you letters for incident personnel, flowers, gifts, donations, etc.

# INCIDENT-WITHIN-AN-INCIDENT — FIRST MESSAGE

Crisis & Emergency Risk Communication — <https://emergency.cdc.gov/cerc/>

1. Expression of empathy
2. Clarifying facts
3. What we don't know
4. Process to get answers
5. Statement of commitment
6. Referrals

- Provide information to victim/family first.
- State only facts. Do NOT speculate. Confirm the obvious.
- Document all individual actions on unit log.
- Restrict radio communications. Share info via phone or face-to-face.

*We are aware that an [accident/incident]\_\_\_\_\_ involving  
[type of incident]\_\_\_\_\_ occurred at approximately  
[time]\_\_\_\_\_, in the vicinity of [general location]\_\_\_\_\_. [Agency  
personnel]\_\_\_\_\_ are responding,  
And we will have additional information available as we are able to confirm it.  
We will hold a briefing at [location]\_\_\_\_\_, and  
will notify the press at least [time, ie. ½ hour]\_\_\_\_\_ prior to  
the briefing. At this time, this briefing is the only place where officials authorized  
to speak about the incident and confirmed information will be available.  
Thank you for your assistance.*

Check message for:

- |                                  |                           |
|----------------------------------|---------------------------|
| - Positive action steps          | Avoid jargon              |
| - Honest/open tone               | Avoid judgmental phrases  |
| - "We" not "I"                   | Avoid humor               |
| - Be careful with early promises | Avoid extreme speculation |

## RELEASABLE INFORMATION

- How many people involved / number and type of injuries / number of fatalities
- What happened / type of accident or incident
- When
- Where / location of incident / property owner
- Response Actions / identification of responding agencies

### **Do NOT Release without Agency Administrator permission:**

- Names of Fatality Victims, including juveniles (only after the next of kin are notified).
- Names of Injured or Missing Victims.
- Names, ages, home units, and hometowns of the individuals involved in the incident.
- Crew names, aircraft characteristics or designators, or other identifying info.
- Description of lost, stolen, or missing property.
- Criminal charges if applicable.

### **Do NOT Release:**

- Home Address, Phone, or Social Security Number
- Names of Juveniles Charges with Criminal Offenses
- Names of Victims of Sexual Assault
- Names of people or witnesses who may become victims of crime or retaliation in the future
- Information on incidents where criminal action is still under investigation and information released could hinder or adversely affect the investigation
- Investigative information beyond general incident reporting
- Explicit details, including graphic photos, images of extreme injuries or brutal fatalities

## INCIDENT-WITHIN-AN-INCIDENT — FIRST MESSAGE

### Expression of empathy

- This is an evolving emergency and I know that — just like we do — you want as much information as possible right now. I wish I could answer all of your questions here. While we work to get your questions answered as quickly as possible, I want to tell you what we can confirm right now.
- Our \_\_\_\_\_ (hearts / deepest condolences) go out to the \_\_\_\_\_ (firefighter's last name) family and friends during this very tragic time.
- \_\_\_\_\_ (firefighter's name) is a member of our \_\_\_\_\_ (agency) 'family,' and will be deeply missed.
- He/she took on a difficult job, and served our nation well, in the finest tradition of the \_\_\_\_\_ (agency). His/her through his/her dedication, courage, and spirit — will live on in the hearts and minds of all of us.
- Our thoughts and prayers are with \_\_\_\_\_ firefighter's name) family, friends, and co-workers.

### Clarifying facts (VERIFIED facts only, skip if not certain)

- On \_\_\_\_\_ (date) firefighter \_\_\_\_\_ (name), an \_\_\_\_\_ (age)-year-old \_\_\_\_\_ (agency) firefighter based out of \_\_\_\_\_ (home unit) in \_\_\_\_\_ (state) \_\_\_\_\_ (describe situation — received multiple injuries yesterday, was killed while \_\_\_\_\_ (clearing trees, etc.) while working on the \_\_\_\_\_ (fire name) fire on the \_\_\_\_\_ (unit name) in \_\_\_\_\_ (state).
- We are extremely relieved that no one was apparently injured in this incident.
- The crew has been taken off the fire pending investigation into the incident.
- It is with great sadness that we confirm the names of the \_\_\_\_\_ (agency) firefighters who tragically lost their lives while in the line of duty \_\_\_\_\_ (when).

### What we don't know

- At this point, we do not know \_\_\_\_\_ (# of injuries, # of deaths, cause of accident, etc.)
- All of our efforts are directed at bringing the situation under control, so I'm not going to speculate about the cause of the incident.

### Process to get answers

- We have a system (plan, procedure, operation) in place for emergencies such as this and we are being assisted by \_\_\_\_\_ (Sherriff's Dept. etc.) as part of that plan.
- We've just learned about the situation and are trying to get more complete information now.
- The accident investigation is ongoing.
- \_\_\_\_\_ (park managers, etc.) are working with \_\_\_\_\_ (Sherriff's Dept, etc.) to ensure site safety and integrity.
- The \_\_\_\_\_ (DOI's Aviation Management Directorate, etc.) will participate in the crash investigation, which is being coordinated with the \_\_\_\_\_ (National Transportation Safety Board, Federal Aviation Administration, etc.).
- An interagency (DOI, Contractor, FAA, Serious Accident Investigation Team, etc) investigation team is scheduled to arrive in \_\_\_\_\_ (location) \_\_\_\_\_ (when) to conduct a review of the incident.

### Statement of commitment

- The situation is \_\_\_\_\_ (under, not yet under) control and we are working with \_\_\_\_\_ (local, state, federal) authorities to (contain this situation, determine \_\_\_\_\_ (how this happened, determine what actions may be needed by individuals and the community to prevent this from happening again.)
- Whenever injuries such as these occur during firefighting operations, a top priority is to learn everything we can about them so we can work to prevent similar incidents from happening again.
- People are our most valuable resource and we remain committed to the safety of our firefighters. We cannot forget that there are still \_\_\_\_\_ (number) firefighters continuing to work to suppress fires here in \_\_\_\_\_ (location). We've made great progress, but much remains to be done.
- Our interagency fire teams develop strategies for fighting a fire. Fire managers continue to consider fire behavior, weather forecasts, terrain, accessibility, and proximity to communities when considering fire suppression strategies.
- We must consider firefighter safety in all of our tactical decisions. Firefighter and public safety will remain our number one concern.
- As a precaution, all \_\_\_\_\_ (aviation, etc.) operations on the \_\_\_\_\_ (home unit, etc.) are discontinued until further notice.

### Referrals (if possible, skip if not yet ready)

- We will continue to gather information and release it to you as soon as possible. I will be back to you within \_\_\_\_\_ (amount of time, 2 hours or less), to give you an update. As soon as we have more confirmed information, it will be provided. We ask for your patience as we respond to this emergency. For more information...
- The name will be released by the \_\_\_\_\_ Sheriff's Department pending notification of family members.
- Next scheduled update...
- Calls on this incident will be taken starting at 0800 tomorrow morning (date) at the following numbers: \_\_\_\_\_.
- How can I reach you when I have more information?
- I'm not the authority on this subject. Let me have \_\_\_\_\_ (name) call you right back.
- We're preparing a statement on that now. Can I fax it to you in about two hours?
- You may check our website for background information and I will fax/email you with the time of our next update.
- Photographs will be made available as soon as possible at \_\_\_\_\_.
- A fund will be established by the Wildland Firefighter Foundation in \_\_\_\_\_ (firefighter's name) name. The foundation is online at <https://wffoundation.org> and can be contacted by calling 208-336-2996.

## INCIDENT-WITHIN-AN-INCIDENT FACTS

**BOLD CAPS = RELEASABLE INFO** *All other info DO NOT RELEASE without AA approval.*

INITIAL REPORT BY: TO WHOM: DATE/TIME:

# PERSONNEL INVOLVED: # VEHICLES: # INJURIES:

# FATALITIES: # OK:

WHAT WERE THEY DOING AT THE TIME?

RESPONSE RESOURCES: RESPONSE TIME:

RESPONSE ACTIONS:

---

FIRE NAME: IMT/IC:

HOME UNIT: LOCATION/STATE:

CAUSE: START DATE:

# PERSONNEL: FUELS:

TERRAIN: WEATHER:

---

Name: Age: Fireline Position:

TRANSPORT: HOSPITAL: LOCATION:

HOSPITAL PAO NAME & PHONE:

INJURIES: Treatment: Cause of Death:

Affiliation: # Members: Location:

Home Unit: Agency: State:

Hometown: Yrs in Fire:

---

EQUIPMENT TYPE: Name: Make/Model:

Damage: Driver/Pilot:

TOTAL # ONBOARD: Names Onboard:

---

Description of lost, stolen, or missing property:

Criminal charges:

**CALENDAR** *(Home Unit Time Due Sunday)*

SAT					
FRI					
THURS					
WED					
TUES					
MON					
SUN					



END OF PAY PERIOD

HOLIDAYS

## DOI 2025 PAYROLL SCHEDULE

## JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## USFS PAY PERIOD CALENDAR 2025

Month	Pay Period	S	M	T	W	T	F	S	Month	Pay Period	S	M	T	W	T	F	S
JAN	26					1	2	3	JUL	13					1	2	3
	01	4	5	6	7	8	9	10		14	4	5	6	7	8	9	10
	02	11	12	13	14	15	16	17		15	11	12	13	14	15	16	17
FEB	03	18	19	20	21	22	23	24	AUG	16	18	19	20	21	22	23	24
	04	25	26	27	28	29	30	31		17	25	26	27	28	29	30	31
	05									18							
MAR	06								SEP	19							
	07	1	2	3	4	5	6	7		20	1	2	3	4	5	6	7
	08	8	9	10	11	12	13	14		21	8	9	10	11	12	13	14
APR	09	15	16	17	18	19	20	21	OCT	22	15	16	17	18	19	20	21
	10	22	23	24	25	26	27	28		23	22	23	24	25	26	27	28
	11	29	30							24	29	30					
MAY	12								NOV	25							
	13									26							
										27							
JUN									DEC	28							
										29							
										30							

FORM NFC-1217 (Revised 7/28/2020)

CONTACT LOG

DATE / TIME	NAME	AFFILIATION	PHONE / Email	NOTES



CONTACT LOG

DATE / TIME	NAME	AFFILIATION	PHONE / Email	NOTES

CONTACT LOG

DATE / TIME	NAME	AFFILIATION	PHONE / Email	NOTES

CONTACT LOG

DATE / TIME	NAME	AFFILIATION	PHONE / Email	NOTES

CONTACT LOG

DATE / TIME	NAME	AFFILIATION	PHONE / Email	NOTES

## KEY CONTACTS

KEY CONTACTS	PHONE	CONTACT INFO
IC		
DEPUTY IC		
LOFR		
FireNet Helpdesk		<a href="mailto:incident.helpdesk@firenet.gov">incident.helpdesk@firenet.gov</a> <a href="https://www.firenet.gov/node/2">https://www.firenet.gov/node/2</a>
Inciweb Helpdesk	(866) 224-7677	<a href="https://iaahelpdesk.nwcg.gov">https://iaahelpdesk.nwcg.gov</a> <a href="https://tinyurl.com/inciwebinfo">https://tinyurl.com/inciwebinfo</a>
Brian Reublinger Inciweb Business Lead	(775) 772-3426	<a href="mailto:brian.reublinger@usda.gov">brian.reublinger@usda.gov</a>
Remote Incident Support Team (RIST) Coordinator	(480) 608-2175	<a href="mailto:rist@firenet.gov">rist@firenet.gov</a> <a href="https://linktr.ee/ristinfo">https://linktr.ee/ristinfo</a>
Concur Travel (USFS)	(877) 372-7248 x 3 (800) 877-6120	<a href="https://usdafs.connecthr.com">https://usdafs.connecthr.com</a>
Concur Travel (DOI)	(855) 847-6398 x 4	<a href="https://cge.concursolutions.com">https://cge.concursolutions.com</a>
Wildland Firefighter Foundation	(208) 336-2996	<a href="https://wffoundation.org">https://wffoundation.org</a> <a href="mailto:info@wffoundation.org">info@wffoundation.org</a>
Disaster Distress Helpline	Call or Text (800) 985-5990	<a href="https://disasterdistress.samhsa.gov">https://disasterdistress.samhsa.gov</a>
NWCG Mental Health Subcommittee Resources		<a href="https://tinyurl.com/nwcgmentalhealth">https://tinyurl.com/nwcgmentalhealth</a>
NIFC Fire Info	(208) 387-5050	<a href="https://www.nifc.gov">https://www.nifc.gov</a> <a href="https://tinyurl.com/NIFC-EAContacts">https://tinyurl.com/NIFC-EAContacts</a>
Samantha Storms NIFC BLM Ext Affairs	(208) 387-5895	<a href="mailto:ssstorms@blm.gov">ssstorms@blm.gov</a>
Lessa Peter NIFC BIA Ext Affairs	(928) 200-1941	<a href="mailto:lessa.peter@bia.gov">lessa.peter@bia.gov</a>
Tina Boehle NIFC NPS Ext Affairs	(208) 387-5875	<a href="mailto:tina_boehle@nps.gov">tina_boehle@nps.gov</a>
Kari Cobb NIFC FWS Ext Affairs	(208) 387-5508	<a href="mailto:kari_cobb@fws.gov">kari_cobb@fws.gov</a>
<b>*^Stanton Florea</b> NIFC USFS Ext Affairs	(208) 387-5437	<a href="mailto:stanton.florea@usda.gov">stanton.florea@usda.gov</a>
<b>*Isaiah Hirschfield</b> National Fire Desk Manager	(202) 205-1450	<a href="mailto:national.firedesk@usda.gov">national.firedesk@usda.gov</a> <a href="mailto:isaiah.hirschfield@usda.gov">isaiah.hirschfield@usda.gov</a>
<b>*Michelle Burnett</b> USFS WO Public Affairs		<a href="mailto:michelle.burnett@usda.gov">michelle.burnett@usda.gov</a>
<b>^Chad Douglas</b> FS WO Acting Director of Communications		<a href="mailto:chad.douglas@usda.gov">chad.douglas@usda.gov</a>
<b>*Notify about all federal and non-federal fires of interest to the news media, elected officials, and senior USFS and USDA leadership</b>		
<b>^Work with the local or regional USFS PAO to notify about all VIP visits on USFS incidents</b>		

## KEY CONTACTS

KEY CONTACTS	PHONE	CONTACT INFO
FIRE INFORMATION		
JOINT INFO CENTER (JIC)		
HOST UNIT PAO(S)		
AREA COMMAND		
AGENCY ADMIN		
AGENCY REP		
DISTRICT OFFICE		
AGENCY WEBMASTER		
EOC		
SHERIFF		
RED CROSS		
EXPANDED DISPATCH <i># on Resource Order</i>		
HOME UNIT DISPATCH		
HOME UNIT TIMEKEEPER		

## KEY WEBSITES

[illegible]

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PIO STAFF

Avail Extend																
Day 14																
Day 1																
Home Unit																
Lodging																
O#																
Vehicle																
Task book																
Qual																
Cell																
Name																