



IMT Transition Checklist



1



2



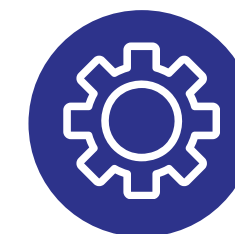
3



4



5



6



7

Initiation or Transition

- ☐ FireNet accounts are active for key personnel
- ☐ Identify PSC/ITSS/PIO on first team that will put in the incident request
- ☐ Incoming PIO/PSC/ITSS added to request

Managing MS Teams

- ☐ Add incoming IMT users to MS Team as 'Members'; limit 'Owners' to Key Contacts
- ☐ Remove 'Members' from MS Team when demobing

Update FIAT

- ☐ Update Key Contacts
- ☐ Update shared inbox delegation fields and email FireNet Incident Help Desk to complete delegations
- ☐ If transitioning, update next Team tab in the FIAT

Voice/Calling

- ☐ Approved phone line users can request a line or transition to incoming replacement
- ☐ Email FireNet Incident Help Desk to request setup or transfer

MS Teams Meetings

- ☐ Recurring meetings can be created under a Shared Inbox Calendar
- ☐ Add the individual user organizing the event or the incoming user organizing the event

Automation

- ☐ Add Flow name to FIAT if using Power Automate
- ☐ Turn flows on/off as needed
- ☐ If flow is continuing, add incoming team member
- ☐ Understand SharePoint List 'views' in place

Incident Close Out

- ☐ Put out of office message on unmonitored shared inboxes
- ☐ Update host unit in FIAT
- ☐ Add host unit contact as an 'Owner' to MS Team
- ☐ Notify the FireNet Incident Help Desk



NEED ASSISTANCE?

Email FireNet Incident Help Desk while you are on an active incident!

 incident.helpdesk@firenet.gov