

Create Lead in narrative here

 **Task**

1. Create New IAP.
* Log into the North Bay Incident Management Team Google account.
* From a web browser and the web page <http://www.nimsiap.org>, access a “read only copy” of IAP.
* IAP will open in Google Sheets. Follow instructions to create copy.
* Prior to sharing this new sheet, DELETE the tab 100 READ ME.
* Additional information on accessing, creating and using the IAP in Google Sheets can be accessed through NBIMT Dropbox in the sub folder “Google Sheets.”
* When creating new IAP make sure to include QR code on cover page.

2. Check “Current Incident” folder in Dropbox.

* The most current IAP should be kept in this folder. Any previous IAP’s should be moved to the “Incident Documents” folder. This may require creating a new sub-folder with incident name and moving IAP’s and associated documents so that “Current Incident” folder is empty and ready for new incident.
* If new incident will cover multiple operational periods make sure to add sub-folder for each operational period.

3. Save PDF copy of finalized and approved IAP in current incident’s folder.

* Verify that IAP is correctly saved by testing QR code – does it take you to the current IAP or folder?
* Make sure all associated attachments such as operational maps, travel maps, etc., are saved in current folder and are also accessible through the QR Code.
* Do this BEFORE THE OPERATIONAL BRIEFING. Correct any problems with links prior to briefing.

4. When determining IAP duplication needs consider off-site need.

* Helibase, Air Attack Base, ECC, Expanded ECC.
* Determine if any of these can have QR Code emailed or texted to them so they access remotely.
* Arrange with Logistics for delivery of IAP’s to any off site areas.
* Determine off site mapping needs (briefing map(s), etc.)

5. Corrected IAP -

* Corrected copy marked with blue-inked pen.
* Update in Google Sheets. Mark cover page in red letters “CORRECTED IAP”.
* Save as new PDF with appropriate naming schedule and note as “CORRECTED IAP.”

7. Other.