



**BUREAU OF INDIAN AFFAIRS**  
Wildland Fire & Aviation Management  
**Early Alert Notification**

**Save this document as a docx. to edit template.** Unit FMO/ Duty Officer notifies Regional Fire Management Officer (RFMO) and Dispatch Center of event. If time allows, generates Early Alert Notification. Regional Fire Management Officers will immediately notify the Branch of Wildland Fire Management On- Call Duty Officer at: **208-387-5080** AND within six hours, email the Early Alert Notification to: [EarlyAlert@bia.gov](mailto:EarlyAlert@bia.gov).

- Subject:** Describe nature of event/ alert
- From:** Who is writing the alert, (include position)
- What:** 1 sentence that describes what is occurring
- When:** Month, day, year and approximate local time of event
- Who:** 1-2 sentences that explains who was involved in nature of event
- Where:** Name the location of event (include reservation and state)
- Background:** 2-4 sentences that provide context to event. If event is complete, use space to provide thorough documentation of event. If lesson learned can be given / shared, include in section (length not limited).
- Initial Response:** Describe actions taken.
- Planned Actions:** What is planned in the next 24 hours?
- Email sent to:** Identify mailing lists and individual names Early Alert was sent to for notification
- Date/Time Sent:** When notification was sent to BWFM National On-Call Duty Officer