



## GovDelivery Incident Notification Program Checklist

The U.S. Forest Service established a Blanket Purchase Agreement (BPA) with GovDelivery for integrated mass email/text messaging/social media services for use during wildfires and other incidents.

The BPA is available for use by unit public affairs staff and Incident Management Team PIOs during wildfires and other types of incidents; prescribed fires; and fire related activities.

Accounts established by IMTs will be owned by the unit that the incident occurs on, not by the IMT.

The fees for use of this service, including 24/7 technical support, effective April, 2014 through April, 2015, are:

Flat Account Set Up Fee - \$4,635.00

Plus a flat usage fee for capability to send up to 10,000 emails & 10,000 text messages within a 24 hour period, 7 days per week

- For 30 days - \$618.00
- For 60 days - \$1,133.00
- For 90 days - \$1,545.00

### How to Get Started:

- Identify the need for this service on your incident or unit.
- Review the Set-Up Worksheet available under the **Incident Notification Program** section at [http://www.nifc.gov/PIO\\_bb/tools.html](http://www.nifc.gov/PIO_bb/tools.html) for detailed information to set-up your account.
- Contact Christine Schuldheisz, NIFC – Forest Service External Affairs, at 208-387-5145 or [cmschuldheisz@fs.fed.us](mailto:cmschuldheisz@fs.fed.us) with the following information:
  - Determined length of time services will be needed (30, 60, 90 days)
  - Job or P code used to pay for service
  - Primary contact name, email address, office and/or mobile number

After approval by NIFC, send the following information to [help@govdelivery.com](mailto:help@govdelivery.com) to begin account set-up:

- Display Name (Name of Incident or Agency)
- From Address ([Incident or Agency Name@public.govdelivery.com](mailto:Incident or Agency Name@public.govdelivery.com))
- Banner Image
- Contact or Topic Lists
- Footer Details
  - Contact Info
  - Social Media Links and Other Key Web Links

A GovDelivery Customer Support team representative will contact you with more details.

Review the Quick Guides available at [http://www.nifc.gov/PIO\\_bb/tools.html](http://www.nifc.gov/PIO_bb/tools.html) to learn more on how to 'Add a Topic' and 'Send a Message' through your GovDelivery account.