

## Appendix D Agency Administrator's Briefing to Incident Management Team

### Briefing Package for Incident Management Teams

The purpose of this template is to provide a format and content outline for the host unit to use when briefing an incident management team (IMT). Some items will not be relevant to some units; delete or add additional information as needed. An optional outline is included for those units that would like to use WFDSS to conduct the IMT briefing.

#### **Overview for ALL Team Members**

- Introduction – Agency Administrator
  - Other Agencies and Cooperators
- Objectives and Course of Action – Agency Administrator/FMO (use WFDSS as needed)
  - Objectives Tab – Incident Objectives and Incident Requirements
  - Course of Action Tab – Overview of strategic direction
- Situational update – Assigned IC or FMO (use WFDSS as needed)
  - Fire start date, cause
  - Situation Tab – Situational overview
    - Analysis
      - Short Term, Near Term and FSPro
    - Fire Environment and Safety
      - Est Ground Evacuation
      - Retardant Avoidance
    - Disturbance History (in the area)
      - Historical Fires
      - Fuel Treatments
    - Fire Weather and Danger
      - Significant Fire Potential – Predictive Services
      - RAWs stations
      - Local Fire Environment information (Fire Weather, Fire Behavior) – localized anomalies, terrain influences, weather patterns or fire behavior, current and predicted fire weather/fire behavior
    - Boundaries
      - Responsible/Jurisdictional boundaries
      - Federal Boundaries
      - County
    - Designated Areas
      - Wilderness/Potential Wilderness
      - Special designation
      - BLM – oil/gas/range/horse and burro

- Infrastructure
  - Facilities
  - Communication
  - Energy
  - Roads and Trails
- Natural and Cultural Resources
  - Air Quality
  - Critical Habitat
  - Sage Grouse Habitat
- Other considerations to include:
  - Current Planning Area in Published Decision
  - Values at Risk – or other considerations that aren't in WFDSS
  - Resource Benefits – explain where fire is beneficial on the landscape
  - Assessment Tab – current risks and potential benefits (use WFDSS as needed)
- Risk and Complexity Analysis
- Benefits of fire on this landscape (type of fire, where, when)
- Decision and Costs –Agency Administrator or FMO (use WFDSS as needed)
  - Cost Tab – outline cost thresholds for current Decision
  - Decision Tab – Review the Rationale of the Agency Administrator
- Local Concerns – Agency Administrator or FMO
  - Environmental, Social, Political, Economic
  - Law Enforcement or Investigations if applicable
  - Area Closures – potential impacts to local income, outfitter guides, etc.
  - Initial Attack Responsibilities
  - Training Responsibilities – Inclusion of local and geographic area priority trainees
- Incoming IC Comments
- Closing Remarks – Agency Administrator
  - Agency Administrator's Key Points from Leader's Intent
  - Breakout Group Meetings to Follow

**Breakout Groups**

***Incident Commander***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>• Current and expected weather, fire behavior and fire danger</li> <li>• Delegation of Authority</li> <li>• Leaders Intent</li> <li>• WFDSS Decision Document</li> <li>• Contact List</li> <li>• ICS-209</li> <li>• IAP and Map</li> <li>• Closure Orders</li> <li>• Local Wildfire Guidance documentation</li> <li>• Heavy Equipment Policy</li> <li>• Medical Evacuation protocol</li> <li>• Coordination of Hazardous Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Set up daily coordination calls between IC, AA, (include others as needed)</li> <li>• Financial Considerations/Limitations</li> <li>• Other coordination expectations – such as adjoining agencies, tribal consultation, elected officials</li> <li>• Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.)                             <ul style="list-style-type: none"> <li>○ Resource Advisor</li> </ul> </li> <li>• Other incidents/IMTs in the area or GACC</li> <li>• Hazardous Materials                             <ul style="list-style-type: none"> <li>○ Unexploded ordinances, asbestos, mining contaminants, etc.</li> </ul> </li> </ul>

***Information***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>• Contact list information (phone number, roles, etc.) for appropriate agencies, elected officials, business leaders</li> <li>• Daily updates email list</li> <li>• Template for press releases</li> <li>• Local media contacts</li> <li>• Media guide</li> <li>• JIC contact numbers</li> <li>• Local Unit Public Information Plan</li> </ul>	<ul style="list-style-type: none"> <li>• If JIC activated, how the IMT will interact</li> <li>• Expectations of public meetings, or coordinated outreach from the IMT</li> <li>• Public Information plan within 24 hours</li> </ul>

***Operations***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>• WFDSS decision                             <ul style="list-style-type: none"> <li>○ MAPs</li> <li>○ Course of Action</li> </ul> </li> <li>• Fire department contacts/resource list/availability                             <ul style="list-style-type: none"> <li>○ Provide structure protection guidance (as relative Unit and adjoining ownership as needed)</li> <li>○ Evacuation plans and trigger points</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Weather/fire danger information</li> <li>• Fire behavior models and predictions</li> <li>• Management action points                             <ul style="list-style-type: none"> <li>○ Trigger points or evaluation lines for tactical operations</li> <li>○ Natural barriers</li> </ul> </li> <li>• Structure protection guidance (overview from local perspective)</li> <li>• Spike camp vs. crew shuttle</li> </ul>

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>○ Structure protection guidance</li> <li>● Contact list</li> <li>● Resource orders/resource list                             <ul style="list-style-type: none"> <li>○ Outgoing IC/Operations resource list – what’s on order, what’s assigned to the fire currently, what still needs to be ordered</li> </ul> </li> <li>● Area maps/geospatial PDF map of fire area                             <ul style="list-style-type: none"> <li>○ Unit frequencies and repeater map</li> <li>○ Retardant Avoidance maps</li> <li>○ Structure inventory data/maps</li> <li>○ Values at risk maps if different than what is in WFDSS</li> </ul> </li> <li>● Unit aviation briefing guide</li> <li>● Suppression rehabilitation plan</li> <li>● Mop up or rehabilitation standards/guidance</li> <li>● Turn back standards</li> <li>● Heavy equipment policy</li> <li>● Medical evacuation protocol</li> <li>● Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)</li> <li>● Coordination of hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>● Dozer line placement restrictions, recommendations and requirements</li> <li>● Known structures with protection expectations</li> <li>● IA responsibilities and procedures</li> <li>● Rehabilitation standards or expectations</li> <li>● Unit-identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)</li> </ul>

***Air Operations***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>● Aviation briefing guidance</li> <li>● Regional and local frequency guides</li> <li>● TFR maps</li> <li>● Frequency maps</li> <li>● Aviation hazard map</li> <li>● Unit helibase map</li> <li>● Retardant Avoidance maps</li> <li>● Available aviation resources (on order and on loan)</li> <li>● Local airports and airstrips</li> <li>● Contact list (Local air operations personnel and phone numbers)</li> </ul>	<ul style="list-style-type: none"> <li>● Tactical resources (smokejumpers, AA, airtankers) ordering process</li> <li>● Helibase locations used in the past</li> <li>● Fuel – stationary and mobile</li> <li>● Helibase areas (proximity to fire)</li> <li>● Communication limitations</li> <li>● Helicopters available locally</li> <li>● Local weather issues (i.e., wind, smoke)</li> <li>● Restricted areas (military, local flight paths, HARP, clear radar)</li> <li>● Known hazards</li> <li>● Housing for pilots</li> </ul>

Written Package	Oral Briefing
	<ul style="list-style-type: none"> <li>• Retardant status</li> <li>• TFR</li> <li>• Retardant or water usage reporting requirements</li> </ul>

**Safety**

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>• Emergency Medical Field Evacuation Plan</li> <li>• Serious Accident and Incident within the Incident Plan</li> <li>• Standards for Burn Injuries Memorandum</li> <li>• Burn Care Facilities List</li> <li>• CISM Guidelines for Fire Management Information Sheet</li> <li>• Critical Incident Stress Management Request Form</li> <li>• Wildland Fire Fatality and Entrapment Initial Report Form</li> <li>• Memorandum of Agreement between Department of Agriculture FS and DOI</li> <li>• Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)</li> <li>• Completed ICS-206 for area</li> <li>• Contact List</li> </ul>	<ul style="list-style-type: none"> <li>• Accidents to date</li> <li>• Unit identified hazards (e.g., unexploded ordinances, bear baiting stations, mines, snag patches, extremely rough terrain, etc.)</li> <li>• Unit protocol for communication of varying degrees of accidents                             <ul style="list-style-type: none"> <li>○ What level of notification does the Agency Administrator want?</li> </ul> </li> <li>• Local medical plans, hospital locations, etc.</li> </ul>

**Finance Section (Could be combined with Logistics)**

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>• Unit Incident Business Operating Guidelines</li> <li>• Contracts and agreements                             <ul style="list-style-type: none"> <li>○ List of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreements</li> <li>○ Cell phone carrier information</li> <li>○ Cost share agreements</li> <li>○ Fire department cooperative fire agreements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Overview of local/cooperator agreements</li> </ul>

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>○ Weed washing stations contract options</li> <li>● Comp/claims requirements and contacts (Hospital Liaison)</li> <li>● Fiscal limitations and constraints</li> <li>● Identify INBA and contracting officer(s)</li> <li>● Buying unit</li> <li>● Contact list</li> </ul>	

***Logistics Section***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>● Incident Map                             <ul style="list-style-type: none"> <li>○ ICP camp locations – map</li> <li>○ Drop points</li> </ul> </li> <li>● Contracts                             <ul style="list-style-type: none"> <li>○ Cell phone carrier information</li> <li>○ Weed washing stations contract options</li> </ul> </li> <li>● Unit frequencies and repeater map</li> <li>● Medical information for area</li> <li>● Expanded dispatch highlights</li> <li>● Agreements                             <ul style="list-style-type: none"> <li>○ List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements</li> </ul> </li> <li>● Contact list</li> </ul>	<ul style="list-style-type: none"> <li>● Medical information for the area – protocol</li> <li>● Availability of caterer or local restaurants for IMT/crews</li> <li>● Communication recommendations                             <ul style="list-style-type: none"> <li>○ Cell phone coverage (carriers)</li> </ul> </li> <li>● Resource ordering – ROSS access and orders</li> <li>● Known ground support issues                             <ul style="list-style-type: none"> <li>○ Rental car/vehicle availability</li> </ul> </li> <li>● ICP/camp site recommendations (used in past)</li> <li>● Discussion of agreements</li> </ul>

***Planning Section***

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>● Delegation of Authority</li> <li>● Leader’s Intent</li> <li>● WFDSS decision</li> <li>● 209/IAP email list</li> <li>● GIS contacts</li> <li>● ICS 209</li> <li>● Resource List (ROSS orders)</li> <li>● Weather, fire danger and current fuel moistures</li> </ul>	<ul style="list-style-type: none"> <li>● WFDSS documentation                             <ul style="list-style-type: none"> <li>○ Modeling support/products</li> </ul> </li> <li>● ICS 209 deadlines, protocols for complexities, limited fires, etc.</li> <li>● Training responsibilities</li> </ul>

Written Package	Oral Briefing
<ul style="list-style-type: none"> <li>○ Contacts for these products – local weather office, fuels specialist, etc.</li> <li>○ Current spot weather forecast</li> <li>● Initial Map and IAP</li> <li>● ROSS orders/resource list</li> <li>● Contact list</li> <li>● Specific wildfire guidance documentation</li> <li>● RAWs ordering</li> <li>● IR availability/ordering</li> <li>● Final product expectations                             <ul style="list-style-type: none"> <li>○ Narrative/Executive Summary (IMT)</li> <li>○ Transition Plan (IMT)</li> <li>○ Demobilization Plan (IMT/Expanded)</li> <li>○ Maps (IMT)</li> <li>○ Documentation (IMT) – number of packages required</li> <li>○ Hard drive (IMT)</li> <li>○ Rehabilitation Plan (Area)</li> <li>○ Evacuation Plan (Local)</li> <li>○ Structure Protection Plan (Area/IMT)</li> <li>○ Known sites update (IMT/Area)</li> </ul> </li> <li>● Electronic data                             <ul style="list-style-type: none"> <li>○ FTP site posting directions or information repository (IMT hard drive)</li> <li>○ GIS data</li> <li>○ Known sites template</li> </ul> </li> </ul>	

**Contacts**

**Unit Name** \_\_\_\_\_

Area	Name	Job Title	Work Phone #	Alternate #
Agency Administrator		Agency Administrator		
		Executive Assistant		
Fire Management		Fire Management Officer		
		Aviation Officer		

Area	Name	Job Title	Work Phone #	Alternate #
		Dispatch Center Manager		
		Asst. Dispatch Center Manager		
		IA Dispatcher		
Administrative Representative		Incident Business Specialist		
Unit Claims Liaison		Budget Officer		
Resource Advisor		Biologist		
Archeologist		Archeologist		
Public Information		Public Affairs Officer		
Safety		Safety Officer		
Law Enforcement		Patrol Captain		
Vehicles/Fleet		Fleet Manager		
Information Systems		GIS Coordinator		
		Web Manager		
Hazmat Coordinator		Engineer		
D1		District Ranger		
		Fire Management Officer		
		Office Manager		
Priority Trainee Program		GATR		

Potential contacts include: Acquisition management (i.e., contracting specialists, purchasing agency, contracting officers, grants and agreements); Union representatives; human resources management (i.e., OWCP contacts); IT information (i.e., ROSS/ISuite, customer helpdesk for agencies involved).

***Regional and Interagency***

Potential contacts may include Hospital Liaison(s), Incident Business Coordinator and Buying Team Coordinator, Regional Contracting Specialist (VIPR), Regional Contractor Liaison, State Department of Transportation, State Troopers, State Land Office Area Manager, local law enforcement, electric/power company, etc.