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

<table>
<thead>
<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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</thead>
<tbody>
<tr>
<td>• Current and expected weather, fire behavior and fire danger</td>
<td>• Set up daily coordination calls between IC, AA, (include others as needed)</td>
</tr>
<tr>
<td>• Delegation of Authority</td>
<td>• Financial Considerations/Limitations</td>
</tr>
<tr>
<td>• Leaders Intent</td>
<td>• Other coordination expectations – such as adjoining agencies, tribal consultation, elected officials</td>
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<tr>
<td>• WFDSS Decision Document</td>
<td>• Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.)</td>
</tr>
<tr>
<td>• Contact List</td>
<td>○ Resource Advisor</td>
</tr>
<tr>
<td>• ICS-209</td>
<td>• Other incidents/IMTs in the area or GACC</td>
</tr>
<tr>
<td>• IAP and Map</td>
<td>• Hazardous Materials</td>
</tr>
<tr>
<td>• Closure Orders</td>
<td>○ Unexploded ordnances, asbestos, mining contaminants, etc.</td>
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<tr>
<td>• Local Wildfire Guidance documentation</td>
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<tr>
<td>• Heavy Equipment Policy</td>
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<tr>
<td>• Medical Evacuation protocol</td>
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<tr>
<td>• Coordination of Hazardous Materials</td>
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### Information

<table>
<thead>
<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tbody>
<tr>
<td>• Contact list information (phone number, roles, etc.) for appropriate agencies, elected officials, business leaders</td>
<td>• If JIC activated, how the IMT will interact</td>
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<tr>
<td>• Daily updates email list</td>
<td>• Expectations of public meetings, or coordinated outreach from the IMT</td>
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<tr>
<td>• Template for press releases</td>
<td>• Public Information plan within 24 hours</td>
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<td>• Local media contacts</td>
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<td>• Media guide</td>
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<tr>
<td>• JIC contact numbers</td>
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<tr>
<td>• Local Unit Public Information Plan</td>
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### Operations

<table>
<thead>
<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tbody>
<tr>
<td>• WFDSS decision</td>
<td>• Weather/fire danger information</td>
</tr>
<tr>
<td>○ MAPs</td>
<td>• Fire behavior models and predictions</td>
</tr>
<tr>
<td>○ Course of Action</td>
<td>• Management action points</td>
</tr>
<tr>
<td>• Fire department contacts/resource list/availability</td>
<td>○ Trigger points or evaluation lines for tactical operations</td>
</tr>
<tr>
<td>○ Provide structure protection guidance (as relative Unit and adjoining ownership as needed)</td>
<td>○ Natural barriers</td>
</tr>
<tr>
<td>○ Evacuation plans and trigger points</td>
<td>• Structure protection guidance (overview from local perspective)</td>
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<tr>
<td>○ Structure protection guidance</td>
<td>• Spike camp vs. crew shuttle</td>
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<td></td>
<td>• Dozer line placement restrictions, recommendations and requirements</td>
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</tbody>
</table>
### Written Package
- Contact list
- Resource orders/resource list
  - Outgoing IC/Operations resource list – what’s on order, what’s assigned to the fire currently, what still needs to be ordered
- Area maps/geospatial PDF map of fire area
  - Unit frequencies and repeater map
  - Retardant Avoidance maps
  - Structure inventory data/maps
  - Values at risk maps if different than what is in WFDSS
- Unit aviation briefing guide
- Suppression rehabilitation plan
- Mop up or rehabilitation standards/guidance
- Turn back standards
- Heavy equipment policy
- Medical evacuation protocol
- Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)
- Coordination of hazardous materials

### Oral Briefing
- Known structures with protection expectations
- IA responsibilities and procedures
- Rehabilitation standards or expectations
- Unit-identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)

## Air Operations

### Written Package
- Aviation briefing guidance
- Regional and local frequency guides
- TFR maps
- Frequency maps
- Aviation hazard map
- Unit helibase map
- Retardant Avoidance maps
- Available aviation resources (on order and on loan)
- Local airports and airstrips
- Contact list (Local air operations personnel and phone numbers)

### Oral Briefing
- Tactical resources (smokejumpers, AA, airtankers) ordering process
- Helibase locations used in the past
- Fuel – stationary and mobile
- Helibase areas (proximity to fire)
- Communication limitations
- Helicopters available locally
- Local weather issues (e.g., wind, smoke)
- Restricted areas (military, local flight paths, HARP, clear radar)
- Known hazards
- Housing for pilots
- Retardant status
- TFR
<table>
<thead>
<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tr>
<td>• Retardant or water usage reporting requirements</td>
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**Safety**

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<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tr>
<td>• Emergency Medical Field Evacuation Plan</td>
<td>• Accidents to date</td>
</tr>
<tr>
<td>• Serious Accident and Incident within the Incident Plan</td>
<td>• Unit identified hazards (e.g., unexploded ordnances, bear baiting stations, mines, snag patches, extremely rough terrain, etc.)</td>
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<tr>
<td>• Burn Care Facilities list</td>
<td>• Unit protocol for communication of varying degrees of accidents</td>
</tr>
<tr>
<td>• CISM Guidelines for Fire Management Information Sheet</td>
<td>○ What level of notification does the Agency Administrator want?</td>
</tr>
<tr>
<td>• Critical Incident Stress Management Request Form</td>
<td>• Local medical plans, hospital locations, etc.</td>
</tr>
<tr>
<td>• Wildland Fire Fatality and Entrapment Initial Report form</td>
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<tr>
<td>• Memorandum of Agreement between Department of Agriculture FS and DOI</td>
<td></td>
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<tr>
<td>• Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)</td>
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<tr>
<td>• Completed ICS-206 for area</td>
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<tr>
<td>• Contact List</td>
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**Finance Section (Could be combined with Logistics)**

<table>
<thead>
<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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</thead>
<tbody>
<tr>
<td>• Unit Incident Business Operating Guidelines</td>
<td>• Overview of local/cooperator agreements</td>
</tr>
<tr>
<td>• Contracts and agreements</td>
<td></td>
</tr>
<tr>
<td>○ List of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreements</td>
<td></td>
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<tr>
<td>○ Cell phone carrier information</td>
<td></td>
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<tr>
<td>○ Cost share agreements</td>
<td></td>
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<tr>
<td>○ Fire department cooperative fire agreements</td>
<td></td>
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<tr>
<td>○ Weed washing stations contract options</td>
<td></td>
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<tr>
<td>• Comp/claims requirements and contacts (Hospital Liaison)</td>
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<td>• Fiscal limitations and constraints</td>
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### Logistics Section

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<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tr>
<td>• Identify INBA and contracting officer(s)</td>
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<td>• Buying unit</td>
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<tr>
<td>• Contact list</td>
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<tr>
<td><strong>Written Package</strong></td>
<td><strong>Oral Briefing</strong></td>
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<tr>
<td>• Incident Map</td>
<td>• Medical information for the area – protocol</td>
</tr>
<tr>
<td>○ ICP camp locations – map</td>
<td>• Availability of caterer or local restaurants for IMT/crews</td>
</tr>
<tr>
<td>○ Drop points</td>
<td>• Communication recommendations</td>
</tr>
<tr>
<td>• Contracts</td>
<td>○ Cell phone coverage (carriers)</td>
</tr>
<tr>
<td>○ Cell phone carrier information</td>
<td>• Resource ordering – IROC access and orders</td>
</tr>
<tr>
<td>○ Weed washing stations contract options</td>
<td>• Known ground support issues</td>
</tr>
<tr>
<td>• Unit frequencies and repeater map</td>
<td>○ Rental car/vehicle availability</td>
</tr>
<tr>
<td>• Medical information for area</td>
<td>• ICP/camp site recommendations (used in past)</td>
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<tr>
<td>• Expanded dispatch highlights</td>
<td>• Discussion of agreements</td>
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<tr>
<td>• Agreements</td>
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<tr>
<td>○ List of all current agreements</td>
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<td>including Land Use Agreement, fuel agreements,</td>
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<td>local purchase, equipment/resources</td>
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<tr>
<td>agreements</td>
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<tr>
<td>• Contact list</td>
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### Planning Section

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<tr>
<th>Written Package</th>
<th>Oral Briefing</th>
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<tbody>
<tr>
<td>• Delegation of Authority</td>
<td>• WFDSS documentation</td>
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<tr>
<td>• Leader’s Intent</td>
<td>○ Modeling support/products</td>
</tr>
<tr>
<td>• WFDS decision</td>
<td>• ICS 209 deadlines, protocols for complexities, limited fires, etc.</td>
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<tr>
<td>• 209/IAP email list</td>
<td>• Training responsibilities</td>
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<td>• GIS contacts</td>
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<td>• ICS 209</td>
<td></td>
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<tr>
<td>• Resource List (IROC orders)</td>
<td></td>
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<tr>
<td>• Weather, fire danger and current fuel moistures</td>
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<tr>
<td>○ Contacts for these products – local weather</td>
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<td>office, fuels specialist, etc.</td>
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<tr>
<td>○ Current spot weather forecast</td>
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<tr>
<td>• Initial Map and IAP</td>
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<tr>
<td>• IROC orders/resource list</td>
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<td>• Contact list</td>
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<tr>
<td>Written Package</td>
<td>Oral Briefing</td>
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<tr>
<td>• Specific wildfire guidance documentation</td>
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<tr>
<td>• RAWS ordering</td>
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<td>• IR availability/ordering</td>
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<tr>
<td>• Final product expectations</td>
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<tr>
<td>○ Narrative/Executive Summary (IMT)</td>
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<tr>
<td>○ Transition Plan (IMT)</td>
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<tr>
<td>○ Demobilization Plan (IMT/Expanded)</td>
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<tr>
<td>○ Maps (IMT)</td>
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<tr>
<td>○ Documentation (IMT) – number of packages required</td>
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<tr>
<td>○ Hard drive (IMT)</td>
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<tr>
<td>○ Rehabilitation Plan (Area)</td>
<td></td>
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<tr>
<td>○ Evacuation Plan (Local)</td>
<td></td>
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<tr>
<td>○ Structure Protection Plan (Area/IMT)</td>
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<tr>
<td>○ Known sites update (IMT/Area)</td>
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<tr>
<td>• Electronic data</td>
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<tr>
<td>○ FTP site posting directions or information repository (IMT hard drive)</td>
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<tr>
<td>○ GIS data</td>
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<tr>
<td>○ Known sites template</td>
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### Contacts

**Unit Name** ________________________________

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Job Title</th>
<th>Work Phone #</th>
<th>Alternate #</th>
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<tbody>
<tr>
<td>Agency Administrator</td>
<td>Agency Administrator</td>
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<tr>
<td></td>
<td>Executive Administrator</td>
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<tr>
<td>Fire Management</td>
<td>Fire Management Officer</td>
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<tr>
<td></td>
<td>Aviation Officer</td>
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<td></td>
<td>Dispatch Center Manager</td>
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<td></td>
<td>Asst. Dispatch Center Manager</td>
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<tr>
<td></td>
<td>IA Dispatcher</td>
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<tr>
<td>Administrative Representative</td>
<td>Incident Business Specialist</td>
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<tr>
<td>Unit Claims Liaison</td>
<td>Budget Officer</td>
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<tr>
<td>Resource Advisor</td>
<td>Biologist</td>
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<tr>
<td>Archeologist</td>
<td>Archeologist</td>
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<tr>
<td>Public Information</td>
<td>Public Affairs Officer</td>
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<tr>
<td>Safety</td>
<td>Safety Officer</td>
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<tr>
<td>Law Enforcement</td>
<td>Patrol Captain</td>
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<tr>
<td>Vehicles/Fleet</td>
<td>Fleet Manager</td>
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<tr>
<td>Information Systems</td>
<td>GIS Coordinator</td>
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<td></td>
<td>Web Manager</td>
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<tr>
<td>Hazmat Coordinator</td>
<td>Engineer</td>
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<td>D1</td>
<td>District Ranger</td>
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<td></td>
<td>Fire Management Officer</td>
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<td></td>
<td>Office Manager</td>
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<tr>
<td>Priority Trainee Program</td>
<td>GATR</td>
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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., IROC/e-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.