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

***Information***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Contact list information (phone number, roles etc.) for appropriate agencies, elected officials, business leaders  Daily updates email list  Template for press releases  Local media contacts  Media guide  JIC contact numbers  *Local Unit Public Information Plan* | If JIC activated, how the IMT will interact  Expectations of public meetings, or coordinated outreach from the IMT  Public information plan within 24 hours |

***Operations***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| WFDSS decision  MAPs  Course of Action  Fire department contacts/resource list/availability  Provide structure protection guidance (as relative to unit region and adjoining ownership as needed)  Evacuation plans and trigger points  Structure protection guidance  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 | Weather/fire danger information  Fire behavior models and predictions  Management action points  Trigger points or evaluation lines for tactical operations  Natural barriers  Structure protection guidance (overview from local perspective)  Spike camp vs. crew shuttle  Dozer line placement restrictions, recommendations and requirements  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** | **Oral Briefing** |
| --- | --- |
| 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) | 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  Retardant or water usage reporting requirements |

***Safety***

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

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

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Unit Incident Business Operating Guidelines  Contracts and agreements  List of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreements  Cell phone carrier information  Cost share agreements  Fire department cooperative fire agreements  Weed washing stations contract options  Comp/claims requirements and contacts (hospital liaison)  Fiscal limitations and constraints  Identify INBA and contracting officer(s)  Buying unit  Contact list | Overview of local/cooperator agreements |

***Logistics Section***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Incident Map   * + ICP camp locations – map   + Drop points   Contracts   * + Cell phone carrier information   + Weed washing stations contract options   Unit frequencies and repeater map  Medical information for area  Expanded dispatch highlights  Agreements  List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements  Contact list | Medical information for the area – protocol  Availability of caterer or local restaurants for IMT/crews  Communication recommendations  Cell phone coverage (carriers)  Resource ordering – IROC access and orders  Known ground support issues  Rental car/vehicle availability  ICP/camp site recommendations (used in past)  Discussion of agreements |

***Planning Section***

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

***CONTACTS***

***Unit Name***

| **Area** | **Name** | **Job Title** | **Work Phone #** | **Alternate #** |
| --- | --- | --- | --- | --- |
| Agency Administrator |  | Agency Administrator |  |  |
|  |  | Executive Assistant |  |  |
| Fire Management |  | Fire Management Officer (FMO) |  |  |
|  |  | Aviation Officer |  |  |
|  |  | 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 |  |  |
|  |  | FMO |  |  |
|  |  | 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., 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.