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 dangerDelegation of authorityLeaders IntentWFDSS Decision DocumentContact listICS-209IAP and MapClosure OrdersLocal Wildfire Guidance documentationHeavy Equipment PolicyMedical Evacuation protocolCoordination of Hazardous Materials | Set up daily coordination calls between IC, AA, (include others as needed)Financial Considerations/LimitationsOther coordination expectations – such as adjoining agencies, tribal consultation, elected officials. Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.)Resource AdvisorOther incidents/IMTs in the area or GACCHazardous MaterialsUnexploded ordnances, asbestos, mining contaminants etc.  |

***Information***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Contact list information (phone number, roles etc.) for appropriate agencies, elected officials, business leadersDaily updates email list Template for press releasesLocal media contactsMedia guideJIC contact numbers*Local Unit Public Information Plan* | If JIC activated, how the IMT will interactExpectations of public meetings, or coordinated outreach from the IMTPublic information plan within 24 hours |

***Operations***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| WFDSS decisionMAPsCourse of ActionFire department contacts/resource list/availabilityProvide structure protection guidance (as relative to unit region and adjoining ownership as needed)Evacuation plans and trigger pointsStructure protection guidanceContact list Resource orders/resource listOutgoing IC/Operations resource list – what’s on order, what’s assigned to the fire currently, what still needs to be orderedArea maps/geospatial PDF map of fire areaUnit frequencies and repeater mapRetardant avoidance mapsStructure inventory data/mapsValues at risk maps if different than what is in WFDSSUnit aviation briefing guideSuppression rehabilitation planMop up or rehabilitation standards/guidanceTurn back standardsHeavy equipment policyMedical evacuation protocolUnit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)Coordination of hazardous materials | Weather/fire danger informationFire behavior models and predictionsManagement action pointsTrigger points or evaluation lines for tactical operationsNatural barriersStructure protection guidance (overview from local perspective)Spike camp vs. crew shuttleDozer line placement restrictions, recommendations and requirementsKnown structures with protection expectationsIA responsibilities and procedures Rehabilitation standards or expectationsUnit-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 guidanceRegional and local frequency guidesTFR mapsFrequency mapsAviation hazard mapUnit helibase mapRetardant avoidance mapsAvailable aviation resources (on order and on loan)Local airports and airstripsContact list (local air operations personnel and phone numbers) | Tactical resources (smokejumpers, AA, airtankers) ordering processHelibase locations used in the pastFuel – stationary and mobileHelibase areas (proximity to fire)Communication limitationsHelicopters available locally Local weather issues (e.g., wind, smoke)Restricted areas (military, local flight paths, HARP, clear radar)Known hazardsHousing for pilotsRetardant statusTFRRetardant or water usage reporting requirements |

***Safety***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Emergency Medical Field Evacuation PlanSerious Accident and Incident within the Incident PlanBurn Care Facilities ListCISM Guidelines for Fire Management Information SheetCritical Incident Stress Management Request FormWildland Fire Fatality and Entrapment Initial Report FormMemorandum of Agreement between Department of Agriculture FS and DOIUnit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)Completed ICS-206 for areaContact list | Accidents to dateUnit identified hazards (e.g., unexploded ordnances, bear baiting stations, mines, snag patches, extremely rough terrain etc.)Unit protocol for communication of varying degrees of accidentsWhat 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 GuidelinesContracts and agreementsList of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreementsCell phone carrier informationCost share agreementsFire department cooperative fire agreementsWeed washing stations contract optionsComp/claims requirements and contacts (hospital liaison)Fiscal limitations and constraintsIdentify INBA and contracting officer(s)Buying unitContact 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 mapMedical information for areaExpanded dispatch highlights AgreementsList of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreementsContact list | Medical information for the area – protocolAvailability of caterer or local restaurants for IMT/crewsCommunication recommendationsCell phone coverage (carriers)Resource ordering – IROC access and ordersKnown ground support issuesRental car/vehicle availabilityICP/camp site recommendations (used in past)Discussion of agreements |

***Planning Section***

| **Written Package** | **Oral Briefing** |
| --- | --- |
| Delegation of authorityLeader’s IntentWFDSS decision209/IAP email listGIS contactsICS 209Resource list (IROC orders)Weather, fire danger and current fuel moisturesContacts for these products – local weather office, fuels specialist etc.Current spot weather forecastInitial Map and IAPIROC orders/resource listContact listSpecific wildfire guidance documentationRAWS orderingIR availability/orderingFinal product expectationsNarrative/Executive Summary (IMT)Transition Plan (IMT)Demobilization Plan (IMT/Expanded)Maps (IMT)Documentation (IMT) – number of packages requiredHard drive (IMT)Rehabilitation plan (Area)Evacuation plan (Local)Structure protection plan (Area/IMT)Known sites update (IMT/Area)Electronic dataFTP site posting directions or information repository (IMT hard drive)GIS dataKnown sites template | WFDSS documentation Modeling support/productsICS 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.