

## NORTHERN ROCKIES COORDINATING GROUP CLOSE-OUT BRIEFING TEMPLATE

**General:** Confirm with the Coordination Center Manager that the closeout meeting is still at the set time and location prior to departing to the meeting. Try to arrive 15-30 minutes prior to the closeout meeting. If possible, wear a Northern Rockies Coordinating Group (NRCG) shirt as representing NRCG and not only agency (agency attire is OK but let group know representing NRCG). Be sure to introduce self and representing NRCG at the start of the NRCG meeting. Good to explain that the NRCG Board has agreed to try to send representatives to most Type 1 and 2 closeouts and some Type 3 when possible to attend. NRCG wants to hear issues on what worked and what needs improvement and how they can assist teams and agencies in the Northern Rockies.

Individual attending the closeout session	
Location and Date of closeout	
Team Name/Incident Commander/Type of Team	
Agencies Represented at the closeout	
<b>Questions to Capture for NRCG</b>	
1. Are there any issues that the Northern Rockies need to be aware of?	
2. How was the relationship between the team and the involved agencies?	
3. How was the relationship between the Incident Management Team and the Community(s)?	
4. What are some of the positives from the closeout session?	
5. What areas need to be improved upon?	
6. Any concerns with logistical support from our caches?	
8. Any concerns with assigned resources including contractors?	
9. Are there any safety concerns and/or are there many medical situations or trends occurring?	
10. Any other points to share back with NRCG?	
11. Did you use the Northern Rockies Critical Resource Group? Was this a valuable tool and do you have suggestions for improvement?	

Any additional notes: