

9. Agency Administrator's Briefing

A format for preparing and conducting the agency administrator's briefing to the incident management team.

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A. Introduction

The agency administrator's briefing is a crucial procedure that should be given thorough attention and preparation, in consideration of the general hurried state of business during the transition between extended attack, an escaped fire, and the anticipation of an incident management team.

The agency administrator's briefing will provide information, guidance, and direction, including constraints, necessary for the successful management of the incident.

The briefing must be provided any time an incident management team is assigned, including changing teams before all incident objectives have been met, and whenever major jurisdictional responsibilities are added or otherwise change during the incident.

Either at the time of the agency administrator's briefing for the incident management team, or at a separate place and time if necessary, ensure that the IMT has an opportunity to meet with, be briefed by, and thoroughly transition with the current incident commander and members of their organization prior to assuming command of the incident.

B. Purpose of the Agency Administrator's Briefing

The purpose of the agency administrator's briefing is to:

1. Provide a common understanding between the agency administrator and the incident management team of the environmental, social, political, economic, and other management issues relevant to the incident and its location.
2. Inform the IMT of the history, current status of the incident, and actions taken to date, including weather, fire behavior, and effectiveness of tactics.
3. Present other documents providing intelligence and aids to management of the incident, including maps, photos, GIS products, weather forecasts, fire management plans, phone lists, agreements, operational period plans, and current ICS-209.
4. Present the wildland fire situation analysis with the selected alternative and delegation of authority letter from the line officer to the incident commander.
5. Identify key agency personnel who will be involved with the IMT, including the agency administrator's representative, resource advisor, and incident business advisor.
6. Establish procedures and schedules for communication between the line officer and incident commander.
7. Establish how news media, public information, and important local and political contacts will be handled on the incident.
8. Establish resource ordering procedures.
9. Identify the IMT's responsibility for initial attack and support of other forest incidents.
10. Establish the disposition of forest suppression resources and local participation on the incident.
11. Establish understanding for the use of trainees on the incident.
12. Establish forest and incident policy on compensable meal breaks, work/rest, rest and recuperation, and open v. closed camps.

13. Establish standards for return of the incident to local management, including mopup and fire suppression rehabilitation expectations.
14. Identify special safety awareness concerns and expectations.

C. Conducting the Agency Administrator’s Briefing

The briefing should be planned for a comfortable setting away from most distractions, where the incoming incident management team and all required representatives of the host agency can assemble. It should take place as soon as the incoming team is assembled. It is essential that the line officer ensure notification of the briefing time and location to the incident commander, usually through the dispatch network.

The briefing should be led by the responsible line officer and follow an organized format to ensure information exchange and minimize the time required of the team prior to them mobilizing to the incident location. All agency participants must be prepared for their part in this procedure, and all pertinent information and documentation must be printed in sufficient quantities for required distribution.

The agenda for the agency administrator’s briefing should include:

1. Welcome and Introductions Agency Administrator/ IC
2. Incident History..... FMO
3. Background of other activity or issues on the unit
that may influence this incident FMO/Agency Administrator
4. Overview of WFSA selected alter native, strategy and direction FMO
5. Presentation of the agency administrator’s briefing package
(discussion of each element) FMO
6. Presentation of delegation of authority to the IC. Agency Administrator
7. Emphasis on Safety Agency Administrator
8. Questions and AnswersIC/AgencyAdmin/ FMO
9. Concluding RemarksAgency Administrator

D. Who Should Participate

From the agency:

- Agency administrator from all affected levels of the organization or their representatives
- fire staff officer/FMO
- resource advisor
- incident business advisor
- current incident commander
- dispatch center manager
- incident support organization coordinator
- buying team leader
- necessary staff specialists

From the incident management team:

- At a minimum, the Command and General Staff should attend. Attendance of other members of the teams should be at the IMT's discretion

Others:

- Involved cooperator's representatives

Do not make the agency administrator's briefing a public meeting and do not include the press.

E. Agency Administrator's Briefing Format

The following format is for organizing the agency administrator's briefing package.

**Agency Administrator's Briefing
to
The Incident Management Team**

_____ **WILDLAND FIRE INCIDENT**

_____ **AGENCY**

_____ **ADMINISTRATIVE UNIT**

_____, _____

Contents

1. Delegation of authority to the incident commander
2. WFSA _____ Fire ___/___/_____
3. Agency administrator's briefing form
4. ICS-209 for ___/___/_____
5. Unit fire management direction
6. Fire wx. forecast for ___/___/_____
7. Incident area map(s)
8. Incident area aerial photo(s); (planning section chief packet only)
9. Resource, overhead, and equipment order forms completed to ___/___/_____ (logistics section chief packet only)
10. Agency, incident telephone directory
copies to (21)

Command and General Staff:

- IC
- Deputy IC
- Planning Section Chief
- Operations Section Chief
- Finance Section Chief
- Logistics Section Chief
- Incident Information Officer
- Safety Officer
- Liaison Officer
- Air Operations Director
 - Area Commander (if ACA established)
 - MAC Group Coordinator (if MAC established)
 - Other

Local Organization:

- Supervisor/Manager/Superintendent
- Incident Business Advisor
- District Ranger/RA Manager
- Resource Advisor
- Agency Fire Staff
- Unit FMO
- Agency Dispatch Center Manager
- Incident Support Coordinator (if ISO established)
- Public Affairs Officer

**Key Personnel and Contacts for the
(name of wildland fire) Incident**

For the _____ Unit (see attached Unit/Incident telephone directory):

For Other Agency Cooperators

For County

Local Landowners, Residents, Permittees, Parties with Interest

Agency Administrator's Briefing To The Incident Management Team

A. Incident Identification

1. Name of incident: _____
2. Incident start: _____
cause _____
date _____
time _____
3. Size of incident: _____
4. Current IC: _____
5. General weather conditions/forecast:

6. Fire behavior:

7. Fuel types:
at fire _____
ahead of fire _____

B. Command Considerations

1. Other fires on unit/cooperators:

2. Delegation of authority; agency administrator's representative:

3. Resource advisor(s) assigned to incident:

4. Technical specialists assigned to incident:

5. Unit Mgmt. Plan/Fire Mgmt. Plan direction:

6. Priority for this incident (local, regional, national):

7. Values to be protected:

8. Political considerations:

9. Social/economic considerations:

10. Social/economic considerations:

11. Health and welfare considerations:

12. Human resources management considerations:

13. Desired local participation in fire team organization:

14. Unified Command (in place or contemplated):

15. Area Command (in place or contemplated):

16. MAC organization (in place or contemplated):

17. Evaluation team assigned:

18. News media relations:

19. IIO organization report to:

20. Special relationships/"thank you" policy for assistance:

21. Other agencies on this incident:

22. Land status:

23. Cooperative agreements relevant to incident:

24. Condition of organization on rest of unit:

25. Capability of unit to support team:

26. Training opportunities/policy on use of trainees:

27. Team will assume command: date _____ time _____

28. Transition and closeout plan:

C. Safety Considerations

1. Accidents/near misses on incident to date:

2. Status of accident investigations/reports:

3. Areas with known or potential hazards:

4. Firefighter safety considerations:

5. Public safety considerations:

6. Critical incident stress management procedures:

7. Medical treatment facilities/procedures:

D. Operations Considerations

1. Priorities for management, WFSA selected strategy:

2. Are structures threatened:

3. Equipment on fire:

Is all equipment inspected (including pressure washing for weeds) and signed up:

4. Tactics used to date and success:

5. Fire weather forecasting services/fire weather station(s) data availability:

6. Mopup standards:

7. Initial attack responsibilities:

8. Airtankers assigned:

Airtanker effectiveness: _____

9. Air Base location: _____

Telephone: _____

10. Helicopters assigned:

11. Helibase location: _____

Telephone: _____

12. Crash/rescue at helibase:

13. Temporary Flight Restriction assigned:

14. Flight hazard map available/known hazards in area:

15. Smoke conditions affecting air operations:

16. Air operations technical specialist assigned or ordered:

E. Planning Considerations

1. Unusual fire behavior and fire history in area of fire:

2. Legal considerations (investigations in process):

3. Preattack plans available: yes _____ no _____
4. Availability of aerial photos and maps:

5. Agency needs for release of presently assigned resources:

6. Incident Status Summary (ICS-209) reporting requirements:

7. Most recent ICS-209 available:

8. Training specialist assigned or ordered:

9. Personnel now on incident (organization):

10. Firefighter rest and rehabilitation policy:

11. Fire suppression rehabilitation policy:

12. Demobilization procedures:

F. Logistics Considerations

1. ICP location:

2. Base location:

3. Incident transportation plan:

4. Incident Support organization:

5. Ordering system to be used:

6. Procurement Unit/Buying Team in place or ordered:

7. Security considerations/local law enforcement assistance:

8. Communications system(s) in use/ordered:

9. Resources ordered:

10. Catering services/feeding procedures:

11. Medical/burn facilities:

12. Medivac procedures:

13. Potable water sources:

14. Gray water disposal location:

15. Vehicle and Equipment Washing Stations and Instructions:

Location: _____

Have all equipment and vehicles washed at check-in before assignment to the fire area.
Equipment Managers check all equipment for compliance.

15. Garbage disposal service/location:

16. Incident recycling requirements:

G. Finance Considerations

1. Fiscal considerations/limitations or constraints:

2. Cost to date:

3. Cost sharing agreements in effect:

4. Incident Business Management Advisor assigned:

5. Procedure established for T&A transmittals:

6. Claims to date:

7. Potential for claims:
