

## Final Incident Narrative Focus and Format

The Final Incident Narrative focuses written documentation on how the Command and General Staff accomplished the objectives as described in the Agency Administrator Briefing and documented in the Delegation of Authority and the Wildland Fire Decision Support System (WFDSS).

### The Narrative format will include:

- Front Cover: Dates of Assignment; Team Name/Number/Logo; Incident Number
- Incident “Vital” Statistics (somewhere in the front of the document)
- Incident Objectives
- A brief “executive” summary (mobilization, in briefing, transition, transfer of command)
- C&G Staff Summaries with focus on how objectives were achieved (can be in bullet or paragraph format). In addition:
  - The Safety Officer will document the risk assessment and mitigation process used to produce the Incident Risk Analysis (ICS 215a) and Medical Plan (ICS-206). Should also include the *usual* “statistics”.
  - The Finance Section will provide a summary by unit in addition to a breakdown of costs to date and the *usual* “Pie Chart”. In addition, if there was a cost share—pertinent information should be included.
  - The Plans Section will provide documentation of Great Basin Priority Trainees along with the number of trainees by section and agency. Map products will include Fire Progression, Fire Perimeter, and Acres Burned by Ownership

### Incident Closeout Focus and Format

The Incident Closeout is a brief facilitated presentation on how the IMT met the Agency Administrator’s incident objectives with emphasis on:

- Notable successes
- Challenges
- Issues not resolved
- Recommendations

The Closeout should be facilitated by the IMT Plans Chief.

The IC provides a general overview—with deference to Officers and Section Chiefs for additional comments as needed.

The Agency Representatives and Administrators provide wrap up and closure. (There is a list of potential invitees in the GB Mob Guide; Supplement 1.

*\*\*\*It is generally understood and agreed to that the wishes/needs of the Agency Administrator should certainly enter in to and inform the production of both of the above mentioned processes.*