

## Briefing the Incoming Team

### Assumption of Responsibilities

The local team remains in charge until their counterpart's brief incoming team members, a "shadow" period occurs, and official takeover time is met. The ordering Area should specify times of arrival and transition by the incoming team. These should be discussed with the incoming Incident Commander so transition is orderly. The ordering unit should accomplish the following actions prior to the arrival of the incoming team:

- Determine incident command post/base location
- Order support equipment, supplies, and basic support organization for the incident
- Secure an ample supply of appropriate maps
- Determine the team's transportation needs and obtain needed vehicles
- Schedule briefing time and location
- Obtain necessary information for the briefing
- Obtain necessary communications equipment

There should be two briefings for the incoming team. The first briefing should be by the Agency Administrator or representative at a site away from the incident. The second briefing should be by the current Incident Commander at the incident command post. Another possibility is to have the current IC attend the briefing, however, this tends to have an impact on the current operations. The time needed for transition will depend on the complexity of the incident, the expertise of the existing team, and/or other issues. The WFDSS and Delegation of Authority should be completed prior to the first briefing.

### **Briefing (these are suggested topics only, topics and questions should be pertinent to the entire team, otherwise they can be covered in breakout sessions)**

This briefing should take place as soon as the incoming team is completely assembled. The following information should, at a minimum, be provided to the team:

Incident name and number: \_\_\_\_\_

Start date/cause: \_\_\_\_\_

Approximate location and size: \_\_\_\_\_

Jurisdictions and land status: \_\_\_\_\_

Name of the current Incident Commander: \_\_\_\_\_

General weather conditions at the incident site:

Fuel type(s)/fire behavior, and topography (include local unusual fire behavior and fire history):

**Introduction of critical documents:**

- 1) Signed Delegation of Authority to the incoming Incident Commander
  - a. Desired date and time when team transition will occur
  - b. Priorities for control/contain/confine
- 2) WFDSS and review of objectives and constraints
- 3) Copy of the current ICS-209
- 4) Maps
- 5) Photos

**Operations:**

1. Incident command post and base locations:
2. Strategy/Tactics:
3. Resources on scene:
4. Resources at risk
5. Status of current team:
6. Status of local agency personnel:
7. Local fire department interaction
8. Other large incidents:
9. IA responsibilities
10. Evacuation potentials
11. Pre-attack plans available
12. Investigation of ignition point and direction on needed follow-up

**Safety Issues:**

1. Accidents to date
2. Status of accident reports
3. Areas with existing or potential hazardous materials
4. Hazards (power lines, underground gas lines, etc.)

5. Name of local safety officer

**Aviation:**

1. Aircraft availability
2. Retardant status
3. Air Attack
4. Hazards

**Planning:**

1. Agency representatives and daily WFDSS validation time
2. Incident Status Summary (ICS 209) reporting requirements
3. Concerns about resource values, improvements, wilderness and roadless areas, cultural resources, rare and endangered species, etc.
4. Local participation in the team organization by resource and agency representatives
5. Existing or anticipated unified command organization.
6. Names and skills of technical specialists assigned to the incident
7. GIS availability/capability
8. Pertinent fire policies
9. Agency capabilities for team operation support
10. Agency rest and rotation policies
11. Agency rehabilitation policies
12. Agency demobilization concerns

**Information:**

1. News media procedures
2. Media contacts
2. Political considerations

**Logistics:**

1. Agreements in effect
2. Communications
3. Transportation routes
4. Ordering system
5. Procurement unit in place or ordered
6. Incident meal procedures
7. Available sleeping facilities
8. Local medical facilities/ Nearest burn treatment center
9. Security issues
10. Contacts with local law enforcement agencies

**Finance/Administration:**

1. Fiscal limitations and constraints:
2. Any cost-sharing arrangements affecting the incident:
3. Contracting officer assigned:
4. Potential for claims:
5. IBA assigned:

**Additional Concerns/Special Topics:**

**Questions from Sections:**

**Breakout Sessions**