Note: 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. 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

* 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** Current and expected weather, fire behavior and fire danger  * Delegation of Authority * Leaders Intent * WFDSS Decision Document * Contact List  ICS209IAP and MapClosure OrdersLocal Wildfire Guidance documentation  * Heavy Equipment Policy * Medical Evacuation protocol * Coordination of Hazardous Materials | Oral Briefing  * + Set up daily coordination calls between IC, AA, (include others as needed)   + Financial Considerations/Limitations   + Other coordination expectations – such as adjoining agencies, tribal consultation, elected officials.   + Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.)     - Resource Advisor   + Other incidents/IMTs in the area or GACC   + Hazardous Materials     - Unexploded ordinances, asbestos, mining contaminants etc. |
| Information: | |
| **Written Package**   * + Contact List information (phone number, roles etc) for appropriate agencies, elected officials, business leaders   + Daily updates email list   + Template for press releases   + Local media contacts   + Media guide   + JIC contact numbers   + *Local Unit Public Information Plan* | Oral Briefing  * + If JIC activated – how the IMT will interact   + Expectations of public meetings, or coordinated outreach from the IMT   + *Public Information plan within 24 hours* |
| Operations: | |
| **Written Package**   * + WFDSS decision     - MAPs     - Course of Action   + Fire Department contacts/resource list/availability     - Provide Structure Protection Guidance – as relative to FS Region and adjoining ownership as needed     - Evacuation plans and trigger points     - Structure protection guidance   + Contact List   + Resource Orders/Resource List     - Outgoing IC/Operations resource list – what’s on order, what’s assigned to the fire currently, what still needs to be ordered   + Area maps/Geospatial PDF map of fire area     - Forest Frequencies and Repeater Map     - Retardant Avoidance maps     - Structure inventory data/maps     - Values at Risk maps if different than what is in WFDSS   + Forest Aviation Briefing Guide   + Suppression Rehab Plan   + Mop up or Rehab standards/guidance   + Turn back standards   + Heavy Equipment Policy   + Medical Evacuation protocol   + Unit Identified Hazards and Potential Mitigations     - *For Example: Working in Grizzly Bear Habitat*     - *Mining hazards*     - *Asbestos contaminated areas*   + Coordination of Hazardous Materials | Oral Briefing  * + Weather/Fire Danger Information   + Fire behavior models & predictions   + Management Action Points     - Trigger points or evaluation lines for tactical operations     - Natural barriers   + Structure protection guidance – overview from local perspective   + Spike Camp vs. Crew Shuttle   + Dozer line placement restrictions, recommendations and requirements   + Known structures with protection expectations   + IA responsibilities and procedures   + Rehabilitation standards or expectations   + Unit Identified Hazards and Potential Mitigations     - *For Example: Working in Grizzly Bear Habitat*     - *Mining hazards*     - *Asbestos contaminated areas* |
| Air Operations: | |
| **Written Package**   * + Aviation Briefing guidance   + Regional and local frequency guides   + TFR Maps   + Frequency maps   + Aviation Hazard map   + Forest Helibase map   + Retardant Avoidance maps   + Available aviation resources (on order and on loan)   + Local airports and airstrips   + Contact List –     - Local air operations personnel and phone numbers | Oral Briefing  * + Tactical resources (smokejumpers, AA, airtankers) ordering process   + Helibase locations used in the past   + Fuel – stationary and mobile   + Helibase areas (proximity to fire)   + Communication limitations   + Helicopters available locally   + Local weather issues (i.e. wind, smoke)   + Restricted areas (military, local flight paths, HARP, Clear radar)   + Known hazards   + Housing for pilots   + Retardant status   + TFR   + *Retardant or water usage reporting requirements* |
| Safety: | |
| **Written Package**   * + Emergency Medical Field Evacuation Plan   + Serious Accident and Incident within the Incident Plan   + Standards for Burn Injuries Memorandum   + Burn Care Facilities List   + CISM Guidelines for Fire Management Information Sheet   + Critical Incident Stress Management Request Form   + Wildland Fire Fatality and Entrapment Initial Report Form   + Memorandum of Agreement between Department of Agriculture FS and DOI   + Unit Identified Hazards and Potential Mitigations     - Working in Grizzly Bear Habitat     - Mining hazards     - Asbestos contaminated areas   + Completed ICS-206 for area   + Contact List | Oral Briefing  * + Accidents to date   + Unit identified hazards (e.g. unexploded ordinances, bear baiting stations, mines, snag patches, extremely rough terrain etc.)   + Forest Protocol for communication of varying degrees of accidents     - *What level of notification does the Agency Administrator want?*   + Local medical plans, hospital locations, etc. |
| Finance Section (*Could be combined with Logistics*) | |
| **Written Package**   * + Forest Incident Business Operating Guidelines   + Contracts and Agreements:     - List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements     - Cell phone carrier information     - Cost share agreements     - Fire Department Cooperative Fire Agreements     - Weed washing stations contract options   + Comp/claims requirements and contacts (Hospital Liaison)   + Fiscal limitations and constraints   + Identify IBA and contracting officer(s)   + Buying unit   + Contact List | Oral Briefing  * + Overview of local/cooperator agreements |
| Logistics Section: | |
| **Written Package**   * + Incident Map     - ICP camp locations – Map     - Drop Points   + Contracts:     - Cell phone carrier information     - Weed washing stations contract options   + Forest Frequencies and Repeater Map   + Medical Information for Area   + Expanded Dispatch Highlights   + Agreements     - List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements   + Contact List | Oral Briefing  * + Medical information for the area - protocol   + Availability of caterer or local restaurants for IMT/crews   + Communication recommendations     - Cell phone coverage (carriers)   + Resource ordering – ROSS access and orders   + Known ground support issues     - Rental car/vehicle availability   + ICP/Camp site recommendations – used in past   + Discussion of Agreements |
| Planning Section | |
| **Written Package**   * + Delegation of Authority   + Leaders Intent   + WFDSS decision   + 209/IAP email list   + GIS contacts   + ICS 209  Resource List (ROSS orders)  * + Weather, Fire Danger and Current Fuel moistures     - Contacts for these products – local weather office, fuels specialist etc.     - Current spot weather forecast   + Initial Map and IAP   + ROSS Orders/Resource List   + Contact List   + Specific Wildfire Guidance documentation   + RAWS ordering   + IR availability/ordering   + Final Product expectations     - Narrative/Exec. Summary (IMT)     - Transition Plan (IMT)     - Demob Plan (IMT/Expanded)     - Maps (IMT)     - Documentation (IMT) – number of packages required     - Hard Drive (IMT)     - Rehab Plan (Area)     - Evac Plan (Local)     - Structure Prot. Plan (Area/IMT)     - Known Sites update (IMT/Area) | Oral Briefing  * + WFDSS Documentation     - Modeling support/products * ICS 209 deadlines, protocols for complexities, limited fires, etc.   + Training responsibilities |
| Electronic Data  * + FTP Site Posting Directions or information repository (IMT Hard Drive)   + GIS data   + Known Sites Template |  |

# Contacts:

# XXX Unit Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Name** | **Job Title** | **Work Phone #** | **Alternate #** |
| Agency Administrator |  | *Agency Administrator* |  |  |
|  |  | Executive Assistant |  |  |
| Fire Management |  | Fire Mgmt Officer |  |  |
|  |  | Aviation Officer |  |  |
|  |  | Dispatch Center Manager |  |  |
|  |  | Asst Dispatch Center Manager |  |  |
|  |  | IA Dispatcher |  |  |
| Administrative Rep |  | 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 |  |  |
|  |  | Law Enforcement Officer |  |  |
| Vehicles/Fleet |  | Fleet Mgr |  |  |
| Information Systems |  | GIS Coordinator |  |  |
|  |  | Web Manager |  |  |
|  |  | Computer Specialist |  |  |
|  |  | Telecom & Radio Asst. |  |  |
| Hazmat Coordinator |  | Engineer |  |  |
| D1 |  | District Ranger |  |  |
|  |  | Fire Management Officer |  |  |
|  |  | Office Manager |  |  |
| D2 |  | District Ranger |  |  |
|  |  | Fire Management Officer |  |  |
|  |  | Office Manager |  |  |
| D3 |  | District Ranger |  |  |
|  |  | Fire Management Officer |  |  |
|  |  | Office Manager |  |  |
| D4 |  | District Ranger |  |  |
|  |  | Fire Management Officer |  |  |
|  |  | Office Manager |  |  |

**Zone and General**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Employee** | **Job Title** | **Work Phone #** | **Alternate #** |
| Acquisition Mgmt | Duty Officer | Contract Specialist |  |  |
|  | Duty Officer | Purchasing Agent |  |  |
|  |  | Contracting Officer |  |  |
|  |  | Contracting Officer |  |  |
|  |  | Supv. Contracting Officer |  |  |
|  |  | Purchasing Supervisor |  |  |
|  |  | Grants & Agreements Spec. |  |  |
|  |  | Property Management Officer |  |  |
| Union Representative |  | Chief Union Steward |  |  |
|  |  | President, NFFE Local 60 |  |  |
| Human Resource Mgmt |  | Employee Relations Specialist |  |  |
|  |  | Labor Relations Advisor shared w/ R6 |  |  |
| HRM-OWCP | ASC Mon-Fri 0700-1800 MDT | | 877-372-7248 |  |
| Information Systems | ROSS/eISuite Helpdesk | | 1-866-224-7677 |  |
|  | USFS Customer Help Desk (CHD) | | 1-866-945-1354 |  |

**Regional and Interagency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **PHONE** | **LOCATION** | **FAX # AND EMAIL** |
|  | Hospital Liaison(s) |  |  |  |
|  | Incident Business Coordinator and Buying Team Coordinator |  |  |  |
|  | Regional Contracting Specialist  (VIPR) |  |  |  |
|  | Regional Contractor Liaison |  |  |  |
|  | Regional Fire Equipment Specialist |  |  |  |
|  | Regional Human Resource Specialist Program |  |  |  |
|  | Adjoining State- Fire Business Management Coordinator |  |  |  |
|  | State Department of Transportation |  |  |  |
|  | State Troopers |  |  |  |
|  | State  Fire Business Supervisor |  |  |  |
|  | State Land Office  Area Manager |  |  |  |
|  | State Land Office  Fire Program Manager |  |  |  |
|  | State Land Office  Business Manager |  |  |  |
|  | State Land Office  Unit Fire Supervisor |  |  |  |
|  | State Land Office  Office Manager |  |  |  |
|  | Tribal Fire Management Division Manager |  |  |  |
|  | Tribal Fire Division  Administrative Officer |  |  |  |
|  | BLM Incident Business Coordinator |  |  |  |
|  | County Commissioners or Local Government |  |  |  |
|  | Local Law Enforcement |  |  |  |
|  | Electric/Power Company |  |  |  |