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 |  |  |  |
|  | StateFire Business Supervisor |  |  |  |
|  | State Land OfficeArea Manager |  |  |  |
|  | State Land OfficeFire Program Manager |  |  |  |
|  | State Land OfficeBusiness Manager |  |  |  |
|  | State Land OfficeUnit Fire Supervisor |  |  |  |
|  | State Land OfficeOffice Manager |  |  |  |
|  | Tribal Fire Management Division Manager |  |  |  |
|  | Tribal Fire DivisionAdministrative Officer |  |  |  |
|  | BLM Incident Business Coordinator |  |  |  |
|  | County Commissioners or Local Government |  |  |  |
|  | Local Law Enforcement |  |  |  |
|  | Electric/Power Company |  |  |  |