

Administrative Debrief and Closeout Agenda  
For the XXXX Fire IMT and Agency Counterparts

Location: XXXXXX  
Date XXXXXX Time XXXX

- I. Welcome and introductions – discuss objectives and agenda
- II. Objectives:
  1. Identify performance and/or processes that worked well.
  2. Identify performance and/or processes that need improvement.
  3. Identify critical safety or operational issues needing immediate resolution.
  4. Identify generic issues to be reviewed and addressed by geographical area.
- III. Agenda:
  1. Debriefing topics
    - a. Team Mobilization IC, FMO, AICC
    - b. Team Transition IC, AA
  2. Command and general staff sectional comments, statistics, and issues
    - a. Plans PSC
    - b. Operations OSC
    - c. Air Operations AOBD
    - d. Structural Protection Structure Prot. Spec.
    - e. Safety SOF
    - f. Logistics LSC
    - g. Finance FSC
    - h. Information IOFR
    - i. Issues and Concerns PSC
  3. Incident Support
    - a. Expanded Dispatch- communications, intelligence, transportation, supply
    - b. Buying Team
    - c. Incident Business Advisor
    - d. Alaska Interagency Coordination Center
    - e. Agency Administrators
- IV. Clarification, questions, discussion of issues by Agency Administrators
- V. Closeout – Recap of issues identified during Team debrief and identify other issues pertinent to the fire