

Agency Administrator's Briefing to Incident Management Team

General Information

Name of Incident:	Type of Incident:
Incident Start Date: Time: Cause:	Approximate Size of Incident: Location:
General Weather Conditions:	
Local Weather or Behavioral Conditions:	
Land Status:	
Local Incident Policy:	
Resource Values Threatened:	
Private Property or Structures Threatened:	
Capability of Unit to Support Team (Suppression and Support Resources):	

Command Information

Written Delegation of Authority	
Agency:	Resource Advisor:
Agency Administrator's Representative:	
Transition	
Name of Current Incident Commander:	
Time frame for Team to Assume Command:	
Date:	Time:
Recommended Local Participation in IMT Organization:	
Current IC and Staff Roles Desired after Transition:	
Other Incidents in Area:	
Other Command Organizations (Unified/Area/MAC):	
Local Emergency Operations Center (EOC) Established:	
Trainees Authorized:	
Legal Considerations (Investigations In Progress):	

Command Information Continued

Known Political Considerations:
Sensitive Residential and Commercial Developments, Resource Values, Archaeology Sites, Roadless, Wilderness, and Unique Suppression Requirements:
Local Social/Economic Considerations:
Private Representatives Such as Timber, Utility, Railroads, and Environmental Groups:
Incident Review Team Assigned (FAST, Audit, Other):

Incident Information

<u>IIO Organization Reports To</u>	
Incident Commander:	Agency Administrator:
Local Public Affairs:	Other:
<u>Provide Incident Information</u>	
Unit FMO:	Expanded Dispatch:
Local Public Affairs:	Other:

Safety Information

Accidents and Injuries to Date:
Condition of Local Personnel:
Known Hazards:
Injury and Accident Reporting Procedures:

Planning Section

General Information
Access to Fax and Copy Machines: Access to Computers and Printers:
Existing Pre-Attack Plans:
Other Nearby Incidents Influencing Strategy/Tactics/Resources:
Training Specialist Assigned or Ordered: Training Considerations:

Planning Section Continued

Situation Unit	
<p>General Weather Conditions/Forecasts:</p> <p>Fire Behavior:</p> <p>Local Unusual Fire Behavior and Fire History in Area of Fire:</p> <p>Fuel Types(s) at Fire:</p> <p>Fuel Types(s) Ahead of Fire:</p>	
Resources	Refer to Attached Resource Orders
<p>Personnel on Incident (General):</p> <p>Equipment on Incident (General):</p> <p>Resources on Order (General):</p> <p>Incident Demobilization Procedures:</p>	

Operations Section

Priorities for Control, Wildland Fire Situation Analysis Approved:

Current Tactics:

Incident Accessibility by Engines and Ground Support:

Air Operations

Air Tactical Group Supervisor:

Airtankers Assigned:

Effectiveness of Airtankers:

Air Base(s):

Telephone:

Operations Section Continued

Air Operations

Helicopters Assigned:

Helibase Location:

Crash/Rescue at Helibase:

FAR 91.137 Assigned (Describe):

Flight Hazard Map Available/Know Hazards in Area:

Smoke/Visibility Conditions:

Aviation Safety Team Assigned or Ordered:

Logistics Section

Facilities Unit	
<p>ICP/Base Pre-Plans: Yes No</p> <p>ICP/Base Location:</p> <p>Catering Service/Meals Provided:</p> <p>Shower Facilities:</p> <p>Security Considerations:</p> <p>Incident Recycling:</p>	
Supply Unit	
<p>Duty Officer or Coordinator Phone Number:</p> <p>Expanded Dispatch Organization:</p> <p>Supply System to be Used (Local Supply Cache):</p> <p>Single Point Ordering:</p>	

Logistics Section Continued

Communications Unit	
Communications System(s)	
NFRC System on Order:	Yes No Type:
Local Network Available:	Yes No
Temporary	
Cell Phone Cache Available:	Yes No
Landline Access to ICP:	Yes No
Local Telecom Technical Support:	
Ground Support Unit	
Route to ICP/Base:	
Route From ICP/Base to Fire:	
Medical Unit	
Nearest Hospital or Desired Hospital:	
Nearest Burn Center, Trauma Center:	
Nearest Air Ambulance:	

Finance Section

Name of Incident Agency Administrative Representative:	
Name of Incident Business Advisor (If Assigned):	
Agreements and Annual Operating Plans in Place:	
Jurisdictional Agencies Involved:	
Need for Cost Share Agreement:	
Cost Unit	
Fiscal Considerations:	
Cost Collection or Trespass:	
Management Codes in Use:	

Finance Section Continued

Procurement Unit	
Buying Team in Place or Ordered:	
Contracting Officer Assigned:	
Copy of Local Service and Supply Plan Provided:	
Is all Equipment Inspected and Under Agreement:	
Emergency Equipment Rental Agreements:	
Compensation/CI	
Potential Claims:	
Status of Claims/Accident Reports:	
Time Unit	
Payroll Procedure Established for T&A Transmittal:	