

Agency Administrator's Briefing to Incident Management Team

General Information

Name of Incident:	Type of Incident:
Incident Start Date:	Approximate Size of Incident:
Time:	Location:
Cause:	
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

Appendix I

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

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

Appendix I

<p>Fiscal Considerations:</p> <p>Cost Collection or Trespass:</p> <p>Management Codes in Use:</p>

Finance Section Continued

Procurement Unit

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