

AGENCY ADMINISTRATORS (AA) BRIEFING TO INCIDENT MANAGEMENT TEAM (IMT)

General Information:

Name of Incident:	Type of Incident:
Incident Start Date:	Size:
Location (Lat/Lon-legal description):	Time:
Acres:	Cause:
Weather Conditions (general/local/short/long term):	
Fire Behavior:	
Land Status (Jurisdiction/protecting agencies/other):	
Local Incident Policy (FMP and LMRP Direction):	
Values at risk or threatened (Resource/Structures/Private Property):	
Capability of unit to Support IMT (suppression/support resources):	
Notes:	

Command:

Written Delegation of Authority:	
Agency:	Resource Advisor:
Agency Administrator (representative):	Specialists:
Current Incident Commander:	
Time Frame for IMT to assume command (preferably start of shift): Date: Time:	
Recommended local participation in IMT Organization:	
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):	
Known Political Considerations:	
Sensitive Residential and Commercial Developments, Resource Values, Rare and Endangered Species, Archeology Sites, Roadless, Wilderness and unique suppression requirements:	
IMT Considerations for Noxious Weeds/Invasive Plants:	
Local Social/Economic/political considerations:	

Command continued:

Private Representatives such as Timber, Utility, Railroad and Environmental Groups:
Notes:

Incident/Public Information:

Contact list (phone/email, roles, etc.) for Agency Administrators/ reps, Agency Public Affairs, Cooperators etc.:
Contact List for Media/Level of Media Interest:
Expectations for information outreach from Public Information Officer (PIO), frequency of fire updates, need for community meetings, etc.):
Current Closures/Evacuations:
Local Unit Information Plan (if available):
Notes:

Safety/Medical Information:

Accidents/Injuries to Date:
Conditions of local personnel:
Known Hazards:
Injury and Accident Reporting Procedures:
Name of Hosting Unit Safety Contact:
Nearest Hospital/Burn Center (Agency Rep):
Nearest Ambulance: (ALS/BLS):
Notes:

Operations Section:

Strategies based on Incident Objectives, Wildland Fire Decision Support System:
Tactical Constraints:
Existing Pre-Attack Plans:
Initial Attack Area assigned to IMT:
Procedures to coordinate Initial Attack with host unit:
Rehab Policy:
Current Tactics:
Incident Accessibility by engines/ground support:

Air Operations:

Air Tactical Group Supervisor:
Helibase Manager:
Aerial Resources Assigned:
Air Base Location/Phone Number:
Crash/Rescue at Helibase:
Flight Hazard Map/known hazards in Area:
Smoke/visibility Conditions:
Turnback Protocols:
Notes:

Plans Section:

General Information:
Access to Copy Machines and contact information:
Access to Computers/Printers/Internet and contact information:
Who needs IAP emailed to them?
Contacts for local dispatch/expanded dispatch?

Plans continued:

Situation Unit (Plans):	
ICS 209 Reporting Requirements (copy of 209):	
Access to GIS Data and contact information:	
Fuel Types on Fire and Adjacent Fuels:	
Fire Behavior/RAWS stations/weather contacts:	
Wildland Fire Decision and Support System (WFDSS):	
Resource Unit (Plans):	Refer to attached resource orders:
Personnel on Incident (Be specific if they are not on a resource order:	
Equipment on Incident:	
Resources on Order:	
Resources to be released and when:	
Incident Demobilization Procedures:	
Notes:	

Logistics Section:

Facilities Unit:
ICP/Base Pre-Plans
ICP/Base Location/Address:
Food (Catering service/Meals Provide):
Facilities (Hotel/Lodging/Camping):
Security Considerations (Lock/Key):
Local Phone/Power Company/Internet contacts:
Supply Unit:
Local contact and phone number:
Expanded Dispatch Organization:
Supplies to be used (Local Supply Cache):
Single Point of contact for ordering (local office/ordering manager):
Local Outfitters/Contractors (ex. Fuel/Portapotty):
Notes:

Logistics continued:

Communications Unit:		
Communications systems (VHF, ARMER, Phone):		
Local Network Available:	Yes/No:	Contact info:
Landline access to ICP:		
Ground Support Unit:		
Route to ICP/Base (Maps):		
Route from ICP to Fire (Maps/Drop Points):		
Availability for local personnel to help?		
Notes:		

Finance Section:

Name of Incident Agency Administrative Representative/phone number:
Name of Incident Business Advisor/phone number (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 continued:

Land Use Agreements:
Aircraft costs to date and resources used:
List of resources/equipment used for Initial Attack, hours worked, employment status (AD, State, Fed):
Procurement Unit:
Buying Team in place or ordered:
Contracting Officer Assigned:
Is all equipment inspected and under agreement?
Emergency Equipment Rental Agreements and VFD Cooperative agreements:
Compensation/Claims Unit:
Potential Claims:
Injuries to Date (Comp/injury for host agency):
Status of claims/accident reports:
Time Unit:
Payroll Procedure established for time and attendance (federal):
Availability of local personnel to fill finance positions if needed:
Notes: