Unit 5: 
Briefings
Unit Objectives

- Describe components of field, staff, and section briefings/meetings.
- Plan to give an operational period briefing.
Effective Briefings and Meetings

Effective briefings and meetings are:

- An essential element of good supervision and incident management.
- Intended to pass along vital information.
Levels of Briefings

- **Staff-level briefings** are delivered to resources assigned to nonoperational and support tasks at the Incident Command Post or Base.

- **Field-level briefings** are delivered to individual resources or crews who are assigned to operational tasks and/or work at or near the incident site.

- **Section-level briefings** are delivered to an entire Section and include the operational period briefing.
Briefing Topics Checklist

- Current Situation and Objectives
- Safety Issues and Emergency Procedures
- Work Tasks
- Facilities and Work Areas
- Communications Protocols
- Supervisory/Performance Expectations
- Process for Acquiring Resources, Supplies, and Equipment
- Work Schedules
- Questions or Concerns
Activity: Briefing Information

Instructions: Working in your team . . .

1. Each group will be assigned one type of briefing (staff, field, section).
2. For the assigned type of briefing, list the specific types of information that you think should be in briefings. You may want to refer to the two previous visuals.
3. Choose a spokesperson to present your findings to the class. Be ready to present your list in 10 minutes.
Staff-Level Briefing Topics

- Work area
- Safety issues and emergency procedures
- Specific tasks for the work period
- Coworkers, subordinates
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Communication protocol within the unit
- Expectations:
  - Meeting attendance and schedule
  - Quantity and quality of work
  - Timelines
  - Schedule for updates and completed products
Field-Level Briefing Topics

- Work area
- Scope of responsibility
- Safety issues and emergency procedures
- Specific tasks for the work period
- Communication channels and protocols

- Coworkers, subordinates, supervisor, and adjoining forces
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Expectations
Section-Level Briefing Topics

- Scope of work assigned to the Section
- Section organization
- Work site/area/facility layout
- Safety issues and emergency procedures
- Staff introductions
- Section meetings schedule

- Process to obtain additional resources, supplies, and equipment
- Expectations
- Scope of responsibility and delegated authority
Operational Period Briefing

- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan for the upcoming period to personnel within the Operations Section.
- Should be concise.
Operational Period Briefing: Agenda (1 of 3)

- The Planning Section Chief reviews the agenda and facilitates the briefing.
- The Incident Commander presents incident objectives or confirms existing objectives.
- The current Operations Section Chief provides current assessment and accomplishments.
- The on-coming Operations Section Chief covers the work assignments and staffing of Divisions and Groups for the upcoming operational period.
Operational Period Briefing: Agenda (2 of 3)

- Technical Specialists present updates on conditions affecting the response (weather, fire behavior, environmental factors).
- The Safety Officer reviews specific risks to operational resources and the identified safety/mitigation measures.
- The Special Operations Chief briefs on areas such as Air Operations (if activated).
Operational Period Briefing: Agenda (3 of 3)

- Specific Section Chiefs/Unit Leaders present information related to ensuring safe and efficient operations.
- The Incident Commander reiterates his or her operational concerns and directs resources to deploy.
- The Planning Section Chief announces the next planning meeting and operational period briefing, then adjourns the meeting.
Activity: Operational Period Briefing

Instructions: Working with your team . . .

1. Prepare an operational period briefing using the information from the Emerald City Flood scenario begun in the previous units.

2. Include the following roles:
   - Incident Commander
   - Planning Section Chief
   - Operations Section Chief (assume no change of command)
   - Safety Officer
   - Weather Specialist

3. Be prepared to present your briefing in 20 minutes.
Summary

Are you now able to:

- Describe components of field, staff, and section briefings/meetings?
- Plan to give an operational period briefing?