

APPENDIX E, PART 17, BRIEFING TO THE INCIDENT MANAGEMENT TEAM**Agency Administrator's Briefing to Incident Management Team – Page 1/7**

GENERAL INFORMATION
Name of Incident:
Type of Incident:
Incident Start Date:
Approximate Size of Incident:
Location:
Time:
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):
Agency:
Agency Administrator's Representative:

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INCIDENT COMMAND (IC) AND TRANSITION			
Name of Current Incident Commander:			
Incident Type (circle one):			
Type 3	Type 2	Type 1	
Date and Time Team will Assume Command:			
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):			
Known Political Considerations:			
Sensitive Residential and Commercial Developments:			
Resource Values:			
Cultural/Archaeological Sites:			
Roadless, Wilderness Areas			
Other Unique Suppression Considerations:			
Local Social/Economic Considerations:			
Private Representatives such as timber, utility, railroads, environmental groups:			

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Incident Review Team Assigned (FAST, Audit, Other):
Name of Incoming Incident Commander:
Name of Agency Administrator:
Local Community Public Affairs Contact(s):
Agency Public Affairs Contact:
Other Contacts:
Unit FMO:
Expanded Dispatch
Other Dispatch:
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:

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Training Specialist Assigned or Ordered:
Training Considerations:
SITUATION UNIT
General Weather Conditions/Forecasts:
Fire Behavior:
Local Unusual Fire Behavior and Fire History in Area of Fire:
Fuel Type(s) at Fire:
Fuel Type(s) Ahead of Fire:
RESOURCES UNIT/REFER TO ATTACHED RESOURCE ORDERS
Personnel on Incident (General):
Equipment on Incident (General):
Resources on Order (General):
Incident Demobilization Procedures:
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:
Air tankers Assigned:

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Effectiveness of Air tankers:		
Air Base:		
Telephone:		
LOGISTICS SECTION/FACILITIES UNIT		
ICP/Base Pre-Plans:	Yes	No
ICP/Base Location:		
Catering Service/Meals Provided:		
Shower Facilities:		
Security Considerations:		
Incident Recycling:		
SUPPLY UNIT		
Duty Officer or Coordinator Phone Number:		
Expanded Dispatch Organization:		
Supply System to be Used (Local Supply Cache):		
Single Point Ordering:		
LOGISTICS SECTION/COMMUNICATIONS		
National Radio Cache System on Order:	Yes	No
Type:		
Local Network Available:	Yes	No
Temporary:		

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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:		
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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:		

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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/CLAIMS UNIT
Potential Claims:
Status of Claims/Accident Reports:
TIME UNIT
Payroll Procedure Established for T&A Transmittal:

