

Agency Administrator's Briefing to Incident Management Team

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):
Command Information/Written Delegation of Authority
Agency:
Agency Administrator's Representative:
Transition
Name of Current Incident Commander:
Timeframe 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):
Known Political Considerations:
Sensitive Residential and Commercial Developments, Resource Values, Archeology 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 Commander:
Agency Administrator:
Local Public Affairs:
Other:
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:
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:			
Airtankers Assigned:			
Effectiveness of Airtankers:			
Air Base(s):		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			
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:		
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: