LINE OFFICER’S BRIEFING

A format for preparing and conducting the line officer’s briefing to the incident management team.
A. INTRODUCTION

The line officer's (agency administrator's) briefing is a crucial procedure that should be given thorough attention and preparation, in consideration of the general hurried state of business during the transition between extended attack, an escaped fire and the anticipation of an incident management team.

The line officer's briefing will provide information, guidance, and direction, including constraints, necessary for the successful management of the incident.

The briefing must be provided any time an incident management team is assigned, including changing teams before all incident objectives have been met, and whenever major jurisdictional responsibilities are added or otherwise change within the incident.

Either at the time of the line officer's briefing for the incident management team, or at a separate place and time if necessary, ensure that the IMT has an opportunity to meet with, be briefed by, and thoroughly transition with, the current incident commander and the members of their organization prior to assuming command of the incident.

B. PURPOSE OF THE LINE OFFICER'S BRIEFING

The purpose of the line officer's briefing is to:

1. Provide a common understanding between the line officer and the incident management team of the environmental, social, political, economic, and other management issues relevant to the incident and its location.

2. Inform the IMT of the history, current status of the incident and actions taken to date, including weather, fire behavior, and effectiveness of tactics.

3. Present other documents providing intelligence and aids to management of the incident, including maps, photos, GIS products, weather forecasts, fire management plans, phone lists, agreements, operational period plans, and current ICS-209.

4. Present the wildland fire situation analysis with the selected alternative and the delegation of authority letter from the line officer to the incident commander.

5. Identify key agency personnel who will be involved with the IMT, including the line officer's representative, resource advisor, and incident business advisor.

6. Establish procedures and schedules for communication between the line officer and incident commander.
7. Establish how news media, public information, and important local and political contacts will be handled on the incident.

8. Establish resource ordering procedures.

9. Identify the IMT's responsibility for initial attack and support of other Forest incidents.

10. Establish the disposition of Forest suppression resources and local participation on the incident.

11. Establish understanding for the use of trainees on the incident.

12. Establish Forest and incident policy on compensable meal breaks, work/rest, rest and recuperation, and open vs. closed camps.

13. Establish standards for return of the incident to local management, including mop-up and fire suppression rehabilitation expectations.


C. CONDUCTING THE LINE OFFICER’S BRIEFING

The briefing should be planned for a comfortable setting away from most distractions, where the incoming incident management team and all required representatives of the host agency can assemble. It should take place as soon as the incoming team is assembled. It is essential that the line officer ensure notification of the briefing time and location to the incident commander, usually through the dispatch network.

The briefing should be led by the responsible line officer and follow an organized format to ensure information exchange and minimize the time required of the team prior to them mobilizing to the incident location. All agency participants must be prepared for their part in this procedure and all pertinent information and documentation must be printed in sufficient quantities for required distribution.

The agenda for the line officer's briefing should include:

1. Welcome and Introductions  
   Line Officer / IC

2. Incident History  
   Unit Fire Supervisor/Area Fire Program Mgr.

3. Background of Other Activity or Issues on the Land Office or That May Influence This Incident  
   Line Officer/Area Fire Program Mgr.
4. Overview of WFSA Selected Unit Fire Supervisor/Area Fire Program Native Strategy and Direction Mgr.

5. Presentation of the Line Officer's Briefing Package (Discussion of Each Element) Unit Fire Supervisor/Area Fire Program Mgr.

6. Presentation of Delegation of Line Officer Authority to the IC Line Officer

7. Emphasis on Safety Line Officer

8. Questions and Answers IC/Line Officer/Unit Fire Supervisor/ Area Fire Program Mgr.

9. Concluding Remarks Line Officer

D. WHO SHOULD PARTICIPATE

1. From the Forest

   a. Line Officers (both the Unit Manager or Area Manager or their representatives)
   b. Unit Fire Supervisor/Area Fire Program Mgr.
   c. Resource Advisor
   d. Incident Business Advisor
   e. Current Incident Commander
   f. Dispatch Center Manager
   g. Incident Support Organization Coordinator
   h. Buying Team Leader
   i. Necessary Staff Specialists

2. From the Incident Management Team

   a. At a minimum, the Command and General Staff should attend. Attendance of other members of the teams should be at the IMT’s discretion

3. Others

   a. Involved Cooperators’ Representatives

Do not make the line officer's briefing a public meeting, and do not include the press.

Annex B - 4
E. LINE OFFICER’S BRIEFING FORMAT

The following is a format for organizing the line officer’s briefing package.

LINE OFFICER'S BRIEFING

to

THE INCIDENT MANAGEMENT TEAM

_________________________ WILDLAND FIRE INCIDENT

_________________________ AGENCY

_________________________ ADMINISTRATIVE UNIT

_________________________, ______
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Delegation of authority to the incident commander</td>
</tr>
<tr>
<td>2. WFSA ______________________ Fire___ /___ /___</td>
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<tr>
<td>3. Line officer's briefing form</td>
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<tr>
<td>4. ICS-209 for _ / _ / _</td>
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<tr>
<td>5. Unit fire management direction</td>
</tr>
<tr>
<td>6. Fire wx. forecast for _ / _ / _</td>
</tr>
<tr>
<td>7. Incident area map(s)</td>
</tr>
<tr>
<td>8. Incident area aerial photo(s); (planning section chief packet only)</td>
</tr>
<tr>
<td>9. Resource, overhead, and equipment order forms completed to _ / _ / _</td>
</tr>
<tr>
<td>(logistics section chief packet only)</td>
</tr>
<tr>
<td>10 Agency, incident telephone directory copies to (21):</td>
</tr>
</tbody>
</table>

**Command and General Staff:**
- [ ] IC
- [ ] Deputy IC
- [ ] Planning Section Chief
- [ ] Operations Section Chief
- [ ] Finance Section Chief
- [ ] Logistics Section Chief
- [ ] Incident Information Officer
- [ ] Safety Officer
- [ ] Liaison Officer
- [ ] Air Operations Director
- [ ] Area Commander (if ACA established)
- [ ] MAC Group Coordinator (if MAC established)
- [ ] Other

**Local Organization:**
- [ ] Supervisor/Manager/Superintendent
- [ ] Incident Business Advisor
- [ ] District Ranger/RA Manager
- [ ] Resource Advisor
- [ ] Agency Fire Staff
- [ ] Unit FMO
- [ ] Agency Dispatch Center Manager
- [ ] Incident Support Coordinator (if ISO established)
- [ ] Public Affairs Officer

Annex B - 6
KEY PERSONNEL AND CONTACTS FOR THE (name of wildland fire) INCIDENT

For the _____________________ Land Office:

For Other Agency Cooperators:

For _____________________ County:

Local Landowners, Residents, Permittees, Parties with Interest:
LINE OFFICER'S BRIEFING TO THE INCIDENT MANAGEMENT TEAM

A. INCIDENT IDENTIFICATION

1. Name of Incident: __________________________________________________

2. Incident Start:
   
   Cause ______________________
   Date ______________________
   Time ______________________

3. Size of Incident: ______________________

4. Current IC: ______________________

5. General Weather Conditions/Forecast:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

6. Fire Behavior:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

7. Fuel Types:
   At Fire ______________________
   Ahead of Fire ______________________

B. COMMAND CONSIDERATIONS

1. Other Fires on Unit/Cooperators:
   ____________________________________________________________________
   ____________________________________________________________________

2. Delegation of Authority; Line Officer’s Representative:
   ____________________________________________________________________
   ____________________________________________________________________

3. Resource Advisor(s) Assigned to Incident:
   ____________________________________________________________________
   ____________________________________________________________________
4. Technical Specialists Assigned to Incident:
________________________________________________________________________
________________________________________________________________________

5. Land Mgmt. Plan / Fire Mgmt. Plan direction:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Priority for This Incident (Local, Area, State):
________________________________________________________________________
________________________________________________________________________

7. Values to be Protected:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. Political Considerations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. Social/Economic Considerations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. Health and Welfare Considerations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. Human Resources Management Considerations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

12. Desired Local Participation in Fire Team Organization:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
13. Unified Command (In Place or Contemplated):
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

14. Area Command (In Place or Contemplated):
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

15. MAC Organization (In Place or Contemplated):
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

16. Evaluation Team Assigned:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

17. News Media Relations:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

18. IIO Organization Report to:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

19. Special Relationships/"Thank You" Policy for Assistance:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

20. Other Agencies on This Incident:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

21. Land Status:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

22. Cooperative Agreements Relevant to Incident:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

23. Condition of Organization on Rest of Unit:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
24. Capability of Unit to Support Team:  
________________________________________________________________________  
________________________________________________________________________

25. Training Opportunities/Policy on Use of Trainees:  
________________________________________________________________________  
________________________________________________________________________

26. Team will assume command: Date ___________________ Time____________

27. Transition and Close-out Plan:  
________________________________________________________________________  
________________________________________________________________________

C. SAFETY CONSIDERATIONS

1. Accidents/Near Misses on Incident to Date:  
________________________________________________________________________  
________________________________________________________________________

2. Status of Accident Investigations/Reports:  
________________________________________________________________________  
________________________________________________________________________

3. Areas with Known or Potential Hazards:  
________________________________________________________________________  
________________________________________________________________________

4. Firefighter Safety Considerations:  
________________________________________________________________________  
________________________________________________________________________

5. Public Safety Considerations:  
________________________________________________________________________  
________________________________________________________________________

6. Critical Incident Stress Management Procedures:  
________________________________________________________________________  
________________________________________________________________________
7. Medical Treatment Facilities/Procedures:
__________________________________________________________________
__________________________________________________________________

D. OPERATIONS CONSIDERATIONS

1. Priorities for Management, WFSA-Selected Strategy:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

2. Are Structures Threatened?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

3. Equipment on Fire:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Is all equipment inspected and signed up?
__________________________________________________________________

4. Tactics Used to Date and Success:
__________________________________________________________________
__________________________________________________________________

5. Fire Weather Forecasting Services/Fire Weather Station(s) Data Availability:
__________________________________________________________________

6. Mop-up Standards:
__________________________________________________________________

7. Initial Attack Responsibilities:
__________________________________________________________________

8. Airtankers Assigned:
__________________________________________________________________

Airtanker Effectiveness:
__________________________________________________________________
9. Air Base Location:

_____________________________________________________

Telephone:

__________________________________________________________________

10. Helicopters Assigned:

__________________________________________________________________

11. Helibase location:

Telephone:

__________________________________________________________________

12. Crash/Rescue at Helibase:

__________________________________________________________________

13. Temporary Flight Restriction assigned:

__________________________________________________________________

14. Flight Hazard Map Available/Known Hazards in Area:

__________________________________________________________________

15. Smoke Conditions Affecting Air Operations:

__________________________________________________________________

16. Air Operations Technical Specialist Assigned or Ordered:

__________________________________________________________________

E. PLANNING CONSIDERATIONS

1. Unusual Fire Behavior and Fire History in Area of Fire:

__________________________________________________________________

2. Legal Considerations (Investigations in Process):

__________________________________________________________________

3. Pre-attack Plans Available:  Yes _____  No _____

4. Availability of Aerial Photos and Maps:

__________________________________________________________________

Annex B - 13
5. Agency Needs for Release of Presently Assigned Resources:
   _____________________________________________
   _____________________________________________
   _____________________________________________

6. Incident Status Summary (ICS-209) Reporting Requirements:
   _____________________________________________

7. Most Recent ICS-209 Available:
   _____________________________________________

8. Training Specialist Assigned or Ordered:
   _____________________________________________

9. Personnel Now on Incident (Organization):
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

10. Firefighter Rest and Rehabilitation Policy:
    ___________________________________________
    ___________________________________________

11. Fire Suppression Rehabilitation Policy:
    ___________________________________________
    ___________________________________________

12. Demobilization Procedures:
    ___________________________________________
    ___________________________________________

F. LOGISTICS CONSIDERATIONS

1. ICP Location:
   ___________________________________________
   ___________________________________________

2. Base Location:
   ___________________________________________
   ___________________________________________
3. Incident Transportation Plan:
__________________________________________________________________
__________________________________________________________________

4. Incident Support Organization:
__________________________________________________________________
__________________________________________________________________

5. Ordering System To Be Used:
__________________________________________________________________
__________________________________________________________________

6. Procurement Unit/Buying Team in Place or Ordered:
__________________________________________________________________
__________________________________________________________________

7. Security Considerations/Local Law Enforcement Assistance:
__________________________________________________________________
__________________________________________________________________

8. Communications System(s) in Use/Ordered:
__________________________________________________________________
__________________________________________________________________

9. Resources Ordered:
__________________________________________________________________
__________________________________________________________________

10. Catering Services/Feeding Procedures:
__________________________________________________________________
__________________________________________________________________

11. Medical/Burn Facilities:
__________________________________________________________________
__________________________________________________________________
12. Medivac Procedures:

13. Potable Water Sources:

14. Gray Water Disposal Location:

15. Garbage Disposal Service/Location:

16. Incident Recycling Requirements:

G. FINANCE CONSIDERATIONS

1. Fiscal Considerations/Limitations or Constraints:

2. Cost to Date:

3. Cost-Sharing Agreements in Effect:

4. Incident Business Management Advisor Assigned:

5. Procedure established for T&A transmittals:

6. Claims to Date:

7. Potential for Claims: