

	<p style="text-align: center;">OFFICE OF STATE FIRE MARSHAL <i>INCIDENT MANAGEMENT TEAMS</i> STANDARD OPERATING GUIDELINES</p>	<p>Number: IMT-I-2003 Adoption Date: Sept. 2014 Author: Mariah Rawlins Review/Revision Date:</p>
<p>OSFM Approved: <u><i>Jim Walker</i></u> Date <u>2/5/15</u> Jim Walker, State Fire Marshal</p>		<p><u><i>Mariana Ruiz-Temple</i></u> Date <u>2/5/15</u> Mariana Ruiz-Temple, Chief Deputy</p>
<p>SUBJECT: Operational Period Briefings</p> <p>OBJECTIVE: Define protocol, roles, and responsibilities for Incident Management Team members as they relate to briefings</p>		

I. SCOPE

This SOG provides guidance to the Planning Section Chief by outlining briefing protocol.

II. DEFINITIONS

Briefing: for the purpose of this SOG, the term briefing refers to the Operational Period Briefing, which takes place before each operational period

IAP: an Incident Action Plan formally documents incident objectives, operational period goals, and the tactics to accomplish those goals and objectives

III. BRIEFING PURPOSE

The overarching purpose of the briefing is to present the IAP for the upcoming operational period to supervisory personnel, including Division/Group Supervisors and Task Force/Strike Team Leaders. Briefings should be concise, (under 30 minutes), and should not involve discussion or decision-making.

Some of the topics that should be covered include:

- Current situation and objectives
- Safety issues and emergency procedures
- Operational assignments
- Communications protocols
- Process and location for acquiring supplies, meals, etc.

IV. BRIEFING OVERVIEW

See Attachment 1 for an example briefing agenda. If staffed, the following positions may be presenting during the briefing:

- Operations Section Chief
- Planning Section Chief
- Fire Behavior Analyst
- Air Operations Branch Director
- Safety Officer
- Logistics Section Chief
- Communications Unit Leader
- Finance Section Chief
- Incident Information Officer
- Technical Specialist
- Agency Representative
- Incident Commander
- Liaison Officer

V. ROLES AND RESPONSIBILITIES

It is the responsibility of the Planning Section Chief(s) to ensure that all of the individuals making presentations during the briefing are prepared to do so.

If the OSFM IMT is integrated with another team, only one individual should speak on behalf of the function. In order to determine which Section Chief will be the spokesperson, it is often necessary for the individuals to meet beforehand to ensure that all relevant points will be covered.

Individuals making presentations should line up in order of their place on the agenda as the briefing begins.

OPERATIONS BRIEFING

Incident activities (past operational period)	OSC
Incident objectives	PSC
Current and predicted weather	IMET/PSC
Fire behavior	FBAN
Division assignments (resources, control measures, boundaries & breaks, drop points, etc...)	OSC
Air operations summary	AOBD
Safety message	SOFR
Medical Plan	MED/LSC
Incident Communications Plan	COML/LSC
Incident Logistics Issues	LSC
Incident Financial Issues	FSC
Media and Incident Information Issues	PIO
Technical Issues	TS
Agency Representatives Issues	AR
Incident Commander(s)	IC