

Unit 5: Briefings



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Visual 5.1
Briefings

Unit Objectives

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



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Visual 5.2
Briefings

Effective Briefings and Meetings

Effective briefings and meetings are:

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



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Visual 5.3
Briefings

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.



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Visual 5.4
Briefings

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**



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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.**



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Visual 5.6
Briefings

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**



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Visual 5.8
Briefings

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**



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Visual 5.9
Briefings

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.



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Visual 5.10
Briefings

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.**



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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).**



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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.**



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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.**



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Visual 5.14
Briefings

Summary

Are you now able to:

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



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Visual 5.15
Briefings