

Operational Readiness Exercise



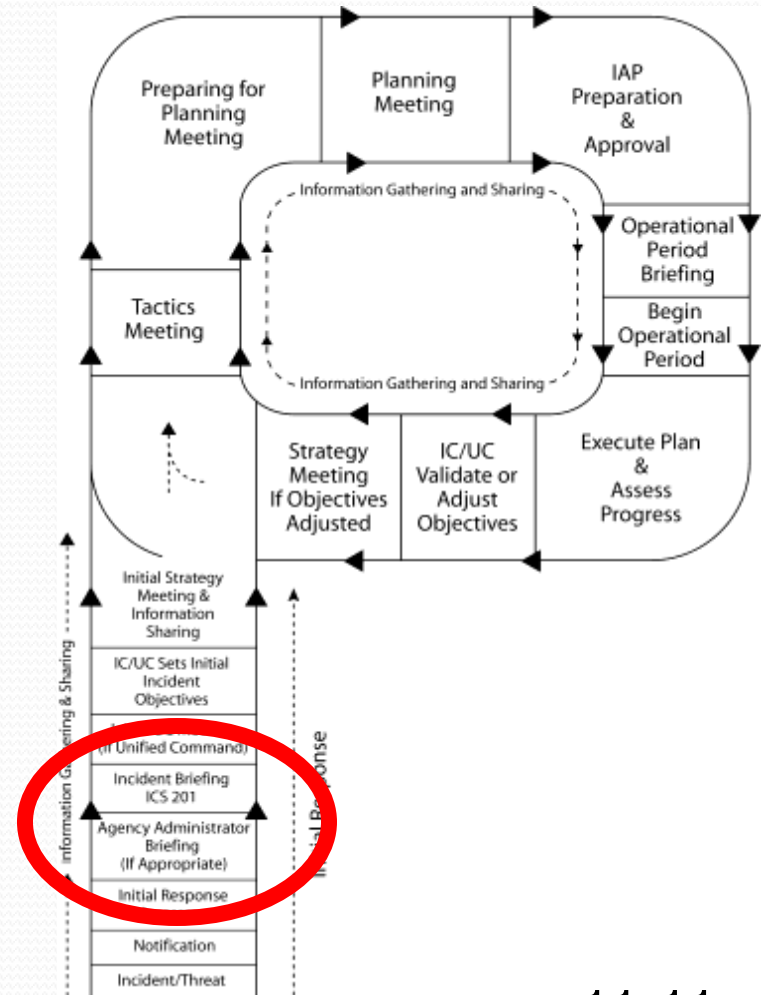
Introductions

What's with all these Meetings and Briefing?



Receive Agency Administrator Briefing

This is the time to get direction and guidance from the AA of what their expectations are.



Agency Administrator Briefing

- When
 - Held before the IMT takes over the Incident.
- Who attends
 - AA, IC, Command & General staff if possible
- Purpose
 - To get direction from the AA of expectations

Transfer of Command meeting

- When

Before the IMT assumes command of the incident

- Who attends

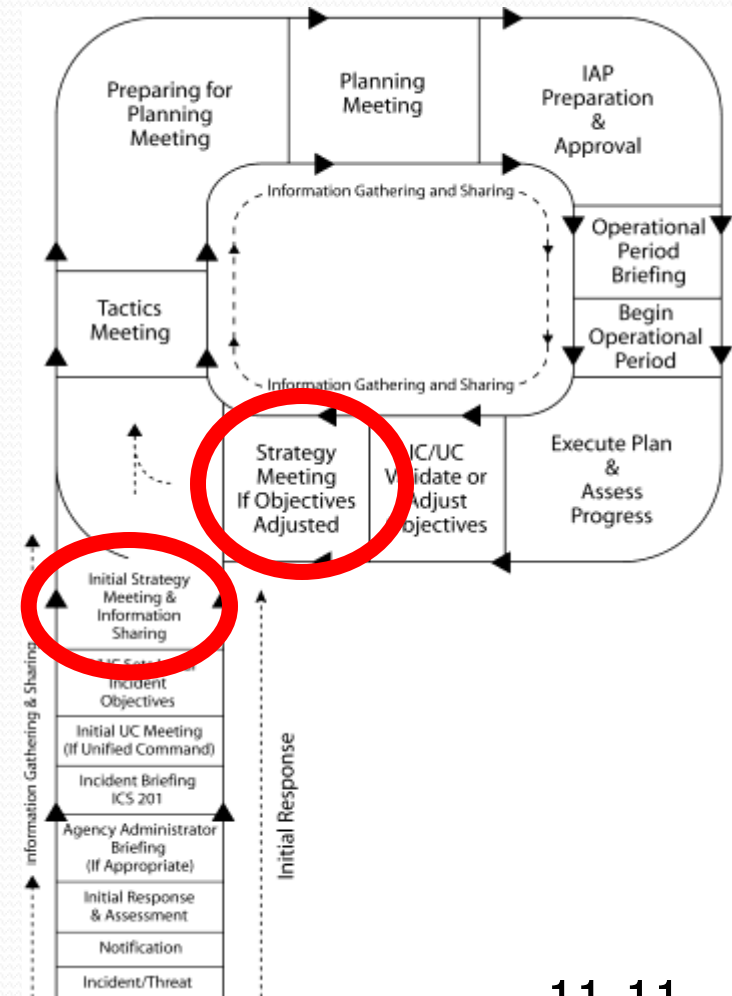
Current IC and staff, Incoming IC and selected staff.

- Purpose

To obtain as much current information on incident as possible before assuming Command of the incident.

Strategy Meeting

To develop Strategy for the incident and give OSC direction.



Strategy Meeting

- When

It should happen shortly after meeting with the out going IC, or when Objectives have changed.

- Who

All of the IC's if in unified command and PSC.

- Purpose

To develop Strategy for the incident and give OSC direction.

Section Meeting

- When

Early in the first Ops period, then daily.

- Who

All Unit Leaders for that Section

- Purpose

To determine roles and needs for the incident for the current and next period.

Command & General Staff Meeting

- When

As needed, could be held as working lunch.

- Who

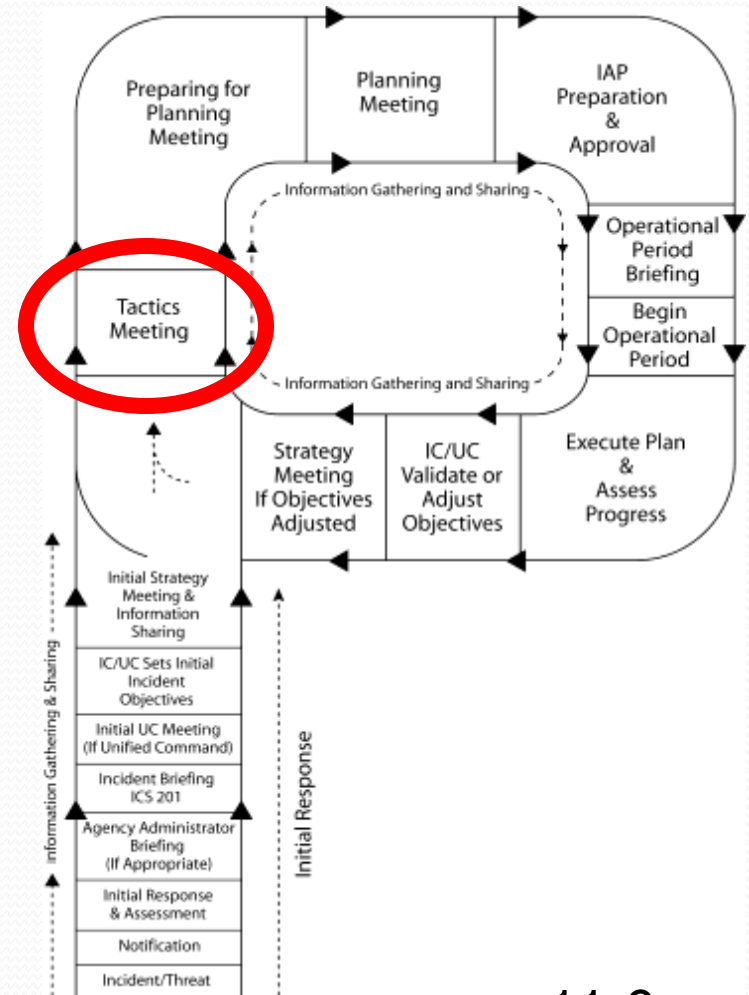
Command & General Staff with selected guests

- Purpose

Informal meeting to get pulse check of how things are going and any issues on the horizon.

Tactics Meeting

- *Purpose:* Operations shares the “Draft” Tactical Plan with other IMT members who may have a role the successful implementation of the plan



Tactics meeting

- When

Usually 30 minutes before the Planning meeting

- Who

OSC, LSC, SOFR, someone from Plans, usually RESL.

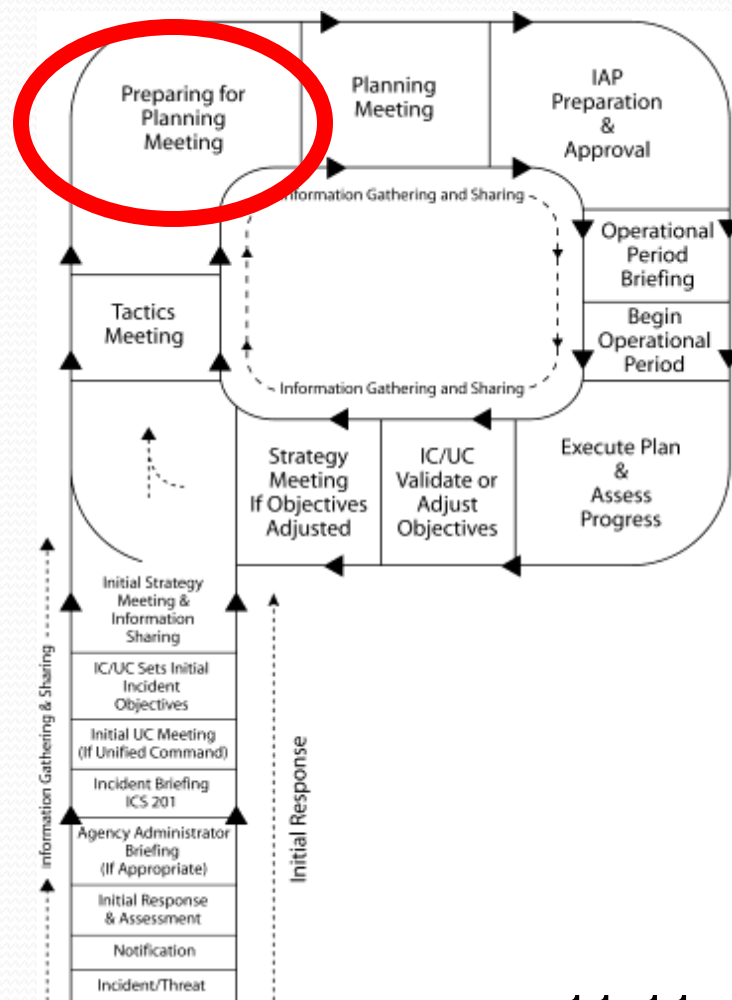
- Purpose

To complete the 215 and 215A.

Prepare for the Planning Meeting

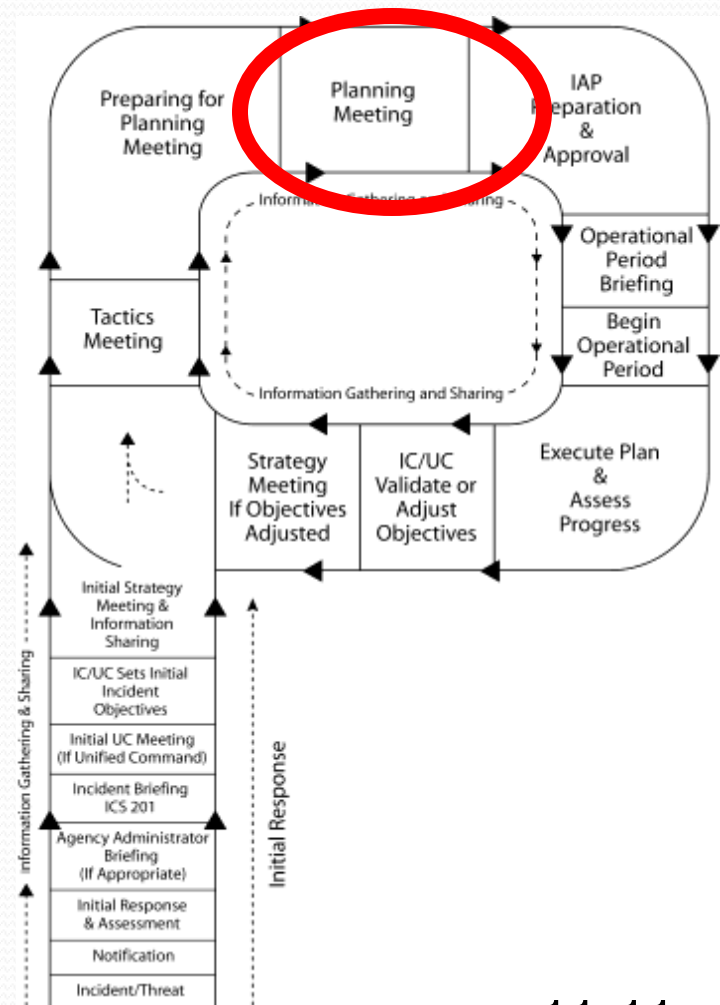
All IMT members accomplish the tasks required by their function to prepare for the Planning Meeting:

- ▶ 215
- ▶ 215A
- ▶ *Resource confirmation*
- ▶ *Etc*



Conduct Planning Meeting

This is the time for OSC to present the plan for the next period to the rest of the IMT.



Planning Meeting

- When

Daily in enough time to produce and IAP for the next Operational Period.

- Who

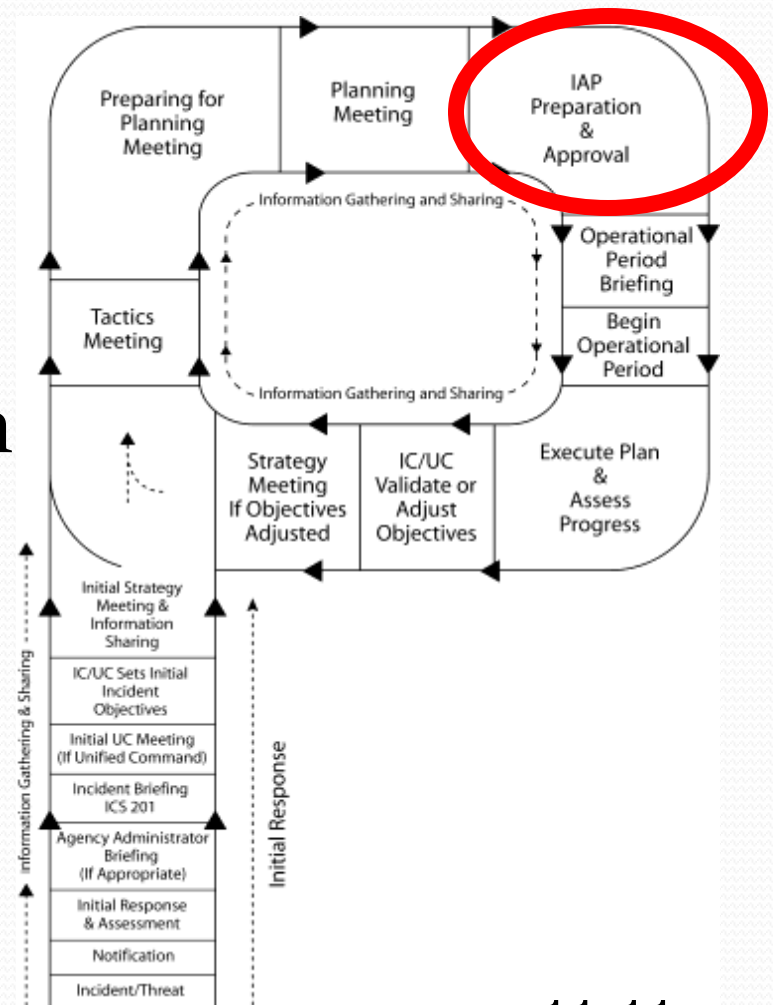
All Command & General Staff positions with selected guests.

- Purpose

This is the time for OSC to present the plan for the next period to the rest of the IMT.

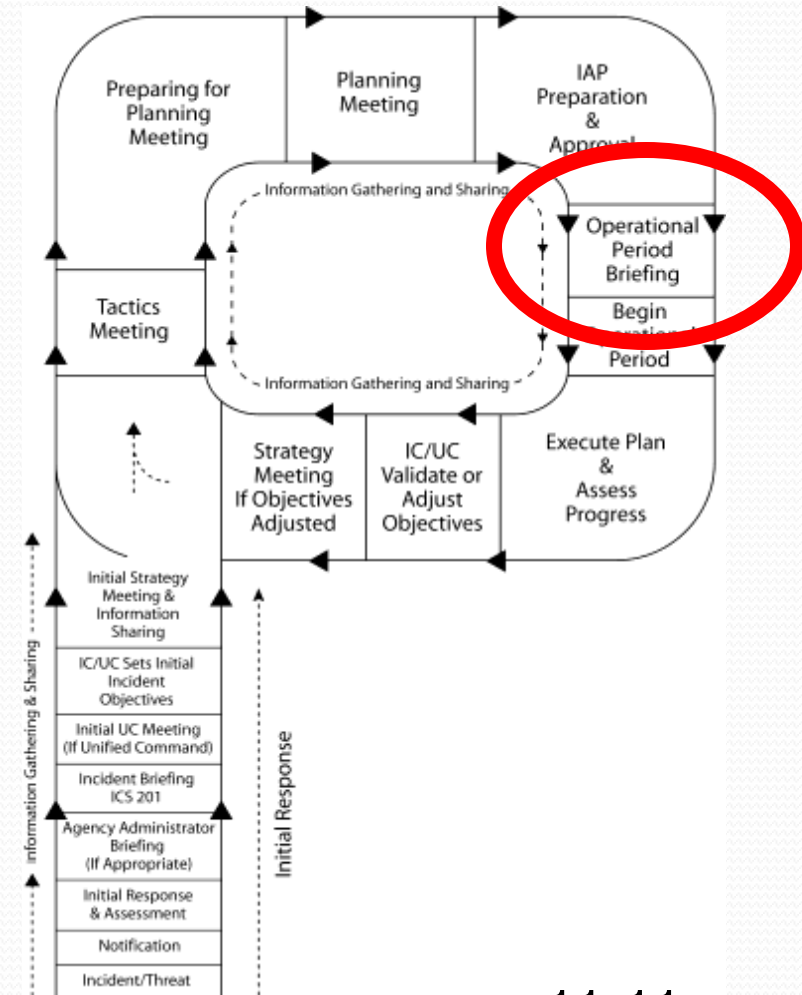
Prepare IAP and Get Approval

Provide for time for Review and Approval; Possible Changes, and Time for Duplication



Conduct Operational Period Briefing

To brief the resources assigned to the incident on the activities for the Operational period.



Operational Period Briefing

- When

30 minutes to 1 hour before the Operational period begin

- Who

Everyone in a supervisor role and invited guests

- Purpose

To brief the resources assigned to the incident on the activities for the Operational period.

Public Affairs and Stakeholder Meetings

- When
 - Depends on the scope, political, and or social sensitivity of the incident.
- Who
 - Incident Commander, Public Information Officer, and needed support staff positions.
- Purpose
 - To inform affected publics and jurisdictions about team decisions and actions on handling the Incident.

Agency Debriefing

- When

At the close of the incident or when the IMT will be turning it over to another team.

- Who

Selected Team members, usually just C&G staff

- Purpose

To review actions and issues with the AA before the IMT leaves the incident.

After Action Review

- When

At the end of the incident or at the end of each Operational period.

- Who

All IMT members.

- Purpose

To evaluate what was planned, what was accomplished, where can the IMT improve.



QUESTIONS???