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 outgoing 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???