Introductions
What’s with all these Meetings and Briefing?
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 exceptions
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

- **When**
  
  It should happen shortly after meeting with the outgoing IC

- **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

- **When**
  Usually 30 minutes before the Planning meeting

- **Who**
  OSC, LSC, SOFR, someone from Plans, usually RESL.

- **Purpose**
  To complete the 215 and 215A.
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.
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.
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.