



Operational Readiness Exercise



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 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

- When

It should happen shortly after meeting with the out going 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.