



S-130 Unit 1: Briefings

Summary:

Regardless of position or years of experience, a typical day at duty station or on an incident for all wildland firefighters will begin with a briefing and often end with a debriefing. The topics provided in this unit are intended to introduce some of the components and information that are often used as content for various briefings and debriefings.

Incident Position Description (IPD) Alignment:

This unit aligns with the following FFT2 IPD specific duties

(<https://www.nwcg.gov/positions/fft2/position-ipd>):

- Obtain briefing from supervisor.
- Ensure that instructions are clear and understood.
- Participate in After Action Reviews (AARs).

Unit Objectives:

- Describe briefings and their purpose.
- Describe some of the common briefing components and their purpose.
- Identify the elements of the briefing checklist and their purpose.
- Describe the concepts of debriefings, After Action Reviews (AARs), and their purpose.

Unit at a Glance:

Topics	Method	Duration
Briefings	Presentation	10 Minutes
Briefing Checklist	Presentation	10 Minutes
Incident Briefings	Presentation	5 Minutes
Daily Briefings	Presentation	5 Minutes
Common Briefing Components	Presentation	10 Minutes
Debriefings	Presentation	10 Minutes
After Action Reviews	Presentation	10 Minutes
Total Unit Duration		1 Hour

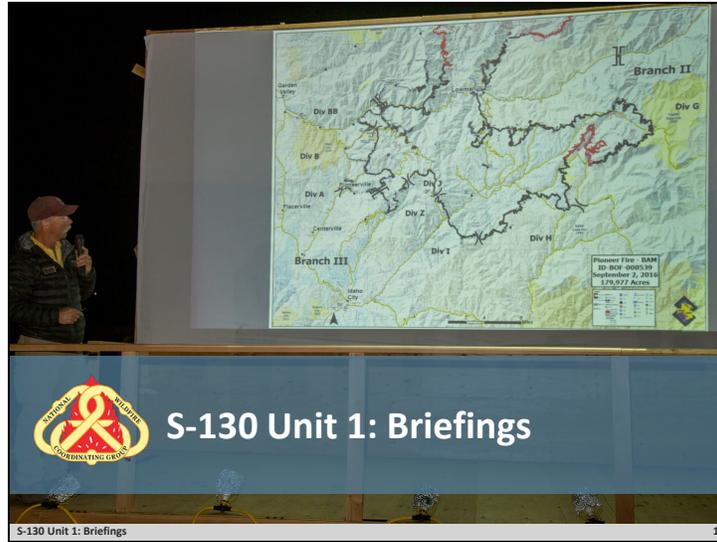
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Materials:

- *Incident Response Pocket Guide* (IRPG), PMS 461, <https://www.nwcg.gov/publications/461>.
- Incident Management Situation Report, https://www.nifc.gov/fireInfo/fireInfo_main.html.
- Geographic Area Outlooks, <https://www.predictiveservices.nifc.gov/outlooks/outlooks.htm>.
- National Weather Service (Fire Weather), <https://www.weather.gov/fire/>.
- Notebook for participants
- S-130 Student Evaluation Task Sheet
- Ability to display images and video on large screen
- White board or easel access for group breakout

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Objectives

Students will be able to:

- Describe briefings and their purpose.
- Describe some of the common briefing components and their purpose.
- Describe the elements of the briefing checklist and their purpose.
- Describe the concept of debriefings, After Action Reviews (AARs), and their purpose.

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- Review unit objectives.

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- Fire managers must ensure that briefings are occurring throughout the fire organization, and that safety factors are addressed through the IC or their designee and communicated to all incident personal at operational briefings.
- A briefing is the action of informing or instructing someone and should provide all the information for the safe completion of a task. It provides the who, what, when, where, why, and how of the operational period.
- ❑ Reference Communication Responsibilities in the Incident Response Pocket Guide (IRPG), PMS 461, <https://www.nwcg.gov/publications/461>.
- ❑ Discuss that of the 5 communication responsibilities that all firefighters have, this unit will focus on the first two:
 - Brief others as needed
 - Debrief your actions
- ❑ Reference Leader's Intent in the *Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/461>.
- ❑ Discuss that to ensure firefighters have been provided all the information for a safe completion of a task, all leaders of firefighters have the responsibility to provide Leader's Intent.

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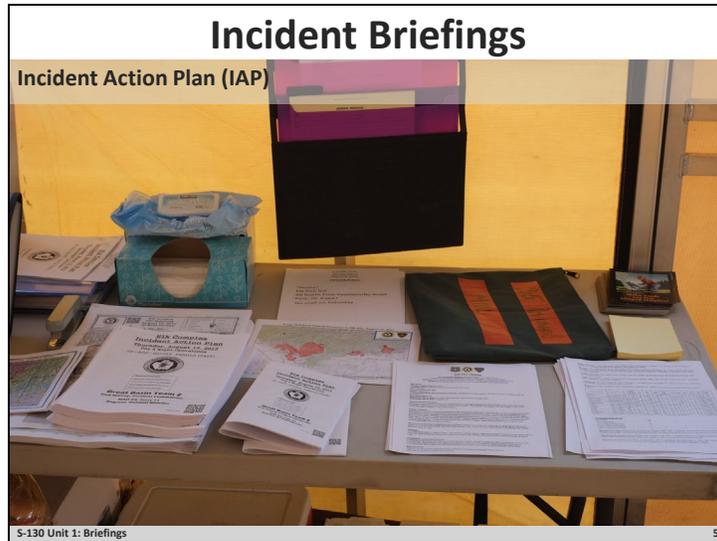
- ❑ Discuss that a standardized briefing checklist is often used to ensure a consistent and effective briefing,.
- ❑ Reference Briefing Checklist in the *Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/461>.
- ❑ Review and discuss the Briefing Checklist with participants by focusing on the 6 primary categories and what they mean:
 - Situation – What is happening.
 - Mission/Execution – What are we going to do and how.
 - Communications – How are we going to talk to each other and other resources.
 - Service/Support – What do we have to help us accomplish the mission.
 - Risk Management – What are the hazards to the mission and how can we manage those hazards.
 - Questions or Concerns – Does anyone have any.

Note to Instructor:

It is not advisable at this point in the course to discuss each individual briefing checklist component. Focus on the 6 primary categories.

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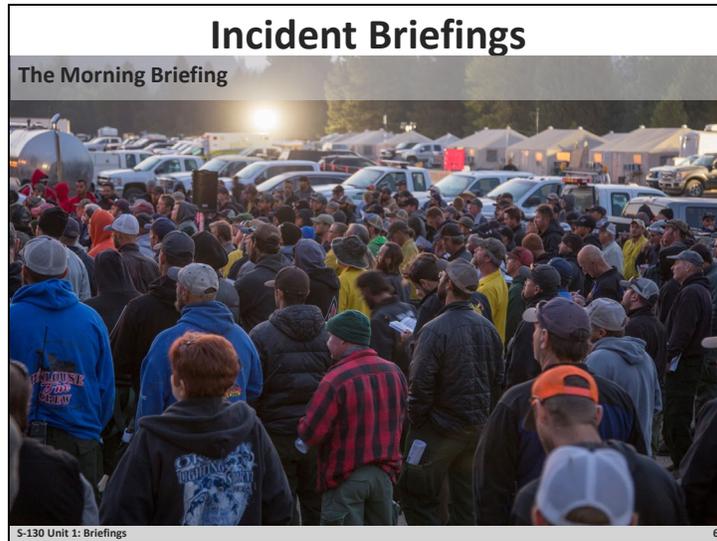
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- ❑ Discuss that an Incident Action Plan (IAP) is a common element of on-going incidents.
- ❑ Discuss that an IAP incorporates many of the elements of the briefing checklist. The IAP reflects the overall incident strategy and specific tactical actions and supporting information for a designated operational period.
- ❑ Discuss that the IAP may be oral or written, but the following elements are key components:
 - Incident objectives
 - Organization assignment list
 - Division assignment
 - Incident radio communication plan
 - Medical plan
 - Traffic plan
 - Safety plan
 - Incident map

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- Discuss that a morning briefing is a daily element of all on-going incidents and is where the IAP is distributed to incident resources.
- Provide an overview of how an incident briefing is conducted and how the elements of the IAP are communicated.

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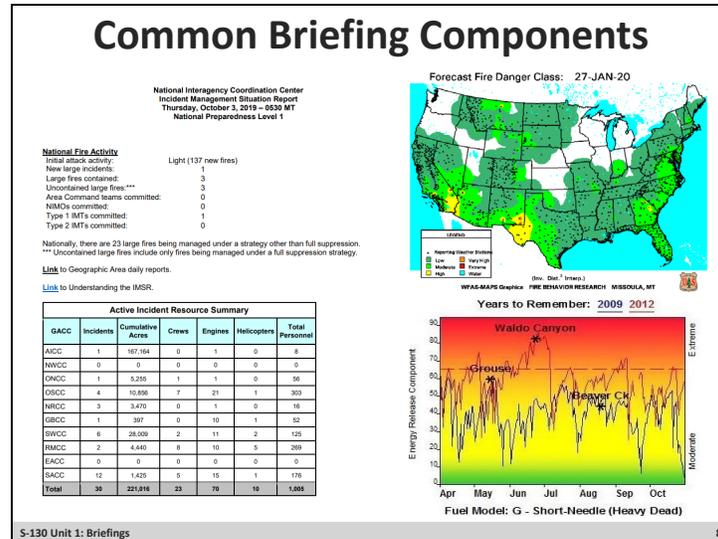
- Discuss that a daily briefing, or shift briefing, is a common occurrence for all fire crews when not on an incident.
- Provide an overview of when and how a shift briefing is conducted on your home unit.
- Discuss that because the shift briefing is not conducted when on an incident, it will often incorporate some of the following information:
 - Crew agenda for the day
 - Crewmember assignments
 - Known incidents in local area
 - Resource availability in local area
 - Weather forecast in local area
 - Fire indices in local area

Note to Instructor

Slides 8 – 9 will provide detailed information on the Incident Management Situation Report (IMSR / SIT Report) and Fire Weather Forecast.

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- Discuss that the images represent the following common briefing components:
 - Left Image – The National Incident Management Situation Report (IMSR / SIT Report)
 - Top Right – Fire Danger Ratings
 - Bottom Right – Fire Indices
- Discuss the purpose of the IMSR / SIT Report:
 - Provides a summary of national wildland fire activity that occurred the previous day.
 - Also reports non-fire incidents whenever a significant number of wildland fire resources are committed to these incidents.

Exercise

- Divide participants into groups.
- Ensure each group has access to an IMSR / SIT Report (current or archived), https://www.nifc.gov/fireInfo/fireInfo_main.html.
- Assign a cadre member and task them to brief their assigned group on the following items:
 - National Preparedness Level
 - National Fire Activity
 - Activity level for the geographic area the class is in and summary of the number one incident.
 - Advise participants that different geographic areas and crews have varying practices regarding how the IMSR / SIT Report is used.

Note to Instructor

Consider sharing the Fire Potential Outlook for the geographic area the course is being taught. Geographic Area Outlooks, <https://www.predictiveservices.nifc.gov/outlooks/outlooks.htm>.

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Pre-Video Discussion

- Discuss that The National Weather Bureau started forecasts specifically for the fire weather community in 1914.
- Discuss that the Fire Weather Forecast is a zone-type product used by land management personnel primarily for input in decision-making related to pre-suppression and other planning.
- Play Video
 - Title** Fire Weather Forecasting
 - Summary** Introduction to the elements of the fire weather forecast
 - Time** (06:29)
 - Audio**

Post-Video Discussion

- Obtain a fire weather forecast for the zone in which the course is being taught. National Weather Service (Fire Weather), <https://www.weather.gov/fire/>.
- Task each participant with taking notes.
- Conduct a fire weather briefing for the entire class.
- Task a volunteer to share with the entire class the notes they took during the briefing.
- Discuss the briefing items that were captured by the volunteer.

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Knowledge Check

The document shown below is known as the _____.

Incident Action Plan

IMSR / SIT Report

Briefing Checklist

National Interagency Coordination Center
Incident Management Situation Report
Thursday, October 3, 2019 - 0528 MT
National Preparedness Level 1

National Fire Activity

Total strike activity:	Light (137 new fires)
New large incidents:	1
Large fires contained:	3
Uncontained large fires***:	0
Areas Contained/Items committed:	0
NMAs committed:	0
Type 1 MFIs committed:	1
Type 2 MFIs committed:	0

Nationally, there are 23 large fires being managed under a strategy other than full suppression.
*** Uncontained large fires include only fires being managed under a full suppression strategy.

[Link](#) to Geographic Area daily reports.

[Link](#) to Understanding the IMSR.

Active Incident Resource Summary						
GA/CC	Incidents	Cumulative Acres	Crews	Engines	Helicopters	Total Personnel
ACC	1	60,160	0	1	0	6
NACC	0	0	0	0	0	0
ONCC	1	8,283	1	1	0	10
OSCC	4	10,896	7	21	1	303
NSCC	3	3,870	0	1	0	10
GSCC	1	307	0	10	1	52
SWCC	6	28,008	2	11	2	125
TRCC	2	2,442	0	10	0	200
ESCC	0	0	0	0	0	0
SACC	12	1,425	5	15	1	178
Total	30	221,010	23	70	10	1,485

Question: The document shown below is known as the _____.

Answer: IMSR / SIT Report

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- Discuss that debriefing your actions is the second communication responsibility of all firefighters.
- Discuss that a debriefing can be categorized as the act of telling someone else about what has happened in relation to a specific task, mission, project or action.
- Discuss that conducting frequent debriefings with the team to identify lessons learned and build the team is a tenant of wildland fire operational leadership.

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- ❑ Reference After Action Review (AAR) in the *Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/461>.
- ❑ Review and discuss the AAR with participants, focusing discussion on the four primary questions that make up an AAR:
 - What was planned?
 - What actually happened?
 - Why did it happen?
 - What can we do next time?
- ❑ Discuss importance of using an AAR as an avenue for speaking up and building a reporting culture in which everyone has a voice.
- ❑ Discuss that an AAR is meant to create better firefighters and a better team by learning from mistakes as well as successes.

Note to Instructor

Consider using the AAR format as a method for reviewing the unit objectives.

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Name the four primary questions asked in an AAR.

What was planned?

What actually happened?

Why did it happen?

What can we do next time?



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Question: Name the four primary questions asked in an AAR.

Answer: What was planned?

What actually happened?

Why did it happen?

What can we do next time?

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- Review unit objectives.