



# FORM 1 - OPERATIONS BRIEFING

Initial & Shift Change Briefing	
<b>ATTENDEES</b>	Unified Commanders, PIO, Safety Officer, Liaison, Section Chiefs, Branch Directors, Group Supervisors and Unit/Team Leaders
<b>FACILITATOR</b>	<b>Planning Section Chief</b>

## OBJECTIVES:

- Disseminate and clarify information
- Review incident objectives
- Identify problem areas and solutions
- Identify work progress
- Identify additional resource needs
- Distribute Incident Action Plan

## ORDER OF SPEAKERS:

### 1. Planning Section Chief – Main Facilitator (Suggested Talking points):

- Determine the number of Incident Action Plans required.
- Review Incident Action Plan to ensure it is up-to-date and complete.
- Review the incident objectives and strategy of the Incident/Unified Commander.
- Select briefing location to accommodate the number of personnel expected to attend.
- Ensure display material and map/charts are complete and as accurate as possible.
- Distribute copies of the Incident Action Plan.
- Note to the audience any significant changes existing to the published plan.
- Reminds all personnel to complete and submit notes, Unit Logs to the Documentation Unit.
- Schedule next briefing with Section Chiefs.

### 2. Operations Section Chief

- Review current actions and the update prior shift accomplishments.
- Present Division/Group Assignments.

### 3. Situation Status

- Review latest Situation Status Summary (ICS 209).

- Provide an update on transportation, communications, and supply requests/issues and estimated arrival times.

### 4. Logistics Section Chief

- Provide information from Pharmacy Team Leader to group regarding medication/vaccination dosing amounts and procedures.

### 5. Safety Officer

- Deliver Site Safety message – describe hazards and precautions

### 6. PIO

- Deliver Media Report

### 7. Liaison Officer

- Provide HCA updates