

CAL FIRE INCIDENT COMMAND TEAM TRANSITION BRIEFING AND DEBRIEFING FORM (7700)

(No. 13 April 1996)

CDF INCIDENT COMMAND TEAM TRANSITION BRIEFING & DEBRIEFING FORM

INCIDENT NAME	INCIDENT NUMBER:
DATE:	UNIT:

This form is designed to serve as a briefing and debriefing outline for Incident Command Teams (ICT) assuming management of an emergency incident in your Unit. The Agency Administrator or designee should complete this form prior to the arrival of the ICT so that each item can be discussed at the transition briefing. This form also will be utilized as an outline for the Unit/ICT debriefing.

Assuming responsibility of an incident by an ICT must be as smooth and orderly as possible. There should be two briefings to the ICT.

- The first briefing should be by the Agency Administrator or designee at a site away from the incident.
- The second briefing should be by the local Incident Commander.

The transition date/time will depend upon the complexity of the incident and needs of the local Unit after discussion with the ICT and the Agency Administrator or designee. Both briefings may be held at the same time and location. This is an option that will be mutually agreed upon by the local Unit and the ICT.

The ordering Unit should complete the following prior to the arrival of the ICT:

- Determine location of the Incident Command Post (ICP) and the Incident Base.
- Order incident support equipment, including Mobile Kitchen Unit (MKU) as a total package, Food Service Unit (FDU), Mobile Communications Unit (MCC), fire communications caches, support caches, incident mapping equipment, air operations support caches and kits.
- Ensure that the ICT's Initial Resource Order has been placed for the pre-determined Command Team positions.
- Determine the transition briefing time and location.
- Obtain necessary information for the transition briefing.

At the transition briefing, the local Unit should provide the five (5) copies of the following:

- Report of Incident and Dispatch Action (FC-34).
- Resource List Orders (FC-101) placed for the incident.
- Incident Status Summary (ICS 209).
- Five (5) sets of topographical maps covering the incident area and areas which might be affected by the incident and five local road maps or road atlases.
- The latest weather forecast and spot forecasts, if available.
- Provide, if available, a copy of the local disaster plan or a summary of the disaster plan.
- Unit Emergency Resource Directory (ERD).
- Local Operating Plans that may affect Incident Management

For incidents other than CDF Fire Direct Protection Area, provide five (5) copies of the following:

- Letter of Delegation of Authority
- Escaped Fire Situation Analysis (EFSA), as necessary.

PART I. AGENCY ADMINISTRATOR OR DESIGNEE ICT BRIEFING OUTLINE

BASIC INFORMATION:

1. DATE/TIME OF INCIDENT START:	2. CAUSE:
3. TYPE OF INCIDENT	
4. GENERAL WEATHER CONDITIONS: (Attach a Forecast) LOCAL WEATHER OR BEHAVIOR CONDITIONS:	5. ICP LOCATION: BASE LOCATION: OTHER FACILITIES LOCATIONS:
6. SIZE & SCOPE OF INCIDENT:	
7. FUEL & ENVIRONMENT INVOLVED & VALUES:	
8. TOPOGRAPHY:	9. OTHER INCIDENTS IN AREA:
10. SUPPRESSION/MITIGATION STRATEGY & TACTICS (engines, crews, dozers):	

11. LOCAL INCIDENT SUPPRESSION/MITIGATION POLICIES AND CAL FIRE'S ROLE IN LOCAL GOVERNMENT FIRE PROTECTION:

COMMAND AND SEMS INFORMATION:

12. MAC OR AREA COMMAND ESTABLISHED:

13. CURRENT MAC OR AREA COMMAND PRIORITY:

14. LOCAL EOC ESTABLISHED & RELATIONSHIP TO INCIDENT:

15. SEMS OPERATIONAL AREA COORDINATOR & PHONE NUMBER:

SPECIFIC DIRECTION:

16. CURRENT INCIDENT COMMANDER & STAFF & DESIRED ROLES AFTER ICT TRANSITION (Attach an Organization Chart, ICS 207):

17. PRE-ATTACK PLANS:

18. WHERE IS UNIFIED ORDERING POINT & WHAT ORDERING PROCEDURES ARE IN PLACE:

19. EXPANDED ECC & DUTY CHIEF PHONE NUMBERS (Agency Administration)

20. FISCAL CONSIDERATIONS:

- Cost Collection Intelligence
- Cost Apportionment
- Established PCA's
- Local Fire Agency Agreements
- Sole Source Vendor for MKU
- Term Bids for Foodstuffs and Lunches
- Copies of Local Unit FC-100's

21. LOCAL POLITICAL CONSIDERATIONS (Include names/phone numbers/contact authorities):

22. LEGAL CONSIDERATIONS, SUCH AS CURRENT INVESTIGATIONS IN PROGRESS, INCLUDING UNDERCOVER OPERATIONS & LAW ENFORCEMENT CONTACT:

23. SENSITIVE RESIDENTIAL & COMMERCIAL DEVELOPMENTS, RESOURCE VALUES, ARCHEOLOGICAL SITES, WILDERNESS, ROADLESS & MODIFIED SUPPRESSION AREAS:

24. LAND OWNERSHIP STATUS, THREATENED OR INVOLVED:

25. PRIVATE REPRESENTATIVES, SUCH AS TIMBER REPRESENTATIVES & OTHER COOPERATORS:

26. ENVIRONMENTAL REHABILITATION POLICY (BAER Teams) & CONCERNS:

27. CLOSEST MEDICAL FACILITIES, TRAUMA CENTERS, BURN CENTERS, & BASIC & ADVANCED LIFE SUPPORT SERVICES:

28. INJURY & ACCIDENT REPORTING PROCEDURES:

29. MAJOR INCIDENT REVIEW TEAM ORDERED:

30. TRAINEES AUTHORIZED:

31. WHO RECEIVES FINAL DOCUMENTATION PACKAGE:

COMMAND DIRECTION:

32. PROPOSED TRANSITION DATE/TIME FOR ICT:

33. BROAD SUPPRESSION/MITIGATION GOALS:

34. UNIFIED COMMAND:

INCIDENT ORGANIZATION:

[Insert ICS Form 207, Incident Organization]

PART II. INCIDENT COMMANDER BRIEFING

BRIEFING INFORMATION:

1. FORMS AVAILABLE OR ATTACHED: <input type="checkbox"/> ICS 201 <input type="checkbox"/> ICS 211 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 215 <input type="checkbox"/> ICS 209 <input type="checkbox"/> ICS 220	2. OTHER ATTACHMENTS: <input type="checkbox"/> Topog map <input type="checkbox"/> <input type="checkbox"/>
3. INCIDENT SPREAD, HISTORY & BEHAVIOR	
4. LIFE, IMPROVEMENTS, RESOURCE & ENVIRONMENTAL ISSUES:	
5. PERIMETER SECURED, CONTROL/MITIGATION EFFORTS TAKEN & CONTAINMENT STATUS:	
6. AIR OPERATIONS EFFECTIVENESS & AIR RELATED ISSUES & RESTRICTIONS IN PLACE (Pressler restricted aircraft, FAR 91.137, et al):	
7. HELIBASE & HELISPOT LOCATIONS:	
8. SOURCES OF WATER & SUPPRESSION/MITIGATION AGENTS:	
9. STATUS & CONDITION OF PERSONNEL & EQUIPMENT:	
10. CRITICAL INCIDENT STRESS HISTORY & NEEDS:	
11. ENVIRONMENTAL OR IMPROVEMENT DAMAGE ASSESSMENT NEEDS INCLUDING TEAMS, ETC:	
12. CONFIRMATION OF ALL PERSONNEL & EQUIPMENT AT SCENE & ORDERED:	

BRIEFING INFORMATION (cont):

13. ACCESS & TRANSPORTATION ROUTES:
14. COMMUNICATIONS PLAN, INCLUDING RADIO FREQS & CELL PHONE SERVICE IN PLACE OR AVAILABLE:
15. SAFETY ISSUES INCLUDING AIRCRAFT, HAZARDOUS MATERIALS, HEAVY EQUIP, UNSTABLE BUILDINGS/ENVIRONMENT, INCIDENT FACILITIES, POWERLINES IN AREA, ET AL:
16. EMERGENCY MEDICAL SERVICES (EMS) IN PLACE OR AVAILABLE (List Facilities):
17. ICP, BASE AND/OR CAMP SECURITY ISSUES:
18. INCARCERATED FF SECURITY ISSUES:
19. ASSISTING & COOPERATING AGENCIES AT SCENE:

INCIDENT COMMANDER'S ORGANIZATION:

[Insert ICS Form 207, Incident Organization]

III. TRANSITION OF INCIDENT BACK TO LOCAL CONTROL

1. The date and time of the demobilization must be approved by the Agency Administrator or his designee. It must be as smooth as possible. Local resources should be assigned and start working with the ICT at the pre-determined time. The local Unit should have at least 24 hours notice of the ICT's intention to transition.

The ICT should start phasing-in local Unit resources as soon as demobilization begins.

2. The ICT should not be released from the incident until:
 - a. **The ICT has satisfactorily met the goals of the Agency Administrator or his designee.**
 - b. **Most Operations Section personnel have been released that are not needed for overhaul and patrol.**
 - c. **Request for regional property retrograde is made at least 24 hours prior to closing base.**
 - d. **The incident base is closed, reduced, or in the process of either.**
 - e. **The Planning Section Chief has prepared the incident/fire-EARS-CFIRS/CHMRS reports and a narrative of incident activities.**
 - f. **The Finance Section Chief should have the finance package as complete as possible or to a degree that the Unit can reasonably handle (See #3) and the local Unit has assigned a transition Finance Section Chief or Deputy Finance Section Chief.**
 - g. **There is a environmental rehabilitation plan, resource rehabilitation work is complete, or if there is work to continue, there is a Rehabilitation Technical Specialist or Rehab Group Supervisor assigned to assure that the work meets the Unit's requirements.**
 - h. **Community interests or concerns are addressed and resolved to the Unit's satisfaction.**
 - i. **Performance evaluations for all positions through the manager/leader levels are completed and copies are routed to home Units.**
 - j. **The Incident Commander and Agency Administrator or designee have discussed and agreed upon all labor and/or human relations issues.**
 - k. **The Training Technical Specialist has completed all documentation and forwarded the documentation to the Agency Administrator.**
 - l. **Any continuing safety issues (exposure reports, Comp/claim reports, major accident investigation reports) of the incident are identified and a course of action charted for each.**
 - m. **A Unit/ICT debriefing will be held or dates set for the same.**
3. To insure completion of required incident documentation and ongoing incident needs, the following individuals have been identified to smoothly transition and carry on with the incident documentation and needs after the release of the ICT in the following areas:

A. Emergency Activities Reporting System-CFIRS and CHMRS

PSC or designee	Local unit person assigned to Planning Section	Unit person if different after transition
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B. Incident Documentation Package

PSC or designee	Local unit person assigned to Planning Section	Unit person if different after transition
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C. Standardized Emergency Management System (SEMS) Package

PSC or designee	Local unit person assigned to Planning Section	Unit person if different after transition
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D. Activity Cost Report (FC-40)

FSC or designee	Local unit person assigned to Finance Section	Unit person if different after transition
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