

8100 PROCEDURE 702

California Joint Incident Briefing Report (JIB)

(No.46 June 2015)

[\(See Policy 8173 – California Joint Incident Briefing Report \(JIB\)\)](#)

The California Joint Incident Briefing Report (JIB) is a daily summary of statewide weather forecasts, incident activity, and State, Federal and Local fire resource commitment. The JIB contains data gathered from the Northern and Southern Region Geographic Area Coordination Center (GACC) Predictive Services functions, Incident Status Summary Reports (ICS-209s), and the Cal OES Fire and Rescue Branch. The JIB shall be generated from May 1st through October 31st, or as incident activity warrants. It is the responsibility of Sacramento Command Center (Sac CC) personnel to compile and distribute the JIB report daily by 14:00. It is the responsibility of Region personnel to input required ICS-209 data for incidents by 12:00. The Department Duty Chief (Sac Duty Chief) is responsible for approving the report prior to distribution.

Incident information contained in the JIB is based on the most recent approved ICS-209 for each incident with CAL FIRE personnel assigned. At PL 4 or 5, Executive Staff may request that additional incidents are included in the report.

Responsibilities and Action

Detailed instructions for completing the JIB are contained in Region JIB Instructions and Sac CC JIB Instructions documents.

Region OCC

1. Review and validate the most recent approved ICS-209 for each incident meeting criteria for inclusion in the JIB.
 - a) If staffing and workload allow, an attempt will be made to have questionable information corrected or verified by the submitting agency.
2. Input required ICS-209 data in to JIB database by 12:00.
3. Advise the Sacramento CC when the Region OCC inputs have been completed.

Sacramento CC

1. Complete the following entries in the JIB:
 - a) Weather Report
 - b) Additional Notes
 - c) OES-LGR (Cal OES, Local Government) Corrections

2. Review and validate ICS-209 data as entered by Region
 - a) Edit inputs to correct grammar and spelling as needed
3. Generate a draft version of the JIB
4. Submit the draft JIB to the Sac Duty Chief for approval.
 - a) Every effort should be made to submit no later than 13:00.
5. If needed, make additional edits as requested by the Sac Duty Chief.
6. Send final JIB to the "California Joint Incident Briefing Report" mailing list by 14:00.

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