

INCIDENT BRIEFING TEMPLATE

1. Incident Name:	2. EOC Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential Health and Safety Hazards, with cascading risks/events and develop necessary measures (remove hazard, provide personal protective equipment, warning people of the hazard) to protect school personnel, students and responders from those hazards. 		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Page 1 Date/Time: _____		

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1. Incident Name:	2. EOC Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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9. District Organization (fill in additional organization as appropriate):

Incident Commander:
Superintendent EOC Designee

Operations Designee

Planning Designee

Logistics Designee

Finance/Admin Designee

Liaison Designee

Safety Designee

Public Information Designee

6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
Page 3	Date/Time: _____	

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1. Incident Name:		2. EOC Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
Page 4		Date/Time: _____			

Incident Briefing

Purpose. The Incident Briefing provides the Incident Commander, Superintendent EOC Designee, and the Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the Incident Briefing template also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander, Superintendent EOC Designee, for presentation to the Superintendent, EOC or Chancellor designee, along with a more detailed oral briefing.

Notes:

- The Incident Briefing template can serve as part of the initial Incident Action Plan (IAP).

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	EOC Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none">• Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential Health and Safety Hazards, with cascading risks/events and develop necessary measures (remove hazard, provide personal protective equipment, warning people of the hazard) to protect school personnel, students, and responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared.
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions and Strategies <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another form.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander/ Superintendent EOC Designee • Liaison Designee • Safety Designee • Public Information Designee • Planning Designee • Operations Designee • Finance/Administration Designee • Logistics Designee 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary and add any lines/spaces needed for assistants and/or agency representatives
10	Resource Summary	Enter the following information about the resources allocated to the incident.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident.
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

You can use the above information to create an Incident Action Plan (IAP), a dynamic, written plan used during an incident to outline the objectives, strategies, and actions needed to manage the event effectively. It's a detailed guide for incident commanders, emergency responders, and other personnel involved in managing the incident.

The IAP is based on the Incident Command System (ICS), a standardized framework for coordinating and collaborating among different agencies and stakeholders.