



ACT Rural Fire Service  
Standard Operating Procedure 2.8  
**Briefings**

**2.8**  
Incident  
Management

### Purpose

Briefings for crews responded to a fire are an important and necessary part of fire fighting. This SOP provides guidance to the occasions that a briefing would be conducted, it describes the types of briefings that responding crews could expect to receive, and gives some recommendations on the range of issues that may be covered during a briefing.

### Operating Procedure.

The style of briefing crews will receive will depend on the phase of the incident. If the incident is in the “Response” phase then the information received by the units responding from both COMCEN and other responding units will be the closest form of briefing the crews will receive.

If the incident is in the Control and Suppression phase of the incident then a Verbal briefing from the Incident Controller, Divisional Commander or Sector Leader will be the style of briefing received.

All crews proceeding to a fire as a part of the changeover arrangements are to receive a full SMEACS briefing prior to their entering the fire ground.

### **BRIEFING CONTENT**

All Briefings shall where possible be in the format of the nationally recognised format of “SMEACS” which stands for Situation, Mission, Execution, Admin/Logistics, Command/Communications and Safety.

The Incident Management Team may provide additional information on top of the SMEACS provided, this additional information maybe be:

- Weather outlook;
- Air operations;
- Division/Sector plan;
- Map of the incident ground;
- Road closures;
- Water supplies; or
- Location of significant assets and any management or control issues related to the protection of these assets.



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### **BRIEFING LOCATION**

For a Type 1 (small) and Type 2 (medium) incident the briefing will usually be conducted on the fire ground. A designated location will be advised for crews responding to a Type 3 (large) incident, and for all crews attending an incident as a part of the changeover arrangements. Where there are multiple fires it may be necessary to have a single briefing area rather than each incident having its own briefing area, thereby allowing a consistent message to be given to all responding crews.

**Maintained By:** Manager, Operations

**Approved By:** Andrew Stark

**Position:** Chief Officer RFS

**Signature:**

A handwritten signature in black ink, appearing to be 'Andrew Stark', on a light green background.

**Date:** 15/02/2011

**Cross Reference SOP/s:**

**Amendments:**