



## **VOLUNTEER TRAINING NOTE 12**

### **SMEAC briefings**

The acronym SMEAC-SQ is a useful short hand way to remember how to brief, and how briefings are conducted.

This is important for the informant and the audience, and gives a routine and expected structure to the information flow.

This form of briefing is intended to be used among Responders, rather than for public meetings or affected community briefings.

“Briefing” is about succinct transfer of critical information.

It occurs at activation, change of shift, team entering and dispersing in a survey area.

It is expected to be short and to the point.

Briefing is NOT - a discussion, an opportunity for debate, or a question and answer session.

The IMT will do this before briefing others.

Briefings are given by those in senior positions – the Incident Controller is ultimately responsible for ensuring that briefings occur at all levels of the incident management structure, and that Planning, Public Information, Operations and Logistics conduct appropriate briefings within their sections.

Briefing outputs are:

#### **Situation**

What are we facing, what is likely to happen, issues of which we need to be aware.

Describes an overview of the incident, a summary of resources already deployed, current

expected weather, and known risks.

#### **Mission**

What outcome is to be achieved, and (most importantly) Why? Given in terms of specific objectives for the response. (Field teams at the action interface will translate this to “How” using SOPs, Policies, dynamic risk assessments and safety protocols).

#### **Execution**

Controller’s (and IMT) strategies and tactics, using the Incident Action Plan. Who is being activated, where, when. Access to the incident, contingency plans, immediate tasks after briefing. (Field team actions are decided by the Team Leader according to the SOPs, Policies and the specific objectives above)

#### **Administration/Logistics**

Resources to hand, and being sourced or acquired. Personnel deployment, supply and support to the mission.

#### **Control & Communications**

Who do you report to, chain of command, communications plan, contact numbers and radio channels.

**Safety** Identify known or likely hazards, and risks relevant for the operational period.

PPE, weather, hydration and first aid.

**Questions**

These occur at the very end of the briefing, providing an opportunity for clarification, to receive additional detail enabling full understanding. There is **no debate**.

