

## BRIEFING TOOL

INITIAL	ITEM	ACTION
I	Information – where/ what/how many?	
I	Intent – why are we here?	
M	Method – how are we going to do it?	
A	Administration – decision logs/welfare/food/ individual tasking/timing	
R	Risk Assessment – specific threat areas/ PPE/filter changes	
C	Communications – confirm radio call signs, indicate other means of communications if required, ensure staff understand interagency communications	
H	Hazards	

Signature (once completed) :