



**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**Emergency Support Function-9 - Incident Support Team**  
**National Urban Search and Rescue Response System**

**SHIFT BRIEFING FORMAT**

- |     |   |                                |
|-----|---|--------------------------------|
| 1.  | Call to Order/Review Ground Rules   | IST Planning Section Chief     |
| 2.  | State/Review strategic objectives (ICS-202)<br>Introduce VIP's              | IST Leader                     |
| 3.  | Update present incident situation   | IST Operations Section Chief   |
| 4.  | Incident projection for the operational period<br>(Weather / Seismological) | IST Planning Section Chief     |
| 5.  | Safety Message  | IST Safety Officer             |
| 6.  | Specific assignments (ICS-204)  | IST Operations Section Chief   |
| 7.  | Communications plan (ICS-205)   | IST Communications Unit Leader |
| 8.  | Medical Plan (ICS-206)  | IST Medical Unit Leader        |
| 9.  | Other logistical issues   | IST Logistics Section Chief    |
| 10. | Designate subsequent meeting locations and times                            | IST Planning Section Chief     |
| 11. | Adjourn   | IST Planning Section Chief     |

**GROUND RULES:**

- Please turn off cellular telephones, pagers and radios, or re-assign during the meeting
- Stick to the agenda and timeline for the meeting
- Arrive prepared, be concise and review critical issues only
- Avoid disruptions and side conversations

**BRIEFING ATTENDEES:**

- To be determined