Decision Briefing Template

The decision briefing is designed to be given by the Controller and the Planning team together, to enable subject experts to brief listeners on their areas of knowledge. The briefing format template below can be adapted and used as the agenda for a meeting or teleconference.

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| Subject | Speaker |
| **Ground*** area of operations
* area of interest
* topography
* watersheds and hydrology (if relevant to the hazard)
* demographics
* lifelines
* weather
 | Intelligence rep |
| **Situation- Hazard(s)*** hazard type(s)
* hazard locations, intensity
* hazard consequences to date
* most likely hazard scenario
* most dangerous hazard scenario
* key Information Requirements
 | Intelligence rep |
| **Situation- Response*** agencies and response elements activated
* response structure
* response actions to date
 | Operations rep |
| **Mission**[Read out the confirmed mission statement] | Controller |
| **Execution- Intent*** method
* key tasks
* endstate
 | Controller |
| **Execution- Coordinating Instructions*** key timings, including phases
* key locations
* boundaries
 | Planning rep |
| **Execution- PIM*** media stance and interest
* key messages
* community liaison
 | PIM rep |
| **Execution- Welfare*** welfare dependency
* concept for welfare provision and support
 | Welfare rep |

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| Subject | Speaker |
| **Administration/Logistics*** concept of logistics support
* critical resources
* finance
 | Logistics Rep |
| **Control and Communications*** control arrangements
* communications plan
 | Operations rep |
| **Questions*** questions to the Controller
* questions from the Controller (to test understanding)

Note: Controller can pass questions onto Planning team members for a more detailed answer. | Controller |