



The Quick and Simple Company Briefing

If we are to conduct good company briefings, and we know we should, it must be quick. Good briefings help to raise the SA (situational awareness) of all personnel, which reduces stress, which allows for better decision making, which ultimately leads to the proper amount of risk being taken. A quick and simple briefing can not cover everything, the key is to use a format that becomes second nature and use it at every opportunity. When all members use a standardized briefing format the critical information stands an improved chance of being passed on and understood by others. This helps to manage risk by recognizing hazards and then placing mitigation measures into effect. A 5-step briefing format is used. Remember it is just the critical information you are conveying. If practiced and used on all incidents and trainings, officers and firefighters should be able to touch on the five highlights in as little as 30 seconds. This is a skill that must be mastered by all firefighters regardless of rank. If more time is available, it can be used to facilitate a more thorough briefing.

This is taken from a workshop designed to manage risk created by Quinn MacLeod titled "Managing Fireground Risk".

5-Step Briefing Format

1. **Current situation** (this updates everyone's situational awareness)

- Critical life safety information; victims trapped or the building is all clear.
- The overall strategy and tactics are made known.
- Dangerous circumstances to the incident; light weight roof construction, below grade fire, unknown fire location.

NOTE: All company members must communicate hazards they observed.

2. **The assignment**

- The assignment is described along with the intent.
- Specific task or tasks to complete the assignment.
- Hazards associated with the assignment are identified.

3. **How to make the assignment safe**

- Recognition of the hazards by all crewmembers.
- Ways to mitigate the hazards.

4. **How to support the assignment**

- Safety support.
- Logistical support.
- What tools do you need to accomplish the tactic/task.

5. **Questions / concerns?**

- Question: Does everyone know what were doing and why?
- Concerns: Are we risking ourselves to much?