

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?