SMEACS Incident Planning and Briefing Aid (FORM G)

Communications Notifications: Time: Organisation: Time: Organisation: Time:												
Note Part		Incident Towar			Exact Location:			Incident Date:		Incident No.:		
Summary		incident Type:						Incident Time:		Update Time:		
People / Excitation People / Environment / Assets / Reputation	Situation	Incident Summary:										
Popularia Popu		Hazards Current Weather Conditions:										
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Execution (Objectives/Strategies)	(Must be aligned to IC's											
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Admin & Logistics Resources: Command and Communications Notifications: Time:												
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Communications Notifications: Time: Organisation: Time:		Resources:										
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Time:			Organisation:									
Safety			Time:									
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SMEACS Incident Planning and Briefing Aid

To ensure the alignment of response and coordination efforts during an emergency it is crucial that relevant information is communicated to the involved parties in a clear and concise manner. Information of this type is often referred to as a 'common operating picture' and is usually delivered in the form of an operational briefing.

To assist with the planning and delivery of a well structured and succinct briefing it is suggested that the pneumonic 'SMEACS' (Situation, Mission, Execution, Admin/Logistics, Command/Communications, Safety) be adopted in the form of the below Incident Planning and Briefing Aid.

Prior to the Briefing

- Allow appropriate preparation time.
- Use SMEACS and make sure the **common operating picture** is reflected in your report.

Briefing

- Speak clearly and succinctly.
- Remain in control. Advise the group of the structure of your briefing (i.e. Situation, Mission, Execution, Administration/Logistics and Command and Communications)
- Politely request the audience to refrain from asking questions until you have finished delivering the briefing.
- · Commence briefing.
- Invite questions at the end and answer them to the best of your ability. If you do not know the answer to a question, advise that you will get an answer to them directly after the briefing.
- Make a note of any clarification points or actions that may come out of the briefing.
- Set the time for the next briefing in line with the Incident Controller's and State Emergency Arrangements timings (ISG / OASG / SECG).

After the Briefing

Allocate and record tasks

On return to the Incident Control Centre advise team members of any additional information received during the briefing.	
• On feitim to the incident Control Centre advise team members of any additional information received during the priefing	

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