



SEATTLE POLICE DEPARTMENT

ICS BRIEFING FORMAT

- **Introduction and Greeting** - Incident Commander or Planning Section Chief

- **Review Briefing Agenda** - Incident Commander or Planning Section Chief
 - Full Briefing
 - Command Briefings

- **Roll Call** - Incident Commander or Planning Section Chief
 - All sergeants checked, verify staffing number reporting for duty
 - All absences accounted for, and deployment adjusted

- **Intel** - Intel Section
 - Latest updates
 - SAT/UC Safety

- **Incident Commander's Brief** - Incident Commander
 - Mission
 - Intent
 - Objectives

- **Current Situation** - Operations Section Chief

- **Concept of Operation** - Operations Section Chief
 - Command
 - Outside Agencies
 - Timeline

- **Deployment and Work Assignment** - Operations Section Chief

- **Contingencies** - Incident Commander / Operations Section Chief
 - Suspicious Packages
 - Splinter Marches

- **Rules of Engagement** - Operations Section Chief
 - Use of Force
 - OC
 - Patrol CART

- **Safety** - Incident Commander or Planning Section Chief
 - Officer PPE (eyewear/gloves/mask)
 - Cold Fire extinguisher
 - Weather
 - Personal care-water
 - Medical

- **Communications** - Planning Section Chief
 - Refer to 205

- **Logistics** - Planning Section Chief
 - Snack and beverages
 - Overtime Slips

- **Command Format for Event** - Planning Section Chief
 - Fixed Command Post
 - If SPOC is activated, or EOC
 - If SPD Media PIO available

- **Demobilization** - Planning Section Chief
 - No one released until approved by IC and Ops Section Chief
 - All Paperwork approved prior to Demobilization

- Arrest documentation
 - Use of force documentation
 - Injury documentation
 - Sergeant's squad debrief
- **Command Debrief** - Incident Commander
 - Commander's debrief with IC prior to release
- **After Action Reports** - Operations Section Chief
 - Sergeants submit debrief forms to your lieutenant by end of shift
 - Lieutenants submit debrief forms to Operation Section Chief
- **Closing Remarks** - Incident Commander