



## 9.03 Incident Briefings and SMEACS-Q SOP

### Section 1 - Purpose and Objectives

(1) To improve CFA members' safety by undertaking incident briefings and the acronym SMEACS-Q (Situation - Mission - Execution - Admin & Logistics - Command and Communications - Safety - Questions) during firefighting operations and other operational activities.

### Section 2 - Scope

(2) This procedure applies to all CFA members.

### Section 3 - Procedure

#### Incident Briefings

(3) All briefings shall be in the SMEACS-Q format and must allow time for questions at the conclusion of the briefing.

(4) As the situation changes and new information becomes available, updated briefings shall be provided.

(5) The Incident Controller is required to ensure that appropriate information is efficiently communicated through the incident structure to members. This may be achieved through:

- a. Targeting briefings for a specific audience, e.g., Divisions and sectors, and then cascading the briefing down through the incident structure.
- b. Or, staggering the IMT and field changeovers to facilitate quality briefings.

(6) Where possible, briefings should be documented. All briefing documents should be retained and stored appropriately in accordance with the Chief Officer's SOP [9.13 - Keeping Logs and Documents](#).

#### SMEACS-Q

(7) SMEACS-Q (Situation - Mission - Execution - Admin & Logistics - Command and Communications - Safety - Questions) is an established acronym to ensure CFA members are systematically briefed to ensure effective operations.

(8) Everybody at the fire or incident scene has a role to play in SMEACS-Q, it is important that every member understands the briefing provided and the incident objectives. Members must ask questions if they are unclear on what is to be achieved having received the SMEACS-Q briefing.

<b>S</b>	Situation	Current and predicted incident details (overview), threats, topography, weather, fire/incident behaviour, hazards, and resources deployed.
<b>M</b>	Mission	What is our objective?
<b>E</b>	Execution	How will we achieve that objective? Strategy, tactics, taskings, timings, and constraints. Any immediate actions.

<b>A</b>	Admin & Logistics	What support is available? Staging, resources, fuel, food, incident facilities. Where, when, how, and quantity.
<b>C</b>	Command and Communications	Incident structure, communications plan, and fire ground channels.
<b>S</b>	Safety	Risk assessments (dynamic risk assessment), hazards, precautions, LACES, first aid procedures, and welfare.
<b>Q</b>	Questions	Any questions or clarity required from the briefing.

### **Safety Note**

(9) The SMEACS-Q briefing format stresses safety as a key component of any briefing. Persons providing any briefing should ensure that all relevant safety issues have been addressed.

### **Environmental Note**

(10) Any relevant environmental issue shall be added to the briefing (e.g. risk of contamination of waterways, use of foam near organic properties and waterways, or waste management).

## **Section 4 - Definitions**

(11) Commonly defined terms are located in the CFA [centralised glossary](#).

## **Section 5 - Related Documents**

[JSOP 3.06 - Incident Briefings](#)

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## Status and Details

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## Glossary Terms and Definitions

"**CFA member**" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"**Incident Controller**" - The individual designated by the control agency to have overall management of the incident and who is responsible for all incident activities.

"**Dynamic Risk Assessment**" - The continuous assessment and control of risk in the rapidly changing circumstances of an operational incident. DRA is an intuitive thought process and is typically not recorded.

"**SMEACS-Q**" - A briefing format incorporating: Situation, Mission, Execution, Administration and logistics, Command and Communications, Safety, and Questions.