



JOB BRIEFING (102Z)

1. Job Name:	3. Date:	Initiated
2. Job Number:	Time:	Updated

4. New to Site Instructions:

(Include all applicable: travel plans, route recommendations, physical address of site, gate entry, parking details, sign in procedures. Client name, points of contact, position, and contact numbers. Other pertinent information: lunch details, per diem, etc.)

5. Health & Safety Briefing and Job Scope Summary:

(Describe the environment and the tasks to be performed by all parties. Communicate hazards employees may encounter (process & occupational). List safety measures taken by site/client/ITCS/IPS to protect employees from those hazards: changes to site, work practices, tools & equipment, PPE).

6. Prepared by: Name:

Position/Title:



JOB BRIEFING (102Z)

7. Current and Planned Objectives:

(S.M.A.R.T. - Specific, Measurable, Achievable, Relevant, Time bound)

8. Current and Planned Actions, Strategies, and Tactics:

Time:

Actions:

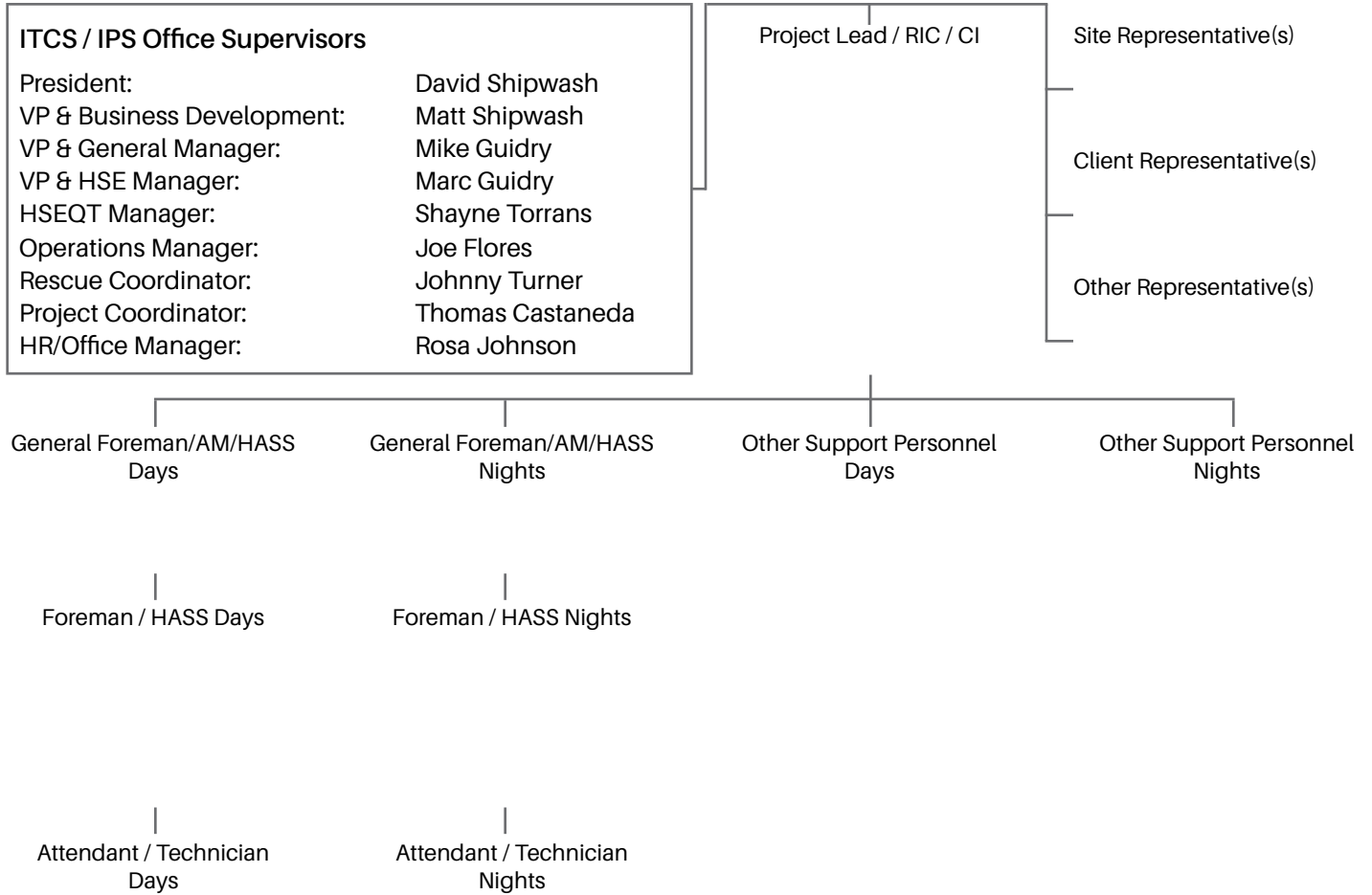




JOB BRIEFING (102Z)

9. Current Organization:

(fill in additional organization as appropriate):



JOB BRIEFING (102Z)

Purpose. The 'Job Briefing (102Z)' form provides the Project Lead or Rescue Incident Commander/Client Interface (RIC/CI), General Foreman or Area Manager of Health and Safety Specialist [AM/HASS (pronounced as 'AMOS')], Foreman or Health and Safety Specialists (HASS), Attendant or Technician [(Designated Entry Technician (TED))] and any other assigned personnel with basic information regarding the job details and the resources allocated for the assignment. In addition to a briefing document, the 102Z also serves as an initial action worksheet. It serves as a permanent record of the initial deployment to the job site and should be updated as the job progresses for all new to site employees.

Preparation. The briefing form is prepared by the ITCS/IPS coordinator or manager with details of the job scope and other pertinent job site information critical to deliver services as agreed and contracted.

Distribution. Ideally, the 102Z is filled out (completely) 24 hours before the job start date or as appropriate so all affected personnel can make reasonable preparations to report for duty as instructed. A map or sketch can be added to this form in an addendum on the web portal and given to the Project Lead or RIC/CI. If a map or sketch is not provided, it should be updated ASAP especially for long term projects. Additional forms will be available online and in the job book. The supervisors will delegate responsibility and shall return all required documentation completed and accurate in a timely manner.

Block Number	Block Title	Instructions
1	Job Name	★ Consider using site and or equipment name to describe project name.
2	ITCS/IPS Job Number	★ Enter the number assigned to the job.
3	Date/Time Initiated ★ Date, Time	★ Enter date initiated (month/day/year) and time initiated or updated (using the 24-hour clock).
4	New to Site Instructions (travel plans, route recommendations, physical address of site, gate entry, parking details, sign in procedures. Client name, points of contact, position, and contact numbers. Other pertinent information: lunch details, per diem, etc.)	★ Provide uniformed instructions to deploy personnel to perform contracted duties. Be detailed for an organized arrival to site which will set the expectations of assigned personnel, expedite the start of work, and improve customer satisfaction.
		★ Support the field workers with specifics prior to arrival if known. Show site perimeter and other graphics depicting resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbols. North should be at the top of page unless noted otherwise.
5	Health & Safety Briefing and Job Scope Summary: (Describe the environment and tasks to be performed by all parties. Communicate hazards employees may encounter. List safety measures taken by site/ client/ ITCS/IPS to protect employees from those hazards: changes to site, work practices, tools & equipment, PPE)	★ Recognize potential health and safety hazards and develop necessary measures to protect ALL PERSONNEL from those hazards. If multiple subcontractors and or tasks are in the workspace, specify each company name, contact name and number and job scopes to collaborate on a risk management plan. Information should be regularly evaluated and reported during shift rollover briefings (transfer of command) and documented in daily shift notes.
6	Prepared by ★ Name ★ Position/Title	★ Enter your name. Use your legal first and last name, no nicknames.

JOB BRIEFING (102Z)

Block Number	Block Title	Instructions
7	Current and Planned Objectives	★ Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics ★ Time ★ Actions	★ Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another 102Z (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization roles as appropriate) ★ Incident Commander(s) ★ Liaison Officer ★ Safety Officer ★ Public Information Officer ★ Planning Section Chief ★ Operations Section Chief ★ Finance/Administration Section Chief ★ Logistics Section Chief	★ Enter on the organization chart the names of the individuals assigned to each position.
		★ Modify the chart, as necessary. Add any lines/spaces needed for Representatives and the organization of each of the General Staff Sections if applicable. Most ITCS/IPS job deployments in non- emergency operation mode will be similar to the template provided.
		★ If Unified Command is being used for emergency operation mode, split the Project Lead/Rescue Incident Commander Client Interface box to include other agency representatives.
		★ If a company representative does not have ICS training or do not wish to be used in that capacity, they will be utilized as a Liaison Officer during emergency operations.
10	Resource Summary ★ Resource ★ Resource Identifier ★ Date/Time Ordered ★ ETA ★ Arrived ★ Notes (location / assignment/ status)	★ Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another 102Z (Page 4) and adjust page numbers accordingly.
		★ Enter the number and appropriate category, kind, or type of resource ordered.
		★ Enter the relevant agency designator and/or resource designator (if any).
		★ Enter the date (month/day/year) and time (24-hour clock) the resource was ordered
		★ Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
		★ Enter an "X" or a checkmark upon arrival to the incident.
		★ Enter notes such as the assigned location of the resource and/or the actual assignment and status.