

NATIONALLY AGREED STANDARD OPERATING PROCEDURE (NASOP)

Title: Conducting briefings in a biosecurity response

Version: 1.0

Prepared by: Biosecurity Emergency Preparedness Working Group – NASOP Working Group

Approved by: Biosecurity Emergency Preparedness Working Group

Revision history:	Version	Date of approval	Comments
	1.0	21/09/11	Approved by BEPWG

NASOPs support national consistency and provide guidance to response personnel undertaking operational tasks.

1. Purpose

- To outline the procedure to be followed when briefing small groups during the response to a biosecurity incident.

2. Application/scope

- This procedure can be applied to staff working in an operations centre and/or in the field.
- Briefings are provided to ensure that personnel are up to date with the current situation and are working towards the same objectives, utilising a systematic and planned approach.
- Briefings can be provided to any person or group/s of people involved in the response to a biosecurity incident. Consideration needs to be given to the size of the group/s being briefed and the level of information that is appropriate to that group.
- Briefings may pertain to the overall aim and intentions of an operation, while functional sections or teams may be given issue/task specific briefings.
- Briefings should be structured around the SMEAC (Situation, Mission, Execution, Administration and Coordination) format and should include safety information and an opportunity to ask questions.

3. Resources/equipment

- Adequate space to accommodate the personnel attending the briefing:
 - for short briefings they may be able to stand
 - for long briefings chairs and tables may be required
 - briefing space should (where possible) be separate from the working space. If this is not practical, normal work may need to stop, while the briefing is being conducted.
- Facilities to display relevant maps (electronic/hard copy) and other information, such as photographs, diagrams and other data required to facilitate the briefing
- Incident Action Plan (IAP), if available, should be distributed at a briefing.

4. Warnings

- Normal OH&S requirements should be adhered to in respect of the briefing environment.
- A briefing should be conducted in an environment which is comfortable, free of distractions and if necessary, secure.
- Briefings should be kept as short as possible, without leaving anything out.

5. Description of activities

- NOTE: briefings should be held:
 - before new staff commence work
 - at the commencement of a new shift
 - at least once daily
 - before each major task or phase of operations
 - if there is a change in objectives or operational activity.
- Prepare the information required for the briefing using the SMEAC format:
 - **Situation:** as at that time (what has happened and what has been done)
 - **Mission:** objectives relevant to the group being briefed
 - **Execution:** how the objectives are to be achieved and the allocation of tasks and directions for completion
 - **Administration and logistics:** arrangements to support achievement of the allocated activities
 - **Coordination and Communication:** what is the chain of command and communication requirements
 - **Safety:** identify OH&S and other risks that need to be addressed.
- Identify the relevant personnel to be involved and communicate briefing time and location. This may be provided as an announcement, notice or part of an established schedule of activities.
- Assemble personnel being briefed.
- Deliver the briefing:
 - Identify yourself and others that will be involved in delivering the briefing.
 - Explain the purpose of the briefing.
 - Advise whether questions will be taken during the briefing or at the end.
 - Using the SMEAC format and prepared material (visual displays and/or handouts) verbally provide the briefing, ensuring it is clear what stage of the briefing you are addressing. i.e
 - *'The current **situation** is ...'*, (can be supported by maps, photographs etc)
 - *'Our **mission** (or objective/s) is to ...'*, (make sure this is clearly articulated and understood. Consider displaying this in a prominent position)Note: Objectives may relate to the overall objectives for the response, as well as specific objectives for the group being briefed. There should be a natural linkage between any higher level objectives and those being communicated during the briefing.
 - *'This will be **executed** by...'* (allocate responsibilities to individuals or groups)
 - *'**Administration and logistics** arrangements are...'*
 - *The relevant **Commanders** (or managers) are ...*
 - ***Communication** arrangements for staff involved in this response are ...*
- Conclude the briefing by seeking and answering any questions from those being briefed.
- Communicate arrangements for subsequent briefing/s.

6. References

- NSW SOP – Briefing/debriefing - EOC sections, field personnel

7. Appendices

- Appendix 1: SMEAC format

SMEAC format

Situation	<p>Describes what has happened and perhaps what has been done.</p> <p>Maps and other GIS products can be useful in describing the current situation.</p>
Mission	<p>Describes what is to be achieved. This may include the response objectives appropriate to the level at which the briefing is being delivered.</p>
Execution	<p>Describes how the response objectives are to be achieved. It will include instructing groups or individuals to undertake specific functions or tasks. A briefing will generally explain what needs to be done, not how to go about doing it.</p> <p>Execution may be expressed in terms of :</p> <ul style="list-style-type: none">• General Outline• Groupings and tasks• Coordination Instructions
Administration and Logistics	<p>Describes the administrative and logistical arrangements required to undertake the allocated functions or tasks. At a higher level this may include transport, accommodation and catering arrangements for all involved, where at a lower level it may include details on how to obtain stationery or the forms required for a specific task.</p>
Command and Communication	<p>Describes clearly the chain of command and communication arrangements for the response. Organisational charts and diagrams can be useful to convey this information.</p>
Safety (if included)	<p>Describes the OHS, PPE, biosecurity requirements and safety hazards relevant to the level of briefing being conducted.</p>
Questions	<p>Seek or allow questions from those being briefed</p>