



Great Basin Incident Management Team 1

Incident Management Team Closeout Agenda

<u>Topic</u>	<u>Responsibility</u>
Introductions	Planning Section Chief
Closeout Objectives and Format	Planning Section Chief
Key Decisions and Overview	Team IC
IMT Safety Report Lost time accidents Person years worked Other pertinent issues	Team SOF1
IMT After Action Review Presentation Most notable success Most difficult challenges	Team IC
Local Unit(s) Feedback	Local Unit Staff
Expanded Dispatch	Expanded Dispatch Supervisor
Buying Team	Buying Team Leader
Forest Feedback	Forest Staff (Safety, IBA, FMO)
Agency Administrator(s) Feedback	Agency Administrator(s)
Incident Commander Close-out	

Agency Administrators may use their prerogative in managing closeout meetings.

Recommend that as each topic is covered the facilitator ask for comments from the Local Unit, Expanded Dispatch, Agency Administrator. This will allow for discussion of important topics while they are fresh in peoples minds.