

Pocket Card Introduction and Intent

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Two pocket cards were produced in concert with videos on fire management on military installations. This document outlines the intentional differences between these simple but powerful documents and their intended application.

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1. The **Military Installation In-Briefing Pocket Card** is designed to supplement the IRPG Briefing Checklist for *incoming resources*.
2. The **Military Installation Fire Manager Briefing Pocket Card** supplements the IRPG Briefing Checklist for *fire managers* who are briefing incoming resources.

Both Pocket Cards supplement the existing IRPG Briefing Checklist for two reasons. First, the IRPG Briefing Checklist is widely recognized and is standard protocol for all NWCG wildland and prescribed fire resources. Fire resources are expected to have their IRPG with them while on duty and the Pocket Cards are easily printed as a sticker or card to add to the IRPG.

Second, **checklists minimize errors in High Reliability Organizations (HROs)** such as fire management, aviation, nuclear power plants, aircraft carriers, healthcare, and air traffic control. Checklists benefit complex, high-risk situations by “supply(ing) a set of checks to ensure the (simple) but critical stuff is not overlooked, and... another set of checks to ensure people talk and coordinate and accept responsibility while... (leaving) the power to manage the nuances and unpredictabilities” (Gawande, 2010, page 79). **Checklists benefit operational risk management by prompting fire managers to cover the basics, while encouraging team members to speak up when something is wrong and to collectively work through potential or existing hazards.** Checklists work: a study in eight major hospitals around the world showed that “major complications for surgical patients decreased 36 percent after the introduction of checklists. Deaths fell by 47 percent” (Brabant, 2010).

The Pocket Cards mirror each other in content but use slightly different wording appropriate for the intended audience.

The Military Installation In-Briefing Pocket Card

1. Prompts incoming resources to **actively obtain knowledge** and increase their situational awareness.
2. Has a second side to prompt resources to be aware of emergency protocol.

The Military Installation Fire Manager Briefing Pocket Card

1. Prompts fire managers to **expand on their existing knowledge and expertise**.
2. Contains the following bolded and/or italicized prompts for the fire manager to **engage resources in dialogue during briefing**. Allowing people to speak up at the beginning of a briefing activates “their sense of participation and responsibility and their willingness to speak up” (Gawande, 2010, page 108).
 - a. **Prior to briefing: *Self-Introductions***. Ask for name, organization, and other appropriate details. “People who don’t know one another’s names don’t work together nearly as well as those who do” (Gawande, 2010, page 108).
 - b. ***Tell me additional hazards you might encounter***. Prompt resources to engage in hazard identification.
 - c. ***Questions or clarifications?*** Ensure all directions are clear and understood.
 - d. ***What did we overlook?*** Prompt the group to take responsibility for the content of the briefing.
 - e. ***Risk Refusal Procedure Review***. Openly allow participants to address concerns and seek re-assignment if appropriate.

Literature Cited

Brabant, Tom. (2010). *The simple genius of checklists*. Boeing Frontiers 9(6):43. Available online at https://www.boeing.com/news/frontiers/archive/2010/october/i_bca05.pdf.

Gawande, A. (2010). *The Checklist Manifesto: How to Get Things Right*. 1st edition. New York, NY: Metropolitan Books.