

4IBCT INCIDENT BRIEF SOP

INTENT: To bring together FRG members within a Company that has suffered a KIA to:

1. Inform them officially, via Rear D Cdr, of what has happened.
2. Offer solace and comfort as the families come together to support one another
3. Decide how best to support the KIA's family, whether with meals, cards, visits or phone calls.

EXPECTATION MANAGEMENT: These briefings cannot beat internet news like Face Book nor is that the intent. We can still find comfort coming together and still offer support to the family of the KIA even if we already know who has been killed before the incident brief happens.

WHEN: Approximately 24 hours after Official Notification is COMPLETE

WHO: Local family members of AFFECTED COMPANY.

DETAILS:

1. **WHO INITIATES:** Battalion Rear D initiates coordination for the entire Incident brief to include:
 - a. Coordinating with BN FRG Advisor and FRG Leader for best time and location. Suggest either FRC or 4/4 Yellow Ribbon Room
 - b. Designate someone to invite local families to attend. SUGGEST PHONE CALLS since the meeting is normally very short notice. IT IS ESSENTIAL YOU DROP THE KIA FAMILY MEMBER FROM YOUR CALL LIST FOR THIS MEETING!
 - c. Ensure BCT FRSA or BN FRSA reserve daycare and line up the key players.
2. **KEY PLAYERS:** Call Becky Mullins, BCT FRSA, 719-503-4005/719-322-1948 or you work directly with your BN FRSA to schedule the following key players:
 - a. CYS daycare. Must get names and ages of kids.
 - b. Jill Nugin- ACS who helps family members process their feelings
 - c. MFLC- to be there to support/talk
 - d. BCT Chaplain or on-call Chaplain
3. **AGENDA:**
 - a. Some BNs start with a prayer, some end with a prayer, some do both. Your choice
 - b. BN REAR D Cdr reads the official KIA report. Discusses and explains what they can about this.
 - i. Be prepared for some shock... this may be the first time some have heard the Soldier's name and they may know that Soldier!
 - c. ACS steps in to help process what families may be feeling and point out resources on post if family member feels they need more help
 - d. FRG Advisor and/or FRG Leader step up to discuss how to help the family specifically
 - i. Meals, Cards, Future support- for Memorial and a few months down the road
 - e. BN Rear D Cdr announces the end of the formal portion of the meeting and asks Chaplain to close with prayer