

INCIDENT BRIEF (ICS 201-CG) AGENDA

Using ICS 201-CG as an outline, include:

1. Current situation (include territory, exposures, safety concerns, etc.; use map and/or charts).
2. Facilities established.
3. Initial objectives and priorities.
4. Current and planned actions.
5. Current on-scene organization.
6. Methods of communication and current frequencies used.
7. Resource assignments.
8. Resources ordered and/or en-route.
9. Potential incident complexity.
10. Notifications completed.

INITIAL UNIFIED COMMAND MEETING AGENDA

1. Bring meeting to order, review ground rules & agenda.
2. Identify and include the agencies and organizations that need to be represented in the UC to accomplish the IC/UC objectives.
3. Identify assisting and coordinating agencies and organizations that are needed to accomplish the IC/UC objectives.
4. Validate makeup of newly formed UC, based on chapter 5 criteria.
5. Clarify UC roles and responsibilities.
6. Review agency policies.
7. Negotiate and agree on key decisions:
 - a. UC jurisdictional boundaries and focus (AOR).
 - b. Name of incident.
 - c. Overall response organization, including integration of assisting and cooperating agencies.
 - d. Location of ICP (if not already identified) and other critical facilities, as appropriate.
 - e. Operational period length/start time and work shift hours.
 - f. Command and General Staff composition, including deputies (especially OSC and PSC).
8. Summarize and document key decisions.

UNIFIED COMMAND OBJECTIVES MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, and reviews ground rules and agenda.
2. Review and/or update key decisions.
3. Develop or review and update response Functions, Priorities, Limitations, and Constraints.
4. Develop or review incident objectives.
5. Develop or review Critical Information Requirements (CIR), information flow, and time critical expectations.
6. Develop, or review and update, key procedures which may include:
 - a. Managing sensitive information.
 - b. Resource request and ordering process.
 - c. Cost sharing and cost accounting.
 - d. Operational security issues.
7. Develop, or review and update, tasks for Command and General Staff to accomplish using the Incident Open Action Tracking Form (ICS 233-CG).
8. Agree on division of UC workload.
9. Prepare for Command and General Staff Meeting.

COMMAND AND GENERAL STAFF MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
2. SITL conducts situation status briefing.
3. SOFR provides safety status briefing highlighting any near misses or injuries requiring medical attention beyond first aid and ICP/Base/Camp safety issues.
4. IC/UC:
 - a. Provides comments.
 - b. Reviews priorities, limitations, and constraints (if new or changed). Reviews key decisions and procedures (if new or changed).
 - c. Discusses incident objectives.
 - d. Reviews Critical Information Requirements (CIRs) and their time criticality.
 - e. Assigns or reviews functional tasks/open actions using the Incident Open Action Tracking Form (ICS 233-CG).
5. PSC facilitates open discussion to clarify priorities, objectives, assignments, issues, concerns, and open actions/tasks.
6. IC/UC provides closing comments.
7. PSC covers next meeting and planning process assignments.

TACTICS MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
2. SITL reviews the current and projected incident situation.
3. PSC reviews incident operational objectives.
4. OSC reviews the Work Analysis Matrix (ICS 234-CG) strategies and tactics.
5. OSC reviews and/or completes the Operational Planning Worksheet (ICS 215-CG) which addresses work assignments, resource commitments, contingencies, and needed support facilities (e.g., staging areas).
6. OSC reviews and/or completes Operations Section organization chart.
7. ISC reviews the Work Analysis Matrix (ICS 234-CG) strategies and tactics.
8. ISC reviews and/or completes the Operational Planning Worksheet (ICS 215-CG).
9. ISC reviews and/or completes I/I Section organization chart.
10. PSC validates linkage between tactics and operational objectives.
11. RESL identifies needed tactical resources.
12. SOFR reviews and/or completes the Incident Action Plan Safety Analysis (ICS 215a-CG) and identifies and resolves any critical safety issues.
13. LSC discusses and resolves any logistics issues.
14. FSC discusses and resolves any finance issues.
15. PSC reviews functional tasks/open actions using the Incident Open Action Tracker (ICS 233-CG).
16. PSC covers next meeting and planning process assignments.

PLANNING MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
2. IC/UC provides opening remarks.
3. SITL provides briefing on current situation, resources at risk, weather/sea forecast, and incident projections.
4. SOFR provides safety status briefing highlighting any near misses or injuries requiring medical attention beyond first aid and ICP/Base/Camp safety issues.
5. PSC reviews Command's incident priorities, decisions, and objectives.
6. OSC briefs current operations followed by an overview on the proposed plan using the Operational Planning Worksheet (ICS 215-CG), resource commitment, contingencies, Operations Section organization structure, and needed support facilities (e.g., staging areas).
7. ISC briefs current operations followed by an overview on the proposed plan using the Operational Planning Worksheet (ICS 215-CG), resource commitment, contingencies, I/I Section organization structure, and needed support facilities (e.g., staging areas).
8. PSC reviews proposed plan to ensure that Command's priorities and operational objectives are met.

PLANNING MEETING AGENDA (cont.)

9. PSC briefly describes ability to meet all CIRs, as needed.
10. PSC reviews and validates responsibility for any open actions/tasks – using the Incident Open Action Tracker (ICS 233-CG), management objectives, and information management plan (if developed).
11. PSC solicits final input from each Command and General Staff member:
 - a. LSC covers transport, communications, supply, staffing, and resource ordering updates and issues.
 - b. FSC covers fiscal issues.
 - c. Public Information Officer (PIO) covers public affairs and public information issues.
 - d. LOFR covers interagency issues.
 - e. SOFR covers safety issues.
12. PSC solicits Command and General Staff members commitment to the proposed IAP.
13. PSC requests Command's approval of the plan as presented. IC/UC may provide final comments.
14. PSC issues assignments to appropriate IMT members for developing IAP support documentation along with deadlines.
15. PSC covers next meeting and planning process assignments.

OPERATIONS BRIEFING AGENDA

1. PSC opens briefing, covers ground rules, agenda, and takes roll call of Command and General Staff and Operations personnel required to attend.
2. PSC reviews IC/UC objectives, operational CIRs and changes to the IAP (e.g., pen and ink changes).
3. IC/UC provides remarks.
4. SITL conducts Situation Briefing.
5. OSC discusses current response actions and accomplishments.
6. OSC briefs Operations Section personnel.
7. LSC covers transport, communications and supply updates.
8. FSC covers fiscal issues.
9. PIO covers public affairs and public information issues.
10. LOFR covers interagency issues.
11. SOFR provides a safety briefing.
12. PSC solicits final comments and adjourns briefing.