

Incident Command System Meeting Outcomes, Participants, and Agendas

INCIDENT BRIEFING (ICS-201) [Initial Response]

Desired Outcome: Incoming IC/UC understands the incident and response well enough to take command; e.g. knowledge of incident situation, response organization, deployed and ordered resources, overall Goals, initial response objectives/priorities, and developing objectives.

The 201 is updated and in force as the initial response IAP and briefing tool until the response ends or the 201 is superseded by a formal IAP.

When: New IC/UC; staff briefing as required
Facilitator: Current IC/UC or PSC (if available)
Attendees: Prospective IC/UC; Command and General Staff, as available

Agenda:

Using the ICS 201 as an outline:

1. Current situation (note territory, exposures, safety concerns, etc.; use map/charts).
2. Initial objectives and priorities.
3. Current and planned actions.
4. Current on-scene organization.
5. Resource assignments.
6. Resources en-route and/or ordered.
7. Facilities established.
8. Incident potential

INITIAL UNIFIED COMMAND MEETING [Initial Response]

Desired Outcome: UC concurrence on important issues prior to the Command and General Staff meeting. Meeting is brief, participants come prepared. Key decisions are documented to guide Command and General Staff.

When: After UC is formed and briefed
Facilitator: IC/UC member or PSC (if available)
Attendees: ICs that will comprise the UC. DOCL as recorder and PSC as facilitator

Agenda:

1. PSC brings meeting to order, conducts role call, covers ground rules and reviews agenda.
2. Consider criteria for UC; validate newly formed UC.
3. Identify scope and emphasis of response.
4. Establish and document constraints, limits.
5. Establish and agree on priorities.

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6. Designate best-qualified OSC and Deputy OSC.
7. Agree on Command and General Staff assignments.
8. Agree on incident support facilities, locations.
9. Agree on integration of assisting agency resources into the response organization.
10. Agree on resource ordering procedures.
11. Agree on cost-sharing procedures.
12. Agree on information, intelligence, and information security matters.

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13.

UNIFIED COMMAND OBJECTIVES MEETING [1st Major Planning Cycle Meeting]

Desired Outcome: The IC/UC will agree on objectives for a defined Operational Period in the context of priorities, resources, and overall Goals. The Initial UC meeting may continue initial objectives or continue into this agenda. Subsequent Objectives Meetings revise the Objectives and Operational Periods as needed.

When: Prior to Command and General Staff Meeting.
Facilitator: IC/UC Member or PSC (if available)
Attendees: IC/UC Members; Selected Command and General Staff as appropriate

Agenda:

1. PSC brings meeting to order, conducts role call, covers ground rules, and reviews agenda.
2. Determine operational period to plan for.
3. Develop or amend objectives; make them SMART to extent possible.
4. Develop major tasks for Command and General Staff to accomplish, consider preparing for operations beyond next Operational Period.
5. Revalidate previous decisions, priorities, and procedures.
6. Review any open actions from previous meetings.
7. Prepare for the Command and General Staff Meeting.

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COMMAND AND GENERAL STAFF MEETING [2nd Major Planning Cycle Meeting]

Desired Outcome: Command and General Staff understand decisions, overall goals, SMART Objectives, next Operational Period times, priorities, procedures and functional assignments, and specific tasks that the IC/UC have agreed to.

When: Prior to Tactics Meeting.
Facilitator: PSC
Attendees: IC/UC Members, Command and General Staff, SITL, and DOCL

Agenda:

1. PSC brings meeting to order, conducts role call, covers ground rules and reviews agenda.
2. SITL gives situation status briefing.
3. IC/UC issues or revises:
 - a. Overall goals, SMART Operational Period Objectives, priorities, assignments, and major policy and procedure guidelines.
 - b. Summary of major direction and decisions.
 - c. Specific functional task assignments to Command and General Staff members.
4. PSC facilitates open dialog to clarify overall Goals, SMART Operational Period Objectives, priorities, assignments, issues, concerns, and open actions/tasks.
5. IC/UC provides closing comments.

TACTICS MEETING [3rd Major Planning Cycle Meeting]

Desired Outcome: Response organization, operational assignments, and resources that are aligned with SMART Operational Period Objectives.

The OSC presents work analysis matrix, draft ICS 215, proposed Operations Section organization. SO is prepared with initial risk analysis.

When: Prior to Planning Meeting.
Facilitator: PSC
Attendees: PSC, OSC, LSC, and RESL, SITL, SO, DOCL, COML, THSP (as needed).

Agenda:

1. PSC calls meeting to order, conducts role call covers ground rules, reviews agenda.
2. SITL reviews current & projected situation.

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3. PSC reviews SMART Operational Period Objectives and overall goals.
4. OSC reviews the draft Operations Work Analysis Matrix (objectives/strategy/tactics) and ICS 215.
5. OSC reviews and/or completes Operations Section organizational chart.
6. SO identifies, resolves critical safety issues.
7. LSC identifies, resolves major logistical issues.
8. PSC validates SMART Objectives can be achieved.

PLANNING MEETING [4th Major Planning Cycle Meeting]

Desired Outcome: Agreement that the organization, resources, processes/procedures, supplies/equipment, and facilities will come together and achieve the SMART Operational Period Objectives. If not possible, agree to amend SMART Objectives.

When: After the TACTICS MEETINGS
Facilitator: PSC
Attendees: IC/UC, Command Staff, General Staff, SITL, DOCL and THSP (as required).

Agenda:

1. PSC calls to order, role call, ground rules, agenda.
2. PSC reviews SMART Operational Period Objectives and overall Goals.
3. SITL summarizes situation, resources at risk, and conditions relative to next Operational Period.
4. OSC briefs current operations relative to next Op. Period's organization, assignments, contingencies.
5. PSC solicits Command and General Staff input and commitment that proposed operations will be supported, follow IC/UC direction/priorities, and will achieve SMART Objectives.
6. PSC seeks IC/UC approval/revision of plan.
7. PSC reviews and confirms responsibility/deadlines for open actions/tasks and IAP assignments.
8. IC/UC provides remarks.

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INCIDENT ACTION PLAN (IAP) PREPARATION

Desired Outcome: IAP components fully prepared to meet PSC deadline for IAP assembly, IC/UC approval, printing, and presentation at Operational Brief.

When: PSC deadlines set at Plan Mtg.
Facilitator: PSC
Attendees: This is a period of time, not a meeting.

<u>IAP Common Components</u>	<u>Primary Responsibility</u>
1. Incident Objectives (ICS 202)	RESL
2. Org. List/Chart (ICS 203/207)	RESL
3. Assignment List (ICS 204)	RESL
4. Communication Plan (ICS 205)	COML
5. Medical Plan (ICS 206)	MEDL
6. Site Safety Plan (ICS 208)	SO
7. Incident Map/Chart	SITL
 <u>And if needed:</u>	
1. Air Ops. Summary (ICS 220)	AOBD
2. Demobilization Plan	DMOB
3. Transportation Plan	GSUL
4. Decontamination Plan	THSP
5. Other Needed Plans	

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OPERATIONS BRIEFING [5th and Last Major Planning Cycle Meeting]

Desired Outcome: Operations leadership and Command and General Staff understand the IAP and will meet Operational Period Objectives.

When: ~30-60 min. prior to shift change
Facilitator: PSC
Attendees: IC/UC, Command and General Staff, Branch Directors, Division/Group Supervisors, Task Force/Strike Team Leaders (if possible), Unit Leaders, others as appropriate.

Agenda:

1. PSC opens briefing, ground rules, reviews agenda.
2. PSC reviews IC/UC objectives, notes pen and ink changes to printed IAP.
3. SITL conducts Situation Briefing, trends.
4. OSC outlines response actions/ accomplishments.
5. IC/UC provides remarks.
6. OSC conducts role call of Op. Section, briefs them.
7. LSC covers transport, comms., and supply updates.
8. FSC covers fiscal issues, time reporting, etc.
9. SO, PIO, and LO cover safety, public information, and interagency issues, respectively.
10. PSC solicits final comments, understanding.
11. IC/UC make motivational remarks, adjourns mtg.

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SPECIAL PURPOSE MEETINGS

Special Purpose meetings are most applicable to larger incidents requiring a **Planning Cycle**, but may be useful during the **Initial Response Phase**.

BUSINESS MANAGEMENT MEETING

Desired Outcome: Develop and update the Business Management Plan for finance and logistical support.

The agenda could include: documentation issues, cost sharing, cost analysis, finance requirements, resource procurement, and financial summary data. Attendees normally include: FSC, COST, PROC, LSC, SITL, and DOCL.

AGENCY REPRESENTATIVE MEETING

Desired Outcome: Update Agency Representatives and ensure that they can support the IAP.

It is conducted by the LOFR, and attended by Agency Representatives. It is most appropriately held shortly after the Planning Meeting in order to present the plan for the next operational period. It allows for minor changes should the plan not meet the expectations of the Agency Representatives.

MEDIA BRIEFING

Desired Outcome: Inform public of current and accurate facts, especially information that will help public to assist response organization to efficiently achieve the overall Goals and SMART Objectives.

Media briefings are typically at location arranged by PIO or at a Joint Information Center (JIC). It is arranged by the PIO, moderated by an IC/UC spokesperson, and features the IC/UC and selected spokespersons. The PIO helps spokespersons to prepare for anticipated issues. The briefing should be well planned, organized, and scheduled to meet the media's needs.

TECHNICAL SPECIALIST MEETING

Desired Outcome: Incorporate technical expertise into the IAP.

THSP are experts who can forecast trends, changing conditions, develop procedures and protocols, and develop information. Collectively, these are the details that support strategies and tactics.