

Handout 5-2: Sample Planning Meeting Agenda

- ☐ Planning - **Introduction** (Brings meeting to order, covers ground rules, and refers to agenda)
- ☐ Incident Commander/Unified Command – **Opening Remarks**
- ☐ Situation Unit Leader (and any needed Technical Specialists) **Current Situation, Weather, and Incident Projections**
- ☐ Planning - **Incident Objectives and Priorities** (Reads the Incident Objectives for the group)
- ☐ Operations – **Current Operations and Proposed Plan** (Provides overview of the current operations and the proposed operations plan. This includes strategies, tactics/ work assignments, resource commitments, Ops Section organization, facilities, using the Operational Planning Worksheet (ICS Form 215).
- ☐ Logistics -**Communications, Medical, Supply Approval** (Validates that Communications, Medical, transportation, and Supply units concur with and capable of supporting the proposed plan)
- ☐ Finance - Indicates **fiscal constraints** and verifies proposed plan fits with financial constraints)
- ☐ PIO - Provides **public information plan** and methodologies to meet objectives. Verifies that public information outreach meets objectives)
- ☐ Liaison - Confirms **interagency issues** are being addressed
- ☐ Other Staff or Technical specialists as needed
- ☐ Safety Officer- **Mitigation Measures/Safety Plan** Using wall-sized Incident Action Plan Safety Analysis (ICS Form 215A) discusses hazards/risks, and measures employed to mitigate and manage risks.
- ☐ Planning- Final Confirmation and Support (Polls Command and General Staff members to solicit their final input and commitment to the proposed plan)
- ☐ IC/UC - Approval of the Plan (Provides approval as presented and committed to by C&GS.
- ☐ IC/UC Closing Comments (Provides any final or closing comments)
- ☐ Planning - Assignments and Deadlines (Issues assignments and deadlines to appropriate IMT members for developing IAP components)
- ☐ Planning - Meeting/Briefing Reminders (Reminds students of upcoming schedule and adjourns meeting)