

Handout 5-4: Sample Operations Briefing Agenda

Agenda Item	Who Performs Action
1. Introduction and Welcome	Planning Section Chief
2. Review of Incident Objectives	Incident Commander
3. Review of Current Incident/Objective Status	Operations Section Chief Technical Specialists (as necessary)
4. Incident Boundaries, Branch/Division Locations, and Group Assignments (Map)	Operations Section Chief
5. Review of Division/Group Assignments (ICS Form 204)	Operations Section Chief
6. Review of Safety Issues, Safety Message	Safety Officer
7. Logistics (Communications and Medical Plans)	Logistics Section Chief (Communications Unit Leader/Medical Unit Leader)
8. Other personnel	Incident Dependent (Finance Section Chief, Liaison Officer, Public Information Officer, etc)
9. Closing remarks	Agency Administrator/Incident Commander
10. Conclusion	Planning Section Chief