



# Initial Response Phase

## ICS 201 Incident Briefing

### Facilitator: PO

#### Meeting Agenda

#### ICS 201 Incident Briefing Forms & Sit-Stat Display Boards (Duration approximately 30 minutes max)

1. Current Situation - IO / OO
2. Current & Forecast Weather & Tides - IO
3. Maritime Casualty Update - MCC (optional)
4. Objectives and Priorities - IC
5. Current Actions - OO
6. Planned Actions - PO
7. Incident Organisation (IMT & Field)- PO
8. Resource Assignments - RC / PO
9. Facilities Established - LO
10. Resources & Supplies ordered &/or En-route - LO
11. Communication Methods - LO
12. Notifications Update - PO
13. Public Information Actions - PIO
14. Safety Update - SO
15. Update ICS 233 Open Action Tracker - PO
16. Incident Controller Guidance - IC
17. SMPC Priorities - SMPC (optional)

#### Attendees (as available)

- ☐ State Maritime Environmental Emergency Coordinator (optional)
- ☐ Incident Controller
- ☐ Deputy Incident Controller
- ☐ Safety Officer
- ☐ Intelligence Officer
- ☐ Operations Officer
- ☐ Planning Officer
- ☐ Logistics Officer
- ☐ Public Information Officer
- ☐ Finance Officer
- ☐ Management Support Coordinator
- ☐ Resources Coordinator
- ☐ Maritime Casualty Coordinator (optional)

#### Ground Rules

- ☐ Presenter front & centre
- ☐ Phones on vibrate/silent
- ☐ No texting
- ☐ No side bar conversations
- ☐ Stick to the agenda

#### IMT Situation Briefing Display

