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