Facilitator: Planning Officer

Agenda
1. Welcome and opening remarks from Incident Controller (IC)
2. Overview of current situation (ICS 209) (IO/OO)
3. Briefing on key safety considerations (SO)
4. Present the proposed plan (operational component) using the Work Analysis Matrix (ICS 234, 215, 207) (OO)
5. Present the proposed plan (Non-operational component) using the Work Analysis Matrix (ICS 234) (PO)
6. Validate adherence to incident objectives, command direction and Critical Information requirements using (ICS 202, 202a, 202b) (PO)
7. Final confirmation of commitment to the proposed plan (PO)
8. Review of Open Action Tracker (ICS 233) (PO)
9. Request the Incident Controllers approval of the proposed plan (PO)
10. Confirm required actions to finalize the IAP (PO)
11. Incident Controllers closing remarks (IC)
12. Next Meeting — IAP APPROVAL

Roll Call
- Incident Controller
- Safety Officer
- Public Information Officer
- Intelligence Officer
- Planning Officer
- Operations Officer
- Logistics Officer
- Finance Officer
- Resource Unit Coordinator
- Management Support Officer

Meeting Rules
- Presenter front & center
- Phones on vibrate/silent
- No texting
- No side bar conversations
- Stick to the agenda

Last Updated: 28 Nov 2019