Facilitator: Planning Officer

Meeting Agenda

1. Current situation  
   IO
2. Current incident prognosis  
   IC
3. Incident level assessment  
   IC
4. Strategic Incident Potential assessment  
   SMEEC
5. Confirm adequacy of overall incident response coordination structure  
   SMEEC
6. ICS 202 Incident Objectives review/update  
   PO
7. ICS 202A Command Directions review/update  
   PO
8. ICS 202B Critical Information Requirements review/update  
   PO
9. Operational period public information commitments  
   PO
10. ICS 230 Daily Meeting Schedule review/update  
    PO
11. SMEEC Guidance  
   SMEEC
12. Next meeting — IC DAILY GUIDANCE MEETING

Roll Call

- State Maritime Environmental Emergency Coordinator
- Incident Controller
- Planning Officer
- Intelligence Officer
- Management Support Officer

Meeting Rules

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