

Handout 5-2: Sample Planning Meeting Agenda

- Planning - **Introduction** (Brings meeting to order, covers ground rules, and refers to agenda)
- Incident Commander/Unified Command – **Opening Remarks**
- Situation Unit Leader (and any needed Technical Specialists) Current Situation, **Weather, and Incident Projections**
- Planning - **Incident Objectives and Priorities** (Reads the Incident Objectives for the group)
- Operations – **Current Operations and Proposed Plan** (Provides overview of the current operations and the proposed operations plan. This includes strategies, tactics/ work assignments, resource commitments, Ops Section organization, facilities, using the Operational Planning Worksheet (ICS Form 215).
- Logistics -**Communications, Medical, Supply Approval** (Validates that Communications, Medical, transportation, and Supply units concur with and capable of supporting the proposed plan)
- Finance - Indicates **fiscal constraints** and verifies proposed plan fits with financial constraints)
- PIO - Provides **public information plan** and methodologies to meet objectives. Verifies that public information outreach meets objectives)
- Liaison - Confirms **interagency issues** are being addressed
- Other Staff or Technical specialists as needed
- Safety Officer- **Mitigation Measures/Safety Plan** Using wall-sized Incident Action Plan Safety Analysis (ICS Form 215A) discusses hazards/risks, and measures employed to mitigate and manage risks.
- Planning- Final Confirmation and Support (Polls Command and General Staff members to solicit their final input and commitment to the proposed plan)
- IC/UC - Approval of the Plan (Provides approval as presented and committed to by C&GS.
- IC/UC Closing Comments (Provides any final or closing comments)
- Planning - Assignments and Deadlines (Issues assignments and deadlines to appropriate IMT members for developing IAP components)
- Planning - Meeting/Briefing Reminders (Reminds students of upcoming schedule and adjourns meeting)