**INCIDENT MANAGEMENT TEAM**

**Meeting Schedule**

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| **Meeting Schedule** | | | | |
| Time | Meeting Name | Purpose | Attendees | Location |
| 08:00 | OPS-Branch Meeting | Objective Review and work status update. | OPS, PSC, SOFR, Branch Directors |  |
| 09:00  Incident Command Call | IC Objective Review |  | Policy Group/IC |  |
| 12:00 | C&G Meeting | Issues, Objectives, Strategies | C&G |  |
| 13:00 | Tactics Meetings | 215/215A Development | OPS, PSC, LSC, SOFR |  |
| 15:30 | Planning Meeting | Review, validate and support the Plan | C&G  Policy Group |  |
| End of Day  Time TBD | OPS Debrief | Status updates, critical issues and needs | ALL |  |

**OPS BRANCH MEETING**

Objectives review and work status update

OSC, Branch Directors, PSC, SOFR

* **Bring meeting to order**
* **Review of Objectives**
* **Status report by branches on each objective as appropriate**
  + **Issues, concerns, critical resources**
* **Distribute current ICS 204 (Due back by 1200)**

**COMMAND & GENERAL STAFF MEETING**

ISSUES, OBJECTIVES AND STRATEGIES

All Command and General Staff attend this meeting.

* **Plans**
  + Bring meeting to order
  + Ground rules (Cell phones and pagers on stun, no sidebar conversations)
* **Incident Commander**
  + **Objectives**
* **Operations**
* **Safety**
* **Logistics**
* **Plans**
* **Finance**
* **Information**
* **Liaison**
* **Incident Commander**
  + **Verify Objectives covered**
  + **Ensure strategic framework established**
* **Plans – Conclusion**
* **Planning Schedule**

**TACTICS MEETING**

Limit to ONLY Time necessary to complete

OSC, SOFR, LSC, PSC (RESL) attend this meeting

* **Plans**
  + Review Objectives
* **Operations**
* **Safety**
* **Logistics**
* **Plans**
  + RESL

Conclusion

**PLANNING MEETING AGENDA**

Limit to ONLY the time necessary to complete.

All Command and General Staff attend this meeting.

(Orient visual displays – Objective, Map, 215-215A)

* **Plans**
  + Ground rules (Cell phones and pagers on stun, no sidebar conversations)
  + Review Incident Objectives
* **Operations**
  + Summarize organizational structure, resources assigned and work assignments.
* **Safety**
* **Command and General Staff Reports**
  + Plans
  + Logistics
  + Finance
  + Information
  + Liaison
* **Seek support for the plan** 
  + Plans
  + Logistics
  + Finance
  + Information
  + Liaison
* **Cooperating Agencies**
* **Policy Group**
* **Command**
  + Final Directions/Comments
* **Plans** – Provide Timeline for IAP pieces due.

**END OF DAY DEBRIEF**

Limit to ONLY the time necessary to complete.

All Command and General Staff attend this meeting.

* **Plans**
  + Bring meeting to order.
* **Operations**
  + Status Updates. Identification of critical issues and resource needs.
* **Safety**
* **Command and General Staff Reports**
  + Plans
  + Logistics
  + Finance
  + Information
  + Liaison
* **Incident Commander**
  + Final Comments
* **Plans** – Adjourn Meeting