

INCIDENT BRIEF (ICS 201-CG)

During the transfer-of-command process from the initial IC an ICS 201-CG-formatted briefing provides an incoming IC/Unified Command (UC) with basic information regarding the current incident situation and resources allotted to the incident. Most importantly the ICS 201-CG functions as the IAP for the initial response, remains in force, and continues to be updated until the response ends or the Planning Section generates the incident's first comprehensive IAP. It is also suitable for briefing individuals newly assigned to the Command and General Staff, incoming tactical resources, as well as needed assessment briefings for the IMT. ICS 201-CG is essential for future planning and the effective management of initial response activities.

When: New IC/UC; staff briefing as required.

Facilitator: Current IC/UC or PSC (if available).

Attendees: Prospective IC/UC; Command and General Staff as available.

INCIDENT BRIEF (ICS 201-CG) AGENDA

Using ICS 201-CG as an outline, include:

1. Current situation (include territory, exposures, safety concerns, etc.; use map and/or charts).
2. Facilities established.
3. Initial objectives and priorities.
4. Current and planned actions.
5. Current on-scene organization.
6. Methods of communication and current frequencies used.
7. Resource assignments.
8. Resources ordered and/or en-route.
9. Potential incident complexity.
10. Notifications completed.

INITIAL UNIFIED COMMAND MEETING

Provides UC members with an opportunity to discuss and concur on important issues prior to the UC Objectives Meeting. The meeting should be brief and all important decisions and direction documented. Prior to the meeting, ICs should review and prepare to address the agenda items. The results of this meeting will help to guide the overall response efforts.

When: UC forms prior to the first meeting.

Facilitator: UC member or PSC (if available).

Attendees: Only ICs that will comprise the UC and the Documentation Unit Leader (DOCL).

INITIAL UNIFIED COMMAND MEETING AGENDA

1. Meeting brought to order, and review ground rules and agenda.
2. Identify and include the agencies and organizations that need to be represented in the UC to accomplish the IC/UC objectives.
3. Identify assisting and coordinating agencies and organizations that are needed to accomplish the IC/UC objectives.
4. Validate makeup of newly formed UC, based on chapter 5 criteria.
5. Clarify UC roles and responsibilities.
6. Review agency policies.
7. Negotiate and agree on key decisions which may include:
 - a. UC jurisdictional boundaries and focus (AOR).
 - b. Name of incident.
 - c. Overall response organization, including integration of assisting and cooperating agencies.
 - d. Location of ICP (if not already identified) and other critical facilities, as appropriate.
 - e. Operational period length/start time and work shift hours.
 - f. Command and General Staff composition, including deputies (especially OSC and PSC).
8. Summarize and document key decisions.

UNIFIED COMMAND OBJECTIVES MEETING

The UC will set response priorities, identify limitations and constraints, develop incident objectives, and establish guidelines for the IMT to follow. For reoccurring meetings, all products will be reviewed and updated as needed. Products resulting from this meeting along with decisions and direction from the Initial UC Meeting will be presented at the Command and General Staff Meeting.

When: Prior to Command and General Staff Meeting.

Facilitator: IC/UC Member or PSC (if available).

Attendees: IC/UC Members, selected Command and General Staff, and the DOCL.

UNIFIED COMMAND OBJECTIVES MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, and reviews ground rules and agenda.
2. Review and/or update key decisions.
3. Develop or review and update response Functions, Priorities, Limitations, and Constraints.
4. Develop or review incident objectives.
5. Develop or review Critical Information Requirements (CIR), information flow, and time critical expectations.
6. Develop, or review and update, key procedures which may include:
 - a. Managing sensitive information.
 - b. Resource request and ordering process.
 - c. Cost sharing and cost accounting.
 - d. Operational security issues.
7. Develop, or review and update, tasks for Command and General Staff to accomplish using the Incident Open Action Tracking Form (ICS 233-CG).
8. Agree on division of UC workload.
9. Prepare for the Command and General Staff Meeting.

COMMAND AND GENERAL STAFF MEETING

(Sometimes called STRATEGY MEETING) At the Command and General Staff Meeting the IC/UC will present their decisions and management direction to the Command and General Staff Members. This meeting should clarify and help to ensure understanding among the core IMT members of the decisions, objectives, priorities, procedures, and functional assignments (tasks) that the UC has discussed and reached agreement on. Ensuing Command and General Staff Meetings will cover any changes in command direction, review open actions and status of assigned tasks using the Incident Open Action Tracking Form (ICS 233-CG).

When: Prior to Tactics Meeting.

Facilitator: PSC.

Attendees: IC/UC members, Command and General Staff, Situation Unit Leader (SITL), DOCL, Communications Unit Leader (COML) (if required), Finance/Administration Section Chief (FSC), and the Logistics Section Chief (LSC) (as needed).

COMMAND AND GENERAL STAFF MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
2. SITL conducts situation status briefing.
3. SOFR provides safety status briefing highlighting any near misses or injuries requiring medical attention beyond first aid and ICP/Base/Camp safety issues.
4. IC/UC:
 - a. Provides comments.
 - b. Reviews priorities, limitations, and constraints (if new or changed).
Reviews key decisions and procedures (if new or changed).
 - c. Discusses incident objectives.
 - d. Reviews Critical Information Requirements (CIRs) and their time criticality.
 - e. Assigns or reviews functional tasks/open actions using the Incident Open Action Tracking Form (ICS 233-CG).
5. PSC facilitates open discussion to clarify priorities, objectives, assignments, issues, concerns, and open actions/tasks.
6. IC/UC provides closing comments.
7. PSC covers next meeting and planning process assignments.

TACTICS MEETING

This 30-minute meeting produces operational input needed to support the IAP. The OSC and the ISC may present the ICS 234-CG, if completed, and will present the draft ICS 215-CG. The proposed Section organization will also be presented by OSC and ISC and solidified. The SOFR will present the draft ICS 215a-CG. OSC, ISC, and PSC will solicit input of attendees in order to refine these draft products for full staff approval at the Planning Meeting.

When: Prior to Planning Meeting.

Facilitator: PSC.

Attendees: PSC, OSC, ISC, LSC, FSC, Resource Unit Leader (RESL), SITL, SOFR, DOCL, COML, Technical Specialist (THSP) (as needed).

TACTICS MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
2. SITL reviews the current and projected incident situation.
3. PSC reviews incident operational objectives.
4. OSC reviews the Work Analysis Matrix (ICS 234-CG) strategies and tactics.
5. OSC reviews and/or completes the Operational Planning Worksheet (ICS 215-CG) which addresses work assignments, resource commitments, contingencies, and needed support facilities (e.g., staging areas).
6. OSC reviews and/or completes Operations Section organization chart.
7. ISC reviews the Work Analysis Matrix (ICS 234-CG) strategies and tactics.
8. ISC reviews and/or completes the Operational Planning Worksheet (ICS 215-CG) which addresses work assignments, resource commitments, contingencies, and needed support facilities (e.g., staging areas).
9. ISC reviews and/or completes I/I Section organization chart.
10. PSC validates linkage between tactics and operational objectives.
11. RESL identifies needed tactical resources.
12. SOFR reviews and/or completes the Safety Analysis (ICS 215a-CG) and identifies and resolves any critical safety issues.
13. LSC discusses and resolves any logistics issues.
14. FSC discusses and resolves any finance issues.
15. PSC reviews functional tasks/open actions using the Incident Open Action Tracker (ICS 233-CG).
16. PSC covers next meeting and planning process assignments.

PLANNING MEETING

This meeting provides an overview of the tactical plan to achieve Command's current direction, priorities, and objectives. The OSC will present the proposed plan to the Command and General Staff for review and comment. OSC will discuss strategies that were considered and chosen to best meet command's direction for the next operational period. The OSC will also briefly discuss how the incident will be managed along with work assignments and resources and support required to implement the proposed plan. This meeting provides the opportunity for Command and General Staff to discuss and resolve any issues and concerns prior to the PSC assembling the IAP. After review and updates are made, planning meeting attendees commit to support the plan.

When: After the Tactics Meeting.

Facilitator: PSC.

Attendees: IC/UC, Command Staff, General Staff, SITL, DOCL, COML, and THSP (as required).

PLANNING MEETING AGENDA

1. PSC brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.
 2. IC/UC provides opening remarks.
 3. SITL provides briefing on current situation, resources at risk, weather/sea forecast, and incident projections.
 4. SOFR provides safety status briefing highlighting any near misses or injuries requiring medical attention beyond first aid and ICP/Base/Camp safety issues.
 5. PSC reviews Command's incident priorities, decisions, and objectives.
 6. OSC provides briefing on current operations followed by an overview on the proposed plan including strategies, tactics/work assignments – using the Operational Planning Worksheet (ICS 215-CG), resource commitment, contingencies, Operations Section organization structure, and needed support facilities (e.g., staging areas).
 7. ISC provides briefing on current operations followed by an overview on the proposed plan including strategies, tactics/work assignments – using the Operational Planning Worksheet (ICS 215-CG), resource commitment, contingencies, I/I Section organization structure, and needed support facilities (e.g., staging areas).
 8. PSC reviews proposed plan to ensure that Command's priorities and operational objectives are met.
 9. PSC briefly describes ability to meet all CIRs, as needed.
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PLANNING MEETING AGENDA (continued)

10. PSC reviews and validates responsibility for any open actions/tasks – using the Incident Open Action Tracker (ICS 233-CG), management objectives, and information management plan (if developed).
11. PSC solicits final input from each Command and General Staff member:
 - a. LSC covers transport, communications, supply, staffing, and resource ordering updates and issues.
 - b. FSC covers fiscal issues.
 - c. Public Information Officer (PIO) covers public affairs and public information issues.
 - d. LOFR covers interagency issues.
 - e. SOFR covers safety issues.
12. PSC solicits Command and General Staff members commitment to the proposed IAP.
13. PSC requests Command's approval of the plan as presented. IC/UC may provide final comments.
14. PSC issues assignments to appropriate IMT members for developing IAP support documentation along with deadlines.
15. PSC covers next meeting and planning process assignments.