**Planning Meeting**

Participants: OSC, Ops Branches (Fire, Law, Med) PSC, RESL, SOFR, LSC, LOFR, PIO, FSC

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| **Agenda Topic** | **Briefed By** |
| Review agenda and purpose | PSC |
| Provide briefing on current situation and potential implications | OSC |
| Review incident objectives | PSC |
| Present and review the ICS 215 (Operational Planning Worksheet)  Plot Control Lines and Branch/Division Breaks  Identify Group assignments  Specify Tactics for each Division/Group  Specify resources needed by Division/Group  Identify reporting locations and times | OSC |
| Specify safety mitigation measures for identified hazards – 215A – Incident Action Plan Safety Analysis | SOFR |
| Ensure that the draft operational plan meets incident objectives | PSC |
| Logistical Issues (resource/supply issues, Communications Plan, Medical Plan, Traffic Plan) | LSC |
| Financial Issues | FSC |
| Assisting and cooperating agencies | LOFR |
| Information Overview | PIO |
| Obtain commitment from the C&GS to support the plan   * Logistics * Finance * Information * Liaison * Safety | PSC |
| Obtain the UCG’s approval of the IAP | PSC |
| Final comments and direction | IC/UCG |
| Final comments, reminders, IAP Component Due, Briefing time, Next meeting(s) etc… | PSC |