

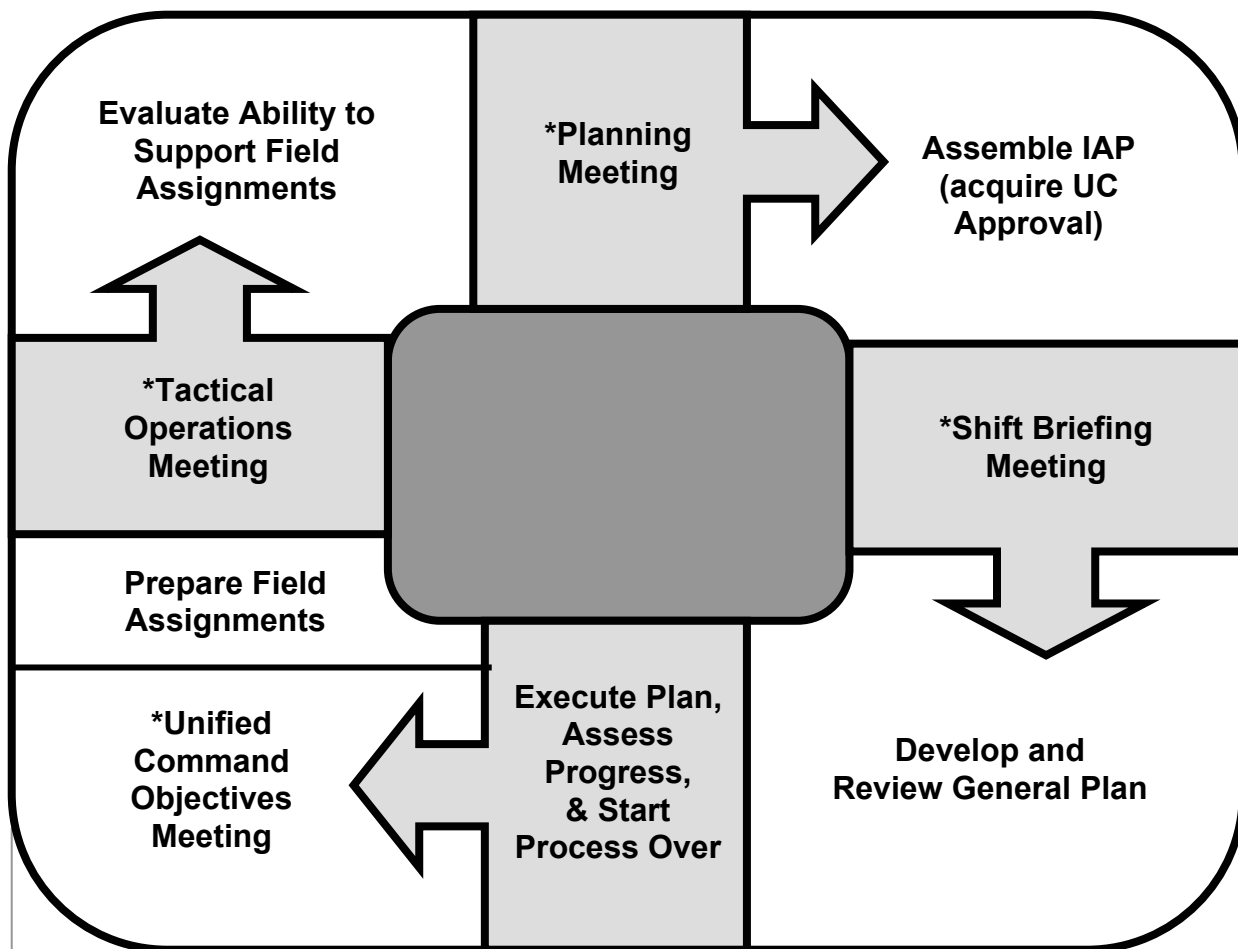
APPENDIX D: IMT MEETING GUIDELINES

TABLE OF CONTENTS

Initial Incident Briefing Meeting	D-3
Unified Command Objectives Meeting	D-5
Tactical Operations Meeting	D-7
Planning Meeting	D-9
Shift Briefing Meeting	D-11
Assessment Meeting (Optional).....	D-13

FIGURES

D-1 Alaska Incident Management System (AIMS) Schedule of Events.....	D-2
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Initial Incident Briefing
IMT Activation
Tactical Response & Assessment (FRT)
Notifications
Incident Occurs

Initial Response

FIGURE D-1
ALASKA INCIDENT
MANAGEMENT SYSTEM
SCHEDULE OF EVENTS

*Can be combined with Assessment Meeting

INITIAL INCIDENT BRIEFING MEETING

MEETING OBJECTIVES:

- Report incident situation and resource information to the incoming IMT in a complete and concise manner. The IMT should be briefed on:
 - Incident specifics.
 - Nature and status of response operations.
 - Strategic objectives and response priorities.
 - Recommended initial actions to be taken by the incoming IMT.
- Establish a permanent record of the initial response to an incident.

MEETING TOPICS/ AGENDA:

- Status of people.
- Current organization.
- Nature and status of source.
- Type, location, and status of discharged material.
- Safety considerations.
- Nature and status of field response operations/ tactics employed.
- Incident potential.
- Requests for assistance from field responders.
- Resource status (resource assignments, enroute/ order status).
- Facilities established (Field Command Post, Staging Areas).
- Strategic objectives.
- Response priorities.

MEETING PROTOCOLS:

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

Facilitator: Current IC/UC or deputy; Planning Section Chief.

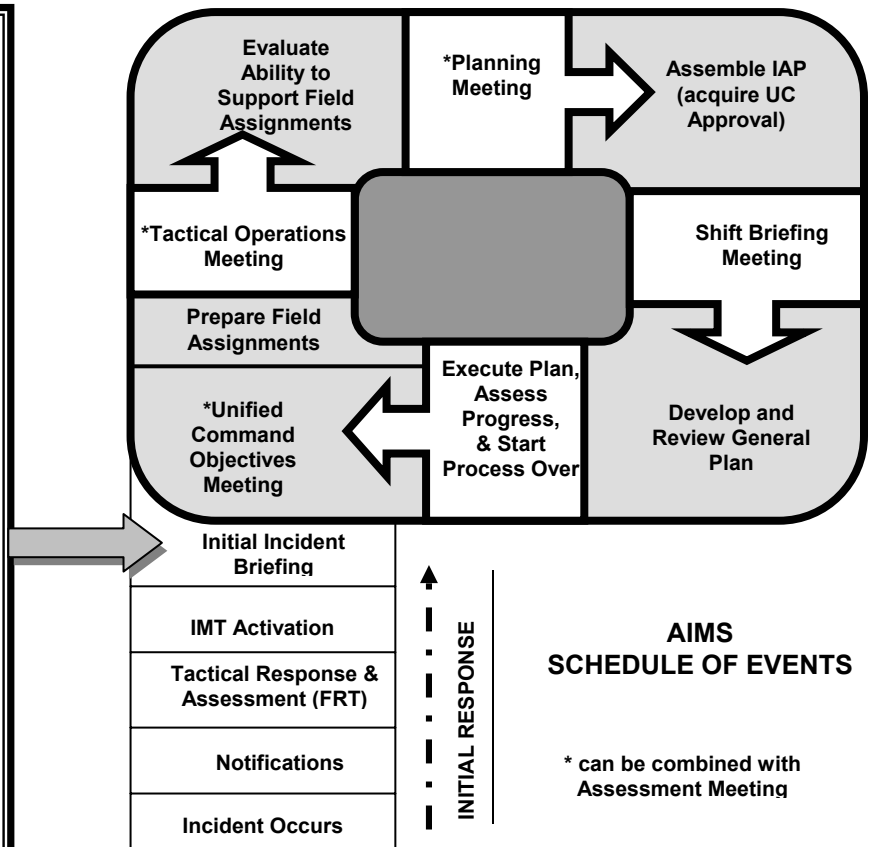
Attendees: Prospective IC/UC; Field Command Representative; Command and General Staff, as required.

Frequency: Initial incident briefing only.

Duration: Not applicable.

OUTPUTS OF MEETING: Completed ICS 201 Initial Incident Briefing Document.
Completed Objectives Form (ICS 202)

- General Tasks**
- Incident Commander (IC)**
- Obtain incident brief using ICS 201.
 - Assess operational requirements.
 - Determine Organizational and response requirements & objectives.
- Operations (Ops)**
- Obtain briefing from IC.
 - Consider available Contingency Plan.
 - Develop strategies and tactics.
 - Assemble resources.
 - Conduct response using ICS 201.
- Planning**
- if/when activated, orders staff.
- Logistics**
- If/when activated, orders staff.
- Finance/Administration**
- If/when activated, orders staff.



UNIFIED COMMAND OBJECTIVES MEETING

NOTE: *Optional Assessment Meetings are held to assess the status of field and IMT response operations during the Current Operational Period. It is recommended that these meetings be held every two to four hours. To reduce the total number of meetings held by the IMT, it is recommended that an Assessment Meeting be held in concert with the meeting enumerated below. When this is done, the meeting would begin with the Assessment Meeting Topics presented on page D-13 of this Appendix, followed by the topics listed below.*

MEETING OBJECTIVES:

Set, reaffirm, and obtain (Unified) Command approval of objectives for the next operational period.

MEETING TOPICS/ AGENDA:

- Duration of next operational period.
- Projection analysis for next operational period.
- Objectives for next operational period.
- Approval of objectives for the next operational period.
- Review any action items from initial/previous meetings.

MEETING PROTOCOLS:

When: Prior to Tactics Meeting.

Facilitator: Deputy IC, Planning Section Chief, or other IC/UC designee.

Attendees: UC members; Command and General Staff, as appropriate.

Frequency: One per operational period.

Duration: 30 minutes or less.

OUTPUTS OF MEETING: Completed ICS 202 Objectives Form

General Tasks

Unified Command (UC)

- Develop incident objectives.
- Delegate and provide guidance to Command and General Staff.

Operations (Ops)

- May be present if invited.

Planning

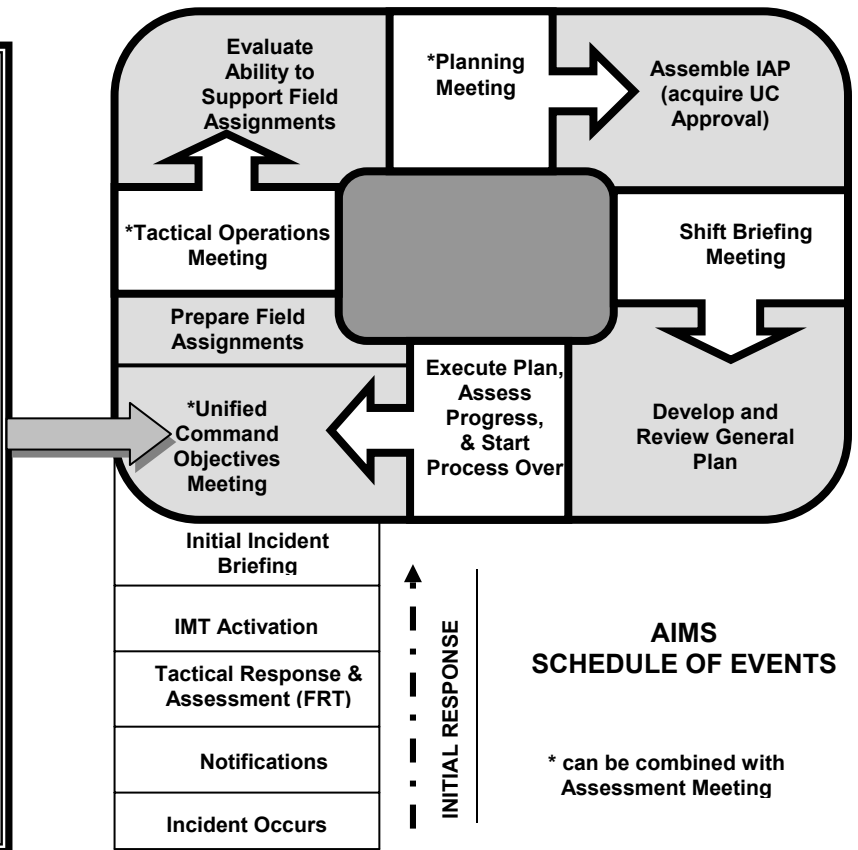
- May be present if invited.
- Propose generic objectives to UC.

Logistics

- May be present if invited.

Finance/Administration

- May be present if invited.



TACTICAL OPERATIONS MEETING

NOTE: *Optional Assessment Meetings are held to assess the status of field and IMT response operations during the Current Operational Period. It is recommended that these meetings be held every two to four hours. To reduce the total number of meetings held by the IMT, it is recommended that an Assessment Meeting be held in concert with the meeting enumerated below. When this is done, the meeting would begin with the Assessment Meeting Topics presented on page D-13 of this Appendix, followed by the topics listed below.*

MEETING OBJECTIVES:

Obtain (Unified) Command approval of field assignments for the next operational period.

MEETING TOPICS/ AGENDA:

- Review objectives for the next operational period.
- Review of field assignments for the next operational period.
- Ensure Logistics Section is aware and can support the response needs.

MEETING PROTOCOLS:

When: Prior to Planning Meeting.

Facilitator: Planning Section Chief.

Attendees: Planning Section Chief, Operations Section Chief, Logistics Section Chief, and Resource Unit Leader.

Frequency: One per operational period.

Duration: 30 minutes or less.

OUTPUTS OF MEETING: Draft ICS 204 Field Assignment or ICS 204C Field Assignment Change forms for next operational period

General Tasks

Unified Command (UC)

- Provide guidance/clarification.

Operations (Ops)

- Be prepared to discuss tactics.
- Brief current operations.
- Develop strategies, tactics, and resource needs using ICS 215.

Planning

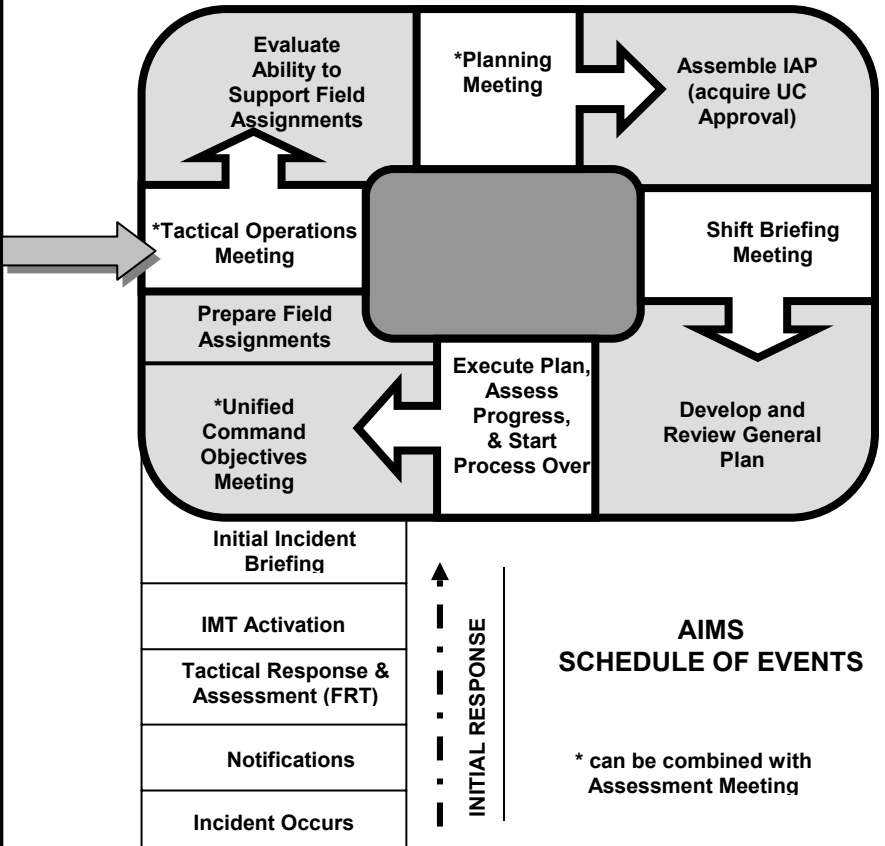
- Facilitate meeting.
- Determine support requirements for ICS 215.
- Consider alternative strategies.

Logistics

- Participate/contribute logistics information as necessary.
- Verify support requirements.

Finance/Administration

- Not normally present.



PLANNING MEETING

NOTE: *Optional Assessment Meetings are held to assess the status of field and IMT response operations during the Current Operational Period. It is recommended that these meetings be held every two to four hours. To reduce the total number of meetings held by the IMT, it is recommended that an Assessment Meeting be held in concert with the meeting enumerated below. When this is done, the meeting would begin with the Assessment Meeting Topics presented on page D-13 of this Appendix, followed by the topics listed below.*

MEETING OBJECTIVES:

Communicate all information pertinent to the incident response. Identify and solve problems and finalize course of action for field operations for the next operational period.

MEETING TOPICS/ AGENDA:

- Status of current response activities.
- Review incident objectives/ policy issues for the next operational period.
- Review primary and alternate strategies to meet objectives.
- Specify tactics for each Division, note limitations.
- Identify Branch, Division, and Group boundaries and functions as appropriate using maps.
- Specify resources needed by Divisions/Groups.
- Specify incident facilities (operations facilities, FCP, staging areas) and locate on map.
- Weather and sea/river conditions forecast (and other situation status updates.) (Situation Unit Leader)
- Feedback on Logistics ability to support field assignments (e.g., communications, transportation, medical, etc). (Logistics Section Chief)
- Safety analysis of field assignments. (Safety Officer)
- Modifications of field assignments if necessary.
- Report on expenditures and claims (Finance Section Chief).

MEETING PROTOCOLS:

- When:** After the Tactics Meeting.
- Facilitator:** Deputy IC or Planning Section Chief.
- Attendees:** Determined by IC/UC. Generally IC/UC, Command Staff, General Staff, Safety Officer, Environmental Unit Leader, and others as required.
- Frequency:** One per operational period.
- Duration:** 45 minutes or less.

OUTPUTS OF MEETING: Completed ICS 204 Field Assignment Forms

General Tasks

Unified Command (UC)

- Provide appropriate leadership.
- Brief incident objectives.

Operations (Ops)

- Brief operational strategies and tactics, using ICS 215, maps, charts, etc.
- Brief Branch/Division/Group functions and boundaries.

Planning

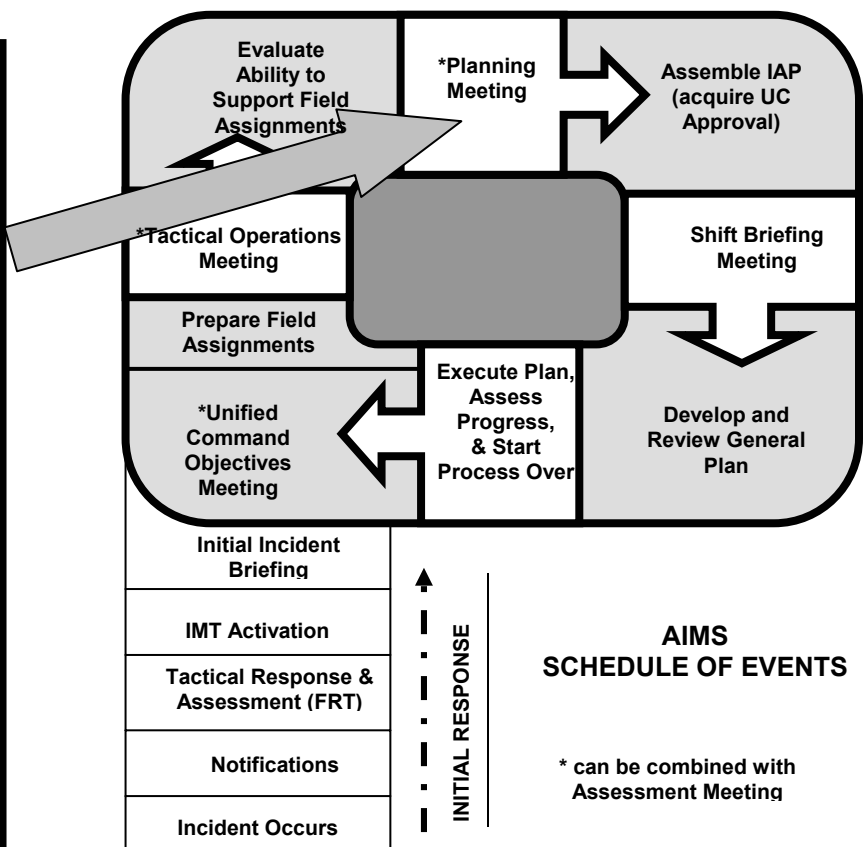
- Facilitate meeting.
- Brief present situation.
- Address/resolve response coordination issues as needed, gain consensus.

Logistics

- Brief logistical support and resource ordering status.

Finance/Administration

- Brief administrative and financial status/projections, etc.



SHIFT BRIEFING MEETING

NOTE: *Optional Assessment Meetings are held to assess the status of field and IMT response operations during the Current Operational Period. It is recommended that these meetings be held every two to four hours. To reduce the total number of meetings held by the IMT, it is recommended that an Assessment Meeting be held in concert with the meeting enumerated below. When this is done, the meeting would begin with the Assessment Meeting Topics presented on page D-13 of this Appendix, followed by the topics listed below.*

MEETING OBJECTIVES:

Review current status of ongoing response activities and review the Incident Action Plan for the next operational period.

MEETING TOPICS/ AGENDA:

- Current status of incident response activities, and last shift's accomplishments.
- Review UC/IC Objectives for the next operational period.
- Review changes to IAP.
- Weather, river/sea and trajectory forecasts for the next operational period.
- Field assignments for the next operational period.
- Health, safety, and environmental considerations for the next operational period and Safety Message.
- Updates from Logistics on Transportation, Communications, Facilities, and Supply as needed.
- Reports from Finance, Information Officer, and Liaison Officer as appropriate.

MEETING PROTOCOLS:

When: About an hour prior to each shift change.

Facilitator: Planning Section Chief.

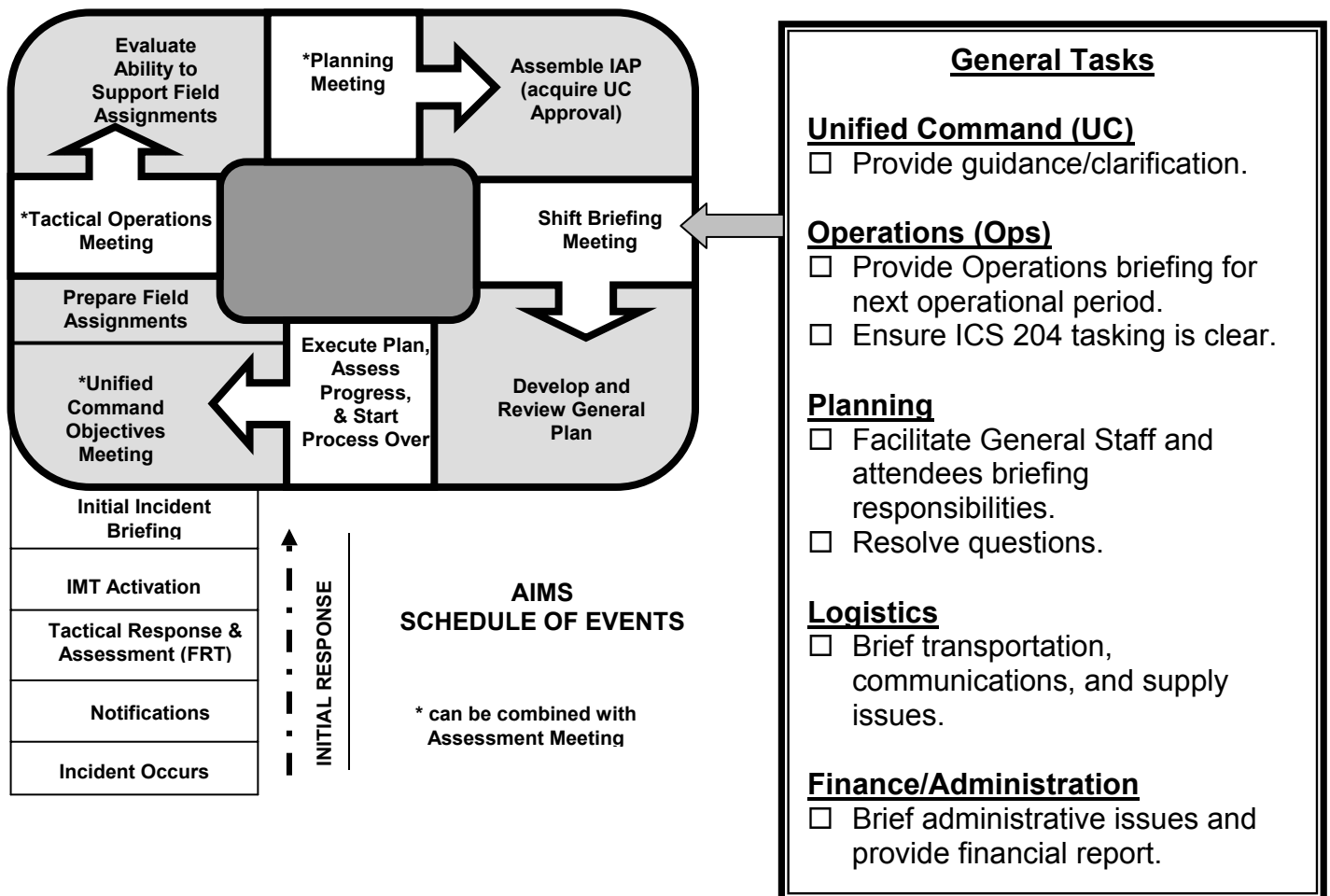
Attendees: IC/UC, Command Staff, General Staff, Branch Directors, Division/Group Supervisors, Task Force/Strike Team

Leaders (if possible), Safety Officer, Unit Leaders, and others as appropriate.

Frequency: One per operational period.

Duration: 30 minutes or less.

OUTPUTS OF MEETING: Completed Incident Action Plan
Clear understanding of field assignments for next operational period



ASSESSMENT MEETING (OPTIONAL)

MEETING OBJECTIVES:

To facilitate the establishment and maintenance of command and control over incident response operations.

MEETING TOPICS:

- Review action items.
- Review strategic objectives.
- Status of response operations.
- Safety update on operations.
- Operations Section status on Strategic Objectives; problems and issues.
- Planning Section status on Strategic Objectives; problems and issues.
- Environmental Unit status on Strategic Objectives; problems and issues.
- Logistics Section status on Strategic Objectives; problems and issues.
- Finance Section status on Strategic Objectives; problems and issues.
- Media status.
- (Unified) Command issues and concerns.
- Summary of priorities.

MEETING PROTOCOLS:

When: Can be combined with Unified Command Objectives Meeting, Tactical Operations Meeting, and/or Planning Meeting.

Facilitator: Deputy IC or Planning Section Chief.

Attendees: IC/UC, Command Staff and General Staff.

Frequency: No more than once every hour.

Duration: 15-30 minutes

OUTPUTS OF MEETING: Action Items for Section personnel

End of Appendix D

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