

# TACTICS MEETING AGENDA

1. PSC brings meeting to order, validates attendees, and reviews ground rules, agenda, and meeting expectations.
2. SITL conducts situation status briefing relevant to operational planning (current and projected situation, weather, etc.). This may incorporate briefings from the OSC, EUL, THSPs, and others as appropriate.
3. PSC reviews operational objectives.
4. OSC reviews and/or completes the:
  - a. Work Analysis Matrix (ICS-234), outlining the strategies and tactics to accomplish each operational objective.
  - b. Operations Section organization chart.
  - c. Operational Planning Worksheet (ICS-215) outlining work assignments, resource requirements, contingencies, and needed support facilities (e.g., staging areas).
  - d. Incident map/chart to reflect geographic boundaries and other operational features.
5. RESL identifies needed tactical resources.
6. SOFR reviews and/or completes the Incident Action Plan Safety Analysis (ICS 215a) outlining potential hazards and controls, and identifies and resolves any critical safety issues.
7. LSC discusses and resolves any logistics issues.
8. FSC discusses and resolves any finance issues.
9. PSC confirms proposed plan meet all of Command's operational objectives and confirms support and concurrence of the proposed plan with each attendee.
10. PSC reviews functional tasks/open actions using the Incident Open Action Tracker (ICS 233).
11. PSC covers requirements and expectations for preparing for the Planning Meeting and planning process assignments.