|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Incident Name** | | **2. Operational Period (Date/Time)**  From:       To: | | | **ICS-230**  **DAILY MEETING SCHEDULE** | |
| **3. Meeting Schedule (Commonly-held meetings are included)** | | | | | | |
| **Date/ Time** | **Meeting Name** | | **Purpose** | **Attendees** | | **Location** |
|  | Unified Command Objectives Meeting | | Review/ identify objectives for the next operational period. | Unified Command members | |  |
|  |  | |  |  | |  |
|  | Command & General Staff Meeting | | IC/UC gives direction to Command & General staff including incident objectives and priorities | IC/UC, Command & General Staff | |  |
|  |  | |  |  | |  |
|  | Tactics Meeting | | Develop/Review primary and alternate Strategies to meet Incident Objectives for the next Operational Period. | PSC, OSC, LSC,  RESL & SITL | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  | Planning Meeting | | Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period. | Determined by the IC/UC | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  | Operations Briefing | | Present IAP and assignments to the Supervisors / Leaders for the next Operational Period. | IC/UC, Command & General Staff, Branch Directors, Div/Gru Sups., Task Force/Strike Team Leaders and Unit Leaders | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
| **4. Prepared by: (Situation Unit Leader) Date/Time** | | | | | | |

**DAILY MEETING SCHEDULE (ICS-230)**

**Purpose**. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

**Preparation**. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution**. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item # Item Title Instructions

1. Incident Name Enter the name assigned to the incident.

2. Operational Period Enter the time interval for which the form applies.

3. Meeting Schedule For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).

4. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

Date/Time Enter date (month, day, year) and time prepared (24-hour clock).