OPERATIONAL PERIOD BRIEFING AGENDA

1. Review Agenda Planning Section Chief Reviews and facilitates briefing.

2. Objectives

Presents incident objectives or confirms existing objectives.

Incident Commander or Planning Section Chief

3. Assessment of Current Situation Current Operations
Provides current assessment and accomplishments. Section Chief

4. Work Assignments
Covers work assignments and staffing of divisions and groups for the upcoming operational period.

Oncoming Operations
Section Chief

5. Special Considerations

Present updates on considerations affecting the response (weather, fire behavior, environmental factors).

Technical Specialists

6. Safety
Reviews specific risks to operational resources and the identified safety/mitigation measures.

Safety Officer

7. Air Operations (if applicable)

Brief on special operations.

Special Operations Staff

8. Logistics Logistics Section Chief

Develop resource order(s)

9. Administration
 Provide financial update
 10. Public Information
 Administration and Finance Section Chief
 Public Information Officer

Discuss information issues

11. Liaison Discuss interagency liaison issues

12. Other

13. Final Statement
Reiterates his/her operational concerns and directs resources to deploy

14. Announcements Planning Section Chief

Announces next planning meeting and operational period briefing. Adjourns the meeting.