

## NHICS Briefing Agenda

Order	Rationale
Planning Section Chief facilitates briefing as part of the Planning Function. (If unavailable, then the Incident Commander facilitates the briefing.)	
1. Introduction	<ul style="list-style-type: none"> <li>• Planning Section Chief briefly reviews the Emergency/Situation, the current status, and the order/flow/rules of the briefing.</li> <li>• Planning Section Chief reviews the SMART Goals and Objectives.</li> </ul>
2. Operations Section Chief	<ul style="list-style-type: none"> <li>• Explanation of what is being done and what is being proposed for the next operational period (the tactics to accomplish the Goals and Objectives).</li> </ul>
3. Safety Officer	<ul style="list-style-type: none"> <li>• The most important consideration for proposed operations is: <i>Are they safe?</i></li> </ul>
4. Logistics Section Chief	<ul style="list-style-type: none"> <li>• Brief review of whether the resources needed to conduct the proposed operations are available.</li> </ul>
5. Liaison Officer	<ul style="list-style-type: none"> <li>• Brief review of whether the external partners are aware of, and approve of, the proposed operations.</li> </ul>
6. Public Information Officer	<ul style="list-style-type: none"> <li>• Brief review of how the information for the proposed operations will be shared with the media and stakeholders and any likely concerns or conflicts.</li> </ul>
7. Finance Section Chief	<ul style="list-style-type: none"> <li>• Brief review of whether the proposed operations are consistent with the funding plan.</li> </ul>
8. Conclusion	<ul style="list-style-type: none"> <li>• Planning Section Chief says to the Incident Commander, "You have heard our current status and our proposed operations and plans for the next period. Do you have any questions? If not, we are looking for your approval."</li> </ul>
9. Approval	<ul style="list-style-type: none"> <li>• Incident Commander asks any questions and then gives approval for plans.</li> <li>• Incident Commander then thanks everyone for their work and reminds everyone to continue to stay safe.</li> </ul>
10. Adjourn	<ul style="list-style-type: none"> <li>• Planning Section Chief states the date, time, and location of next scheduled briefing.</li> <li>• Planning Section Chief adjourns the briefing.</li> </ul>