



FEDERAL EMERGENCY MANAGEMENT AGENCY
Emergency Support Function-9 - Incident Support Team
National Urban Search and Rescue Response System

PLANNING MEETING CHECKLIST

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|-----|---|------------------------------|
| 1. | Call to Order/Review Ground Rules & Timelines (Introductions) | IST Plans Section Chief |
| 2. | Give briefing on situation status (Include weather) | IST Operations/Plans Section |
| 3. | Give briefing on resource status | IST Plans Section |
| 4. | Review strategic objectives | IST Leader |
| 5. | Plot/review functional and geographic boundaries | IST Operations Section Chief |
| 6. | Recommend tactical objectives for functional and geographic boundaries | IST Operations Section Chief |
| 7. | Determine resources needed | IST Operations Section Chief |
| 8. | Specify operations facilities and reporting locations (Plot on map) | IST Operations Section Chief |
| 9. | Review safety considerations | IST Safety Officer |
| 10. | Discuss requirements for:
Communications
Medical
Transportation
Other logistical issues | IST Logistics Section |
| 11. | Other concerns or issues | IST Plans Section Chief |
| 12. | Finalize support for the action plan | IST Plans Section Chief |
| 13. | Review timelines for inputs/adjourn | IST Plans Section Chief |

GROUND RULES:

- Please turn off cellular telephones, pagers and radios, or re-assign during the meeting
- Stick to the agenda and timeline for the meeting
- Arrive prepared, be concise and review critical issues only
- Avoid disruptions and side conversations

MEETING ATTENDEES:

- ESF 9, IST Leaders, Safety Officer, Liaison Officer
- Operations Section Chief, Task Force Leaders
- Planning Section Chief, Situation Unit Leader, Resources Unit Leader
- Logistics Section Chief, Medical Unit Leader, Communications Unit Leader
- Finance Section Chief
- Approved agency representatives