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

2. **Objectives**  
   Presents incident objectives or confirms existing objectives.  
   Incident Commander or Planning Section Chief

3. **Assessment of Current Situation**  
   Provides current assessment and accomplishments.  
   Current Operations 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**  
   Develop resource order(s)  
   Logistics Section Chief

9. **Administration**  
   Provide financial update  
   Administration and Finance Section Chief

10. **Public Information**  
    Discuss information issues  
    Public Information Officer

11. **Liaison**  
    Discuss interagency liaison issues  
    Liaison Officer

12. **Other**

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

14. **Announcements**  
    Announces next planning meeting and operational period briefing. Adjoums the meeting.  
    Planning Section Chief