

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
DAILY MEETING SCHEDULE (ICS 230-CG)

PRIVACY NOTICE

AUTHORITY: USCG is authorized to collect the information pursuant to COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to records information about the daily meetings and other scheduled activities.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Daily Meeting Schedule (ICS 230-CG) records information about the daily meetings and other scheduled activities.

Preparation. The ICS 230-CG is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as directed by the Incident Commander/Unified Command.

Distribution. After coordination with the Incident Commander/Unified Command, the Situation Unit Leader will duplicate the Daily Meeting Schedule and post a copy on the Situation Status Display. This form may be included in the Incident Action Plan (IAP). The form should also be posted in the vicinity of the Command meeting space if applicable. All completed original forms **MUST** be given to the Documentation Unit.

Note: The ICS 230-CG may be distributed as part of the IAP.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Commonly held ICS meetings are included in the form. Additional meetings should be entered sequentially into the table. If any of the standard meetings are not held, they should be crossed of on the form (usually by the Situation Unit Leader).
5.	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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1. Incident Name:	2. Incident Location:	3. Operational Period (Date/Time): From: _____ To: _____
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4. Meeting Schedule (Commonly held meetings are included):

Date / Time	Meeting Name	Purpose	Attendees	Location
	Unified Command Objectives Meeting	Review / identify objectives for 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	OSC, PSC, LSC, RESL & SITL	
	Planning Meeting	Review status and finalize strategies and assignments for next Operational Period.	IC/UC, Command and General staff, and others at discretion of IC/UC	
	Operations Briefing	Present IAP and work assignments to Supervisors / leaders for next Operational Period	IC/UC, Command and General Staff, Operations Section staff	

5. Prepared by:

Name:	Position Title:	Signature:	Date/Time:
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