

## ICS 230 Daily Meeting Schedule

**Purpose.** The Daily Meeting Schedule (ICS 230) records and is used to display the scheduled times for IMT meetings during the operational period

**Preparation.** The ICS 230 is completed by the Situation Unit personnel at the beginning of each operational period.

**Distribution.** The ICS 230 is distributed to the command staff and sections, also to be posted on information boards.

### Notes:

The ICS 230 is an optional form and can be displayed as a wall chart.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	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.
3	<b>Meeting Schedule</b>	Self explanatory
4	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).