

INITIAL UNIFIED COMMAND MEETING AGENDA

1. PSC brings meeting to order, validates attendees, and reviews ground rules, agenda, and meeting expectations.
2. Command reviews the agencies and organizations that may need to be represented in the UC and validates the make-up of the UC.
3. Command discusses jurisdiction, authority, and responsibility of UC members.
4. Command reviews UC member agency and/or company policies.
5. Command negotiates and finalizes key decisions which may include:
 - a. Response organization's geographic and/or mission/functional Area(s) of Responsibility (AOR).
 - b. Incident name.
 - c. Command & General Staff composition, including deputies (especially OSC and PSC) and integration of assisting and cooperating entities.
 - d. Location of ICP (if not already identified) and other facilities, as appropriate.
 - e. Operational period length/start time and work shift hours.
 - f. UC roles and responsibilities relative to performing the Command function.
6. Command identifies and documents UC information reporting thresholds (immediate and routine).
7. PSC summarizes and documents decisions.