# Incident Commander/Unified Command Activities

**Prepare for the Planning Meeting**
- Agree on who will present UC's response emphasis and motivation remarks
- Review task assignments, objectives, decisions & directions
- Receive operations briefing

**Planning Meeting**
- Provide opening remarks
- Review response plan as presented to ensure that Command's directions and objectives have been properly addressed
- Provide further guidance and resolve issues
- Give tacit approval of the proposed Plan
- Agree when written plan will be ready for review & approval

**Prepare for the Tactics Meeting**
- Meet one-on-one with Command & General Staff members for follow up on assignments.
- Prepare further guidance and clarification as needed
- Receive operations briefing

**Strategy/Command & General Staff Meeting**
- Meet and brief Command & General Staff on IC/UC direction, objectives & priorities
- Assign work tasks
- Resolve problems & clarify staff roles and responsibilities

**IC/UC Develops/Updates Incident Objectives**
- Establish priorities
- Identify constraints & limitations
- Develop incident objectives
- Identify necessary SOP's
- Agree on operating policy, procedures and guidelines
- Identify staff assignments
- Agree on division of UC workload

**Initial UC Meeting (if Unified Command)**
- Finalize UC structure
- Determine overall response organization
- Identify and select support facilities
- Clarify UC roles and responsibilities
- Determine Operational period
- Select OSC & Deputy OSC
- Make key decisions

**Incident Briefing**
- Determine ICS-201 briefing timeframe & receive briefing
- Clarify/request additional information
- Determine incident complexity
- Provide interim direction
- Initiate change of command
- Determine UC players
- Ensure interagency notifications
- Brief superiors

**IAP Preparation and Approval**
- Review IAP for completion and make changes as necessary
- Approve Plan

**Operational Period Briefing**
- Provide overall guidance and clarification
- Provide leadership presence and motivational remarks
- Emphasize response philosophy

**Execute Plan & Assess Progress**
- Monitor on-going operations
- Review progress of assigned tasks
- Receive periodic situation briefings
- Review work progress
- Identify changes that need to be made during current and future operations
- Prepare for UC Update Objectives Meeting

**Initial Response and Assessment**
- Ensure that an appropriate initial response is deployed
- Provide direction as needed
- Monitor initial response

Diagram flow:
- Tactics Meeting
- Prepare for Planning Meeting
- Planning Meeting
- Prepare for Tactics Meeting
- IAP Preparation and Approval
- Strategy Meeting/Command and General Staff Meeting (if necessary)
- Operational Period Briefing
- IC/UC Develops/Updates Incident Objectives
- Execute Plan and Assess Progress
- New Operational Period Begins
- Initial UC Meeting (if Unified Command)
- Incident Briefing
- Agency Administrator Briefing (if appropriate)
- Initial Response and Assessment
- Notification
- Incident

**Initial Response**

Legend: Meeting | Briefing | Action