

Area Command Activities

- AC UC Meeting**
- Reach agreement on what are the critical resources
 - Discuss limitations & constraints
 - Prioritize incidents
 - Develop overall priorities, objectives, & strategies
 - Finalize the AC operating procedures (e.g., core hours of operation, meeting schedule)
 - Identify any specific tasks for the AC staff

- AC Staff Meeting**
- Present AC decisions, directions, priorities and objectives
 - Present AC operating procedures
 - Discuss overall response emphasis including any limitations and constraints
 - Present functional work assignments

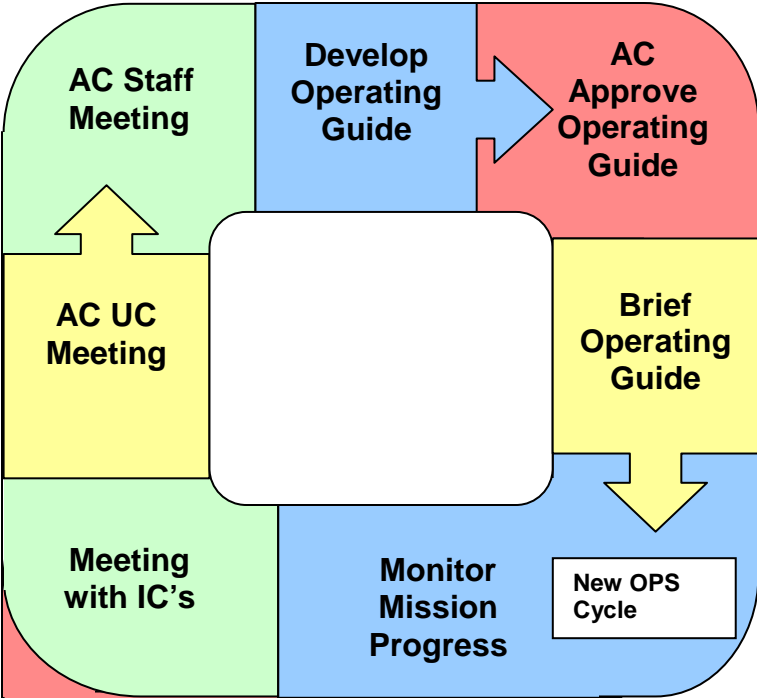
- AC Approve Operating Guide**
- Review and approve Operating Guide
 - Distribute the Operating Guide

- Meeting with IC's**
- Receive IC/UC situational brief (copies of ICS-201 or IAP)
 - Discuss AC interim operating procedures
 - Clarify AC roles and expectations
 - Provide policy and direction
 - Provide ground rules or procedures for on-scene IC/UC to follow
 - Reach agreement with IC/UC on division of responsibilities (e.g., media, stakeholder meetings)

- Check-in, AC Briefing & Establish AC Command Post**
- Provide guidance to AC staff on scope of assignment
 - Convey agency executives' expectations, policy guidance, authorities, etc.
 - Convey AC decision on staffing and support needs
 - Assign tasks, as necessary (i.e., preparing for meeting with the ICs)
 - Declare AC operational and notify: ICs, JFO, EOCs, communication center(s), agency executive

- Activate AC Organization**
- Identify and agree on initial AC staffing requirements
 - Agree on who will fill key AC positions
 - Agree on AC support needs
 - Develop initial operating procedures

- Executive Briefing**
- Obtain Briefing
 - Clarify scope of effort
 - Discuss make up of UAC
 - Agree on critical information reporting
 - Discuss limitations & constraints
 - Define social, political, economic and environmental issues
 - Identify cost constraints
 - Identify on-scene commanders
 - Discuss Area Command Post location



- Brief Operating Guide**
- Ensure that IC/UC, JFO, agency executives are familiar with the Operating Guide
 - Provide leadership presence and motivational remarks
 - Provide clarification and guidance

- Monitor Mission Progress**
- Maintain close liaison with IC/UC, JFO and agency executives
 - Attend functional meetings and briefings
 - Evaluate overall effectiveness of the AC organization
 - Resolve problems as they occur
 - Follow up on staff work assignments/open actions
 - Evaluate staff effectiveness and order additional staff as needed
 - Provide guidance and clarification

Initial Activities

- Check-in, AC Briefing & Establish AC Command Post**
- Activate AC Organization**
- Executive Briefing**