

Area Command Command Activities

AC/UAC Meeting

- Review/update the command direction based on the meeting with the ICs/UCs.
- Review/update list of critical resources.
- Prioritize incidents (optional).
- Prioritize and assign critical resources.
- Review/Update tasks for AC staff.
- Address and clarify any policy/procedure issues and concerns.

AC Staff Meeting

- Agree on who will represent AC products during the meeting.
- Present AC command direction.
- Present response emphasis, incident prioritization and critical resource allocations
- Present/Review open actions/tasks
- Clarify and resolve any staff issues and concerns.
- Ensure that the AC staffing is adequate to sustain 24-hour operations.
- Ensure staff know to request additional staff support as needed using ICS 213RR.
- Provide Closing Remarks.

Develop Area Command Management Plan

- Visit the various functions in the AC facility to ensure there is adequate staff and that required work is getting done on time.
- Review AC facility layout for effectiveness and efficiency and recommend changes in configuration to appropriate staff.
- Brief their respective agency executive.
- Maintain communications with the ICs/UCs.
- Network with the EOC, JFO, and other external entities.
- Resolve issues and address concerns as they surface.

Meeting with ICs

- Provide opening/closing remarks.
- Provide appropriate Delegation of Authority and limitations to specific ICs/UCs
- Listen to ICs/UCs report on their individual situation.
- Provide AC direction and clarify roles and expectations.
- Reach agreement with ICs/UCs and document the task(s) that AC will assume.
- Discuss conflict resolution procedures.
- Provide interim direction to the ICs/UCs as needed
- Attempt to resolve issues and concerns as identified by the ICs/UCs.
- Seek clarification on any unclear issues

Area Command
Staff Meeting

Develop Area
Command
Management Plan

Approve
Area
Command
Management
Plan

AC Approve Area Command Management Plan

- Review and approve ACMP.
- Ensure plan clearly communicates ACDR/UAC intent.

Area Command/
Unified Area
Command Meeting

New Planning Cycle Begins

Communicate/
Brief Area
Command
Management Plan

Communicate/Brief Area Command Management Plan

- Provide opening remarks.
- Present ACMP.
- Clarify/resolve any issues or concerns that surface.
- Closing Remarks.

Activate AC Command Organization/ Initial AC Staff Briefing

- Determine ACDR speaking roles for this briefing.
- Provide opening/closing remarks.
- Provide guidance to AC staff on scope of assignment.
- Ensure AC staff obtain overall situational awareness.
- Convey ACDR/UAC initial command direction
- Assign tasks from ICS 233 and ensure AC staff acknowledgement.
- Clarify with AC staff their roles and responsibilities.
- Coordinate the AC Meeting Schedule with Agency Executive, Incident Commanders, and ACPC.

Meeting with
Incident
Commanders/
Unified Command

New Planning Cycle Begins
Monitor Progress

New Planning Cycle Begins/ Monitor Progress

- Inform superiors of progress/issues.
- Evaluate overall AC effectiveness using Chapter 5 Manage Personnel and the Organization, Area Command Evaluation Checklist.
- Corrective actions may be needed and tasks assigned to the appropriate AC staff members.
- Resolve problems as they occur.
- Follow up on assignments/open actions.
- Communicate/assist ICs/UCs as needed.
- Attend planned meetings and briefings.
- Evaluate staffing requirements.
- Provide leadership presence, motivational guidance, and motivational remarks.

Activate Area
Command
Organization



Initial AC Meeting

- Validate makeup of newly formed UAC.
- Clarify ACDR roles and responsibilities in the UAC
- Review agency policies, pre-existing plans, MOAs, and MOUs.
- Negotiate and agree on initial key decisions
- Determine initial over-arching priorities and limitations and constraints.
- Determine initial strategic objectives.
- Determine CIRs and IRTs.
- Determine Initial tasks for AC Staff.
- Summarize and document key decisions, procedures and guidance.

Initial
Area Command
Meeting

Initial Activities

Agency Administrator/
Executive Briefing

Agency Administrator/Executive Briefing

- Obtain Briefing
- Clarify scope of effort and issues.
- Reach agreement on delegation of authority.
- Document meeting with the agency executive.
- Prepare for the Activate Area Command and prepare to conduct Initial Unified Area Command Meeting.