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

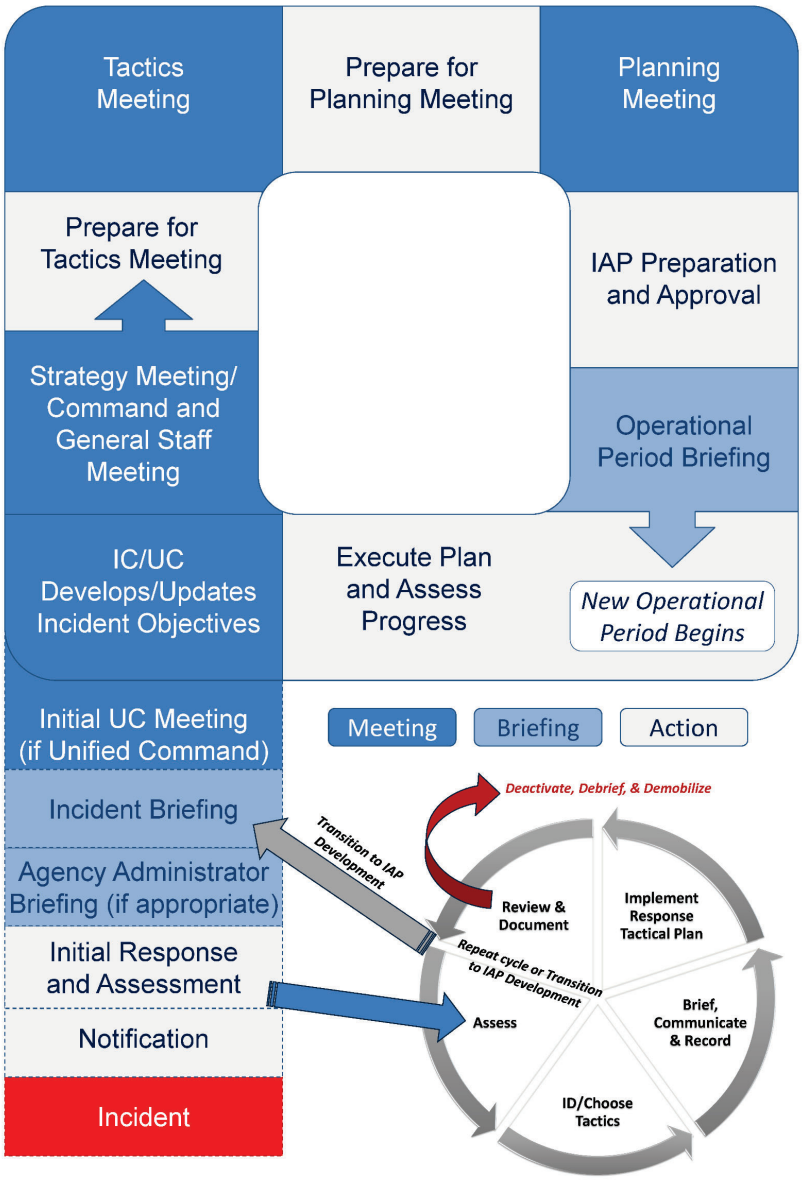
Prepare for the Tactics Meeting
- Meet one-on-one with Command & General Staff members for follow up on assignments.
- Prepare further guidance and clarification as needed
- Receive operations briefing

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

Copyright © 2000 by EMSI, Inc.