

1. Area Command Identifier	2. Management Cycle (Date/Time)		AREA COMMAND DAILY MEETING SCHEDULE AC 330	
	From:	To:		
3. Area Command Daily Meeting Schedule (Commonly-held meetings are included)				
Date/ Time	Meeting Name	Purpose	Attendees	Location
	Meeting with Incident Commanders	To provide the opportunity for the Area Command to meet with the Incident Commanders and share information.	Area Commander(s)/Unified Area Command, Incident Commanders/Unified Command and their PSC's, Asst Assistant AC Planning, AC RESL, AC SITL, AC Executive Assistant, AC DOCL	Area Command Post Conference Room and may have IC's/their staff on Conference Call
	Area Command Meeting	To provide the Area Commanders in Unified Area Command time to discuss issues and concerns and to reach consensus on important decisions.	Area Commanders, Asst AC Planning, AC Executive Assistant, AC SITL, AC DOCL	AC Meeting Room
	AC Staff Meeting	To provide the Area Commander/Unified Area Command the opportunity to brief their staff on priorities, expectations, and to assign tasks	Area Commander/ Unified Area Command, Asst Assistant AC Planning, AC Liaison, AC Safety, AC Public Information, AC Intelligence, Asst AC Logistics, Asst AC Finance/Admin, AC Executive Assistant, AC SITL, AC DOCL	Area Command Post Conference Room
	Brief Management Plan	To provide the opportunity to brief the Area Command Management Plan	Area Commander/ Unified Area Command, the entire Area Command Staff and support personnel, Incident Commanders and their PSC's, JFO, EOC, Agency Executive, MAC Groups (RRT/NRT), etc.	Area Command Post Conference Room and may have IC's/their staff and other parties on Conference Call
4. Prepared by: (Situation Unit Leader)			Date/Time	
AREA COMMAND DAILY MEETING SCHEDULE			AC 330 (Rev 03/16)	

AREA COMMAND DAILY MEETING SCHEDULE (AC 330 Rev 03/16)

Purpose. The Area Command (AC) Daily Meeting Schedule records information about the AC daily scheduled meeting activities.

Preparation. This form is prepared by the AC Situation Unit and coordinated through the Area Commander(s)/Unified Area Command for each Management Cycle or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with/approval by the Area Commander(s)/Unified Area Command, the AC Situation Unit Leader will duplicate the schedule and post a copy at the AC Situation Status Board and distribute to the Area Command Staff. This form will also be included in the AC Management Plan. All completed original forms MUST be given to the AC Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Area Command Identifier	Enter the name assigned to the incident.
2.	Management Cycle	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the AC Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).