

Area Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from the agency officials on agency expectations, concerns and constraints.

2. Obtain and carry out delegation of authority from the agency officials for overall management and direction of the incidents within the designated Area Command.

3. If operating as a Unified Area Command, develop working agreement for how Area Commanders will function together.

4. Delegate authority to Incident Commanders based on the agency expectation, concerns and constraints.

5. Establish and Area Command schedule and timeline.

6. Resolve conflicts between incident "realities" and agency official "wants."

7. Establish appropriate for facilities for Area Command facilities.

8. Determine and assign an appropriate Area Command organization. Keep it manageable.

NOTES:

9. Determine need for Technical Specialists to support the Area Command.

10. Obtain incident briefings and IAPs from the Incident Commanders. (as appropriate)

NOTES:

11. Assess incident situations prior to strategy meetings.

12. Conduct a joint meeting with all Incident Commanders.

13. Review objectives and strategies for each incident.

NOTES:

Area Commander Position Checklist

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| <input type="checkbox"/> | 14. Periodically review critical resource needs. |
| <input type="checkbox"/> | 15. Maintain close coordination with the agency officials, cooperating and assisting agencies, and other entities impacted by the Area Command. |
| <input type="checkbox"/> | 16. Establish priorities for critical resources. |
| <input type="checkbox"/> | 17. Review procedures for interaction with the Area Command. |
| <input type="checkbox"/> | 18. Approve the Incident Commanders requests for and release of critical resources. |
| <input type="checkbox"/> | 19. Coordinate and approve Demobilization Plans. |
| <input type="checkbox"/> | 20. Maintain log of major actions / decisions. |

Area Command Meeting Checklist

	Item	Notes
<input type="checkbox"/>	1 General Situation	
<input type="checkbox"/>	2 Incidents assigned	
<input type="checkbox"/>	3 Jurisdiction Delegation of Authority	
<input type="checkbox"/>	4 Assumption of command timing and notification procedures	
<input type="checkbox"/>	5 Name and qualifications of assigned Incident Commanders	
<input type="checkbox"/>	6 Incidents operating under Unified Command	
<input type="checkbox"/>	7 Limitations on the Area Command's authority Over the Incident Commanders	
<input type="checkbox"/>	8 Available IAP's	
<input type="checkbox"/>	9 Policies, political factors or other constraints	
<input type="checkbox"/>	10 Agency advisor assigned	
<input type="checkbox"/>	11 Area Command facilities designated	
<input type="checkbox"/>	12 Status of communications systems to Incidents and agency/jurisdiction HQ	
<input type="checkbox"/>	13 Critical resource designations	
<input type="checkbox"/>	14 Policy and expectations for interaction with the media	
<input type="checkbox"/>	15 Area Command reporting responsibilities to agency	
<input type="checkbox"/>	16 Schedule for required briefings and contacts	

ADDITIONAL NOTES: