

1. Area Command Identifier		2. Operating Cycle (Date/Time)		AREA COMMAND DAILY MEETING SCHEDULE ICS AC230-CG	
		From:	To:		
3. Area Command Daily Meeting Schedule (Commonly-held meetings are included)					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
	Meeting with On-scene Incident Command	To provide the opportunity for the Area Command to meet with the on-scene Incident Command and share information.	Unified Area Command, On-scene Incident Command/Unified Command and their Planning Section Chief(s), AC Planning, AC RESL, AC SITL, AC Executive Assistant, AC DOCL	ACP Conference Room	
	Unified Area Command	To provide the Unified Area Command to discuss issues and concerns and to reach consensus on important decisions.	Unified Area Command, AC Planning, AC Executive Assistant, AC SITL, AC DOCL	AC Meeting Room	
	AC Staff Meeting	To provide the Area Unified Command the opportunity to brief their staff on priorities, expectations, and to assign tasks	Area Unified Command, AC Planning, Liaison, Safety, Public Information, Intelligence, AC Logistics, AC Finance/Admin, AC Executive Assistant, AC SITL, AC DOCL	ACP Conference Room	
	Brief Operating Guide	To provide the opportunity to brief the Area Command Operating Guide	Area Unified Command, the entire Area Command Staff and support personnel, on-scene Incident Command, Planning Section Chiefs, JFO, EOC, Agency Executive, NRT/RRT		
4. Prepared by: (Situation Unit Leader)			Date/Time		
AREA COMMAND DAILY MEETING SCHEDULE				ICS AC230-CG (Rev 02/07)	

AREA COMMAND DAILY MEETING SCHEDULE (ICS AC230-CG) Revision 2/07

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) for each operating 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 the 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. 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.	Operating 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).