

1. Area Command Identifier		2. Operating Cycle (Date/Time) From: _____ To: _____		DAILY MEETING SCHEDULE ICS AC230-CG	
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.	Area Unified Command, On-scene Incident Command and their Planning Section Chief(s), AC Planning, AC RESL, AC SITL, AC Executive Assistant, AC DOCL	ACP Conference Room	
	Area Unified Command	To provide the Area Unified Command to discuss issues and concerns and to reach consensus on important decisions.	Area Unified 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 08/06)	