

## **Handout 3-2: Sample Initial Unified Command Meeting Agenda**

- Statement of specific jurisdictional/agency goals, based on the overarching response priorities.
- Presentation of jurisdictional limitations, concerns, and restrictions.
- Establishment of and agreement on acceptable priorities.
- Adoption of an overall strategy or strategies to accomplish objectives.
- Agreement on the basic organization structure for the Unified Command. (note that the Operations Section normally defines their section structure in the Tactics meeting based on objectives, requirements and resources).
- Designation of the best qualified and acceptable Operations Section Chief.
- Agreement on General Staff personnel designations.
- Agreement on planning, logistical, and finance agreements and procedures.
- Agreement on resource ordering process to be followed.
- Agreement on cost-sharing procedures.
- Agreement on informational matters.
- Designation of one the members of the Unified Command to act as the Unified Command spokesperson.