

Handout 4-3: Area Commander: Checklist of Actions

The following is an example of key actions conducted by the Area Commander/ Unified Area Command. It is provided as an example only (not as official FEMA guidance):

- Obtain briefing from agency officials on agency expectations, concerns, and constraints.
- Obtain and carry out delegation of authority from agency officials for overall management and direction of the incidents within the designated Area Command.
- If operating as a Unified Area Command, develop working agreement for how Area Commanders will function together.
- Delegate authority to Incident Commanders based on agency expectations, concerns, and constraints.
- Establish an Area Command schedule and timeline.
- Resolve conflicts between incident “realities” and agency officials “wants.”
- Establish appropriate location for the Area Command facilities.
- Determine and assign an appropriate Area Command organization. Keep it manageable.
- Determine need for and assign technical specialists to support Area Command.
- Obtain incident briefing and IAPs from Incident Commanders (as appropriate).
- Assess incident situations prior to Area Command strategy meetings.
- Review effective communications and data coordination (to include Essential Elements of Information).
- Conduct a joint meeting with all Incident Commanders/Unified Commands.
- Review objectives and strategies for each incident.
- Periodically review priorities and resource needs.
- Maintain close coordination with agency officials, cooperating and assisting agencies, and other entities, including EOCs.
- Establish priorities for critical resources.
- Review procedures for interaction with the Area Command.
- Approve Incident Commanders’ requests for release of resources.
- Coordinate and approve demobilization plans.
- Maintain log of major actions/decisions.