

SMEAC

"smee-ack"

Situation: The what, when, where & why of things. A backdrop for the instructions that follow.

Mission: A short, clear, concise statement of the planned response to the situation.

Execution: This is the "how" section. Describe in detail how you will accomplish your mission.

Administration: Here you detail the resources needed and how they will be coordinated.

Command: The who's who of the job - who's in charge, who do people report to, how is communication handled.