Incident Command System

Resource Unit Leader

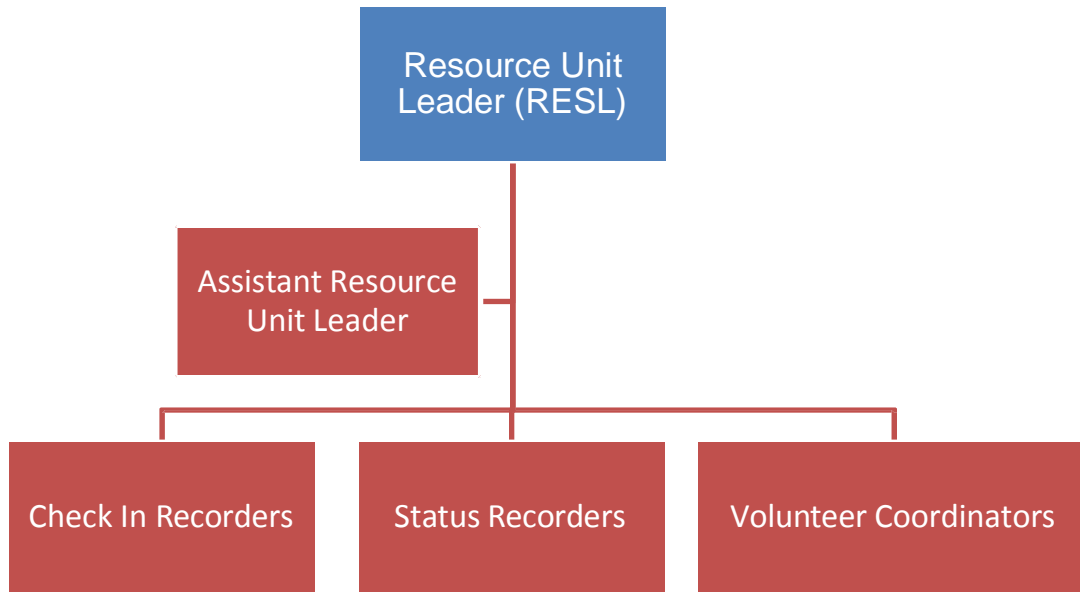# - RESL -
Job Aid

Revision 2
July 2014

Resources Unit Organization

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                  Resource Unit
                  Leader (RESL)
                        |
      Assistant Resource
      Unit Leader
            |
   Check In Recorders    Status Recorders    Volunteer Coordinators
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Resources Unit CD

Table of Contents

1.Overview

1.1. User

The user of this job aid will be anyone who is assigned as Resource Unit Leader (RESL) within the National Incident Management System (NIMS) Incident Command System (ICS).

NIMS includes the following principles related to resource management:
- Planning
- Use of Agreements
- Categorizing Resources
- Resource Identification, Requesting and Ordering
- Effective Management of Resources

1.2. When to Use

This job aid should be used to assist the RESL whenever the ICS is used.

1.3. Major Accomplishments

The RESL's primary responsibility is to track operational resources and prepare the Incident Action Plan (IAP). The major accomplishments listed below support this effort and are expanded further into checklists in this job aid.

- Complete Pre-Assignment Duties
- Complete Pre-Deployment Duties

- Check in to the Incident
- Obtain Situation Assessment
- Receive Initial Brief
- Activate Resource Unit
- Develop Resource Unit Processes
- Collect Incident Data
- Organize and Evaluate Resource Information
- Disseminate Resource Information
- Manage Unit and Maintain Activities
- Manage Unit Personnel
- Demobilize Unit

1.4. References

Below is a list of references that may be required while using this job aid.   This list is not all encompassing.   Links to many of these can be found at http://homeport.uscg.mil/ics/:

- Incident Management Handbook (IMH) COMDTPUB P3120.17
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- USCG Type 3 Unit Leader Part A (CORE) Performance Qualification Standard (PQS)
- USCG Type 3 Planning Unit Leader Positions Part B PQS
- Contingency Plans as appropriate

1.5. Materials

A complete list of materials necessary can be found in Appendix B, RESL Deployment Kit Inventory. Ensure these materials are available throughout the event.   Request resources via the incident's resource request process.

1.6. ICS Forms

Most of the forms necessary to complete this job can be found on the Texas A&M Forest Service ICS web pages at http://tfsfrp.tamu.edu/toolbox/classic.html

1.7. Other

In the context of this job aid, the word incident means incident, event or exercise unless otherwise noted.

Checklists

Pre-Assignment Actions

	Ensure personal readiness for assignment (See detail on page 16)
	Ensure RESL certification is current
	Assemble Personal Deployment Kit
	Assemble RESL Deployment Kit

Pre-Deployment Actions

	Receive assignment (See detail on page 18)
	Verify reporting location, date and time
	Finalize personal readiness for assignment
	Receive resource & order number
	Make travel arrangements
	Verify/Update personal deployment kit
	Verify/Update RESL deployment kit

Check in to the Incident

	Check-in on ICS-211 (See detail on page 20)
	Receive Tasking
	Check in with Finance
	Check in with Logistics
	Review Site Safety Plan

Obtain Situation Assessment

	Review ICS-201, IAP, Situation Status Display, HSIN or Area Plan (See detail on page 23)
	What kind of incident?
	Determine the size and complexity of incident
	Who are key players?
	When did the incident occur?
	Where is incident location/AOR?
	What is the incident organization?
	Obtain a meeting and briefing schedule

Receive Initial Brief

	Define your role (See detail on page 25)
	Obtain PSC expectations
	Determine any limitations and constraints
	Determine the Resource Requesting Process

Activate Resource Unit

	Determine staffing requirements (See detail on page 27)
	Establish Resource Unit work location
	Organize and brief subordinates
	Brief Check-In and Status Recorders on expectations and responsibilities
	Acquire work materials
	Establish internal and external reporting requirements
	Begin /Maintain Unit Activity Logs, ICS-214
	Establish collateral responsibilities within the unit

Develop Resource Unit Processes

	Establish system for tracking resources (See detail on page 31)
	Establish system for assembling the Incident Action Plan (IAP)
	Establish system to provide and validate resource information on the ICS-209

Set Up Check-In Locations

	Set up initial check-in locations (See detail on page 32)
	Set up communications method and schedule
	Ensure Check-In / Status Recorders are familiar with procedures
	Ensure Check-In locations are appropriately signed and easy to find

Prepare and Maintain Resource Status Display

	Create status display if necessary (See detail on page 34)
	Determine total number of Status Recorders needed
	Prepare T-cards (ICS-219) from check-in lists and resource lists
	Brief appropriate personnel on how to communicate resource status changes for the incident
	Verify that the Resource Status Display accurately reflects field operations approved in the most recent IAP
	Submit updated resource status change information to Status Recorder
	Review the Incident Organization Chart (ICS-207) and validate that it reflects the Resource Status Display

Manage and Maintain Unit Activities

	Compare Resource Unit output with assessment of other activities (See detail on page 36)
	Support the Tactics Meeting
	Support the Planning Meeting
	Support the IAP development
	Manage schedule for collecting data
	Participate in the development of the Demobilization Plan and the demobilization of resources

Manage Unit Personnel

	Schedule a staff meeting (See detail on page 41)
	Provide On the Job Training (OJT) as appropriate
	Forecast requirements
	Evaluate and monitor unit performance
	Evaluate individual personnel performance, ICS-225

Demobilize Personnel and Unit

	Review approved Demobilization Plan (See detail on page 43)
	Supervise demobilization of unit personnel
	Supervise demobilization of unit

2.   Detailed Instructions

2.1. Pre-Assignment Actions

2.1.1.   Ensure personal readiness for assignment: Should you deploy without being personally ready, it will affect your ability to respond and cause a burden on the incident management team which now has to assist you with these issues.   Since responses and deployment lengths can vary from incident to incident you should plan for a 30 day deployment.

- Medical/dental readiness
  - o Ensure you have no outstanding issues that would prevent you from being deployed. (e.g. have a plan to ensure you have enough medications for the entire period of the deployment)
- Uniforms – You have enough uniforms and/or appropriate clothing for an expected deployment.
- Financial Readiness – You need to be financially ready to deploy. This means ensuring your financial situation is in order.
  - o Ensuring bills will be paid while deployed.

- Family Readiness
  - o Ensure you have a Dependent Care/Pet Care plan.   Please check www.militaryonesource.com for assistance.

2.1.2.   Ensure RESL certification is current (in IQS).
- Mandated Training (MT).
- ICS training (e.g. ICS 300, position specific ICS training).
- Incident specific training.

2.1.3.   Assemble RESL Deployment Kit
- Ensure all items found in Appendix 3.2 are ready to go BEFORE you get the call to deploy.

2.2. Pre-Deployment Actions

2.2.1.   Receive assignment
- You may receive your assignment in many ways; via message, phone call, supervisor, or on orders.

2.2.2.   Verify Reporting Location
- You should verify reporting location, date and time, order number, as well as ICP contact numbers for assistance with check-in.

2.2.3.   Finalize personal readiness for assignment
- Review the pre-assignment check list to ensure readiness for assignment which includes personal, dependent, and financial readiness.
- Notify your chain of command of any outstanding readiness issues. This may mean delaying deployment to resolve the issue.

2.2.4.   Receive Travel Orders and order number
- A written resource order will be issued by the Texas Interagency Coordination Center (TICC) competent authority is required for reimbursement of travel expenses. You may begin traveling under oral orders, but make sure the Team leader has the resource order.

- The Incident order number and order number are different. The resource order number will be used at check-in to verify the position that you will be filling. More information on this can be found on page 20

2.2.5.   Make Travel Arrangements

- The team leader or IC will decide on best travel method for the team members.
- Make travel arrangements using approved State of Texas travel guidelines using state per diem rates. Use GSA per diem rates for Texas.
  http://www.gsa.gov/portal/category/100120

2.2.6.   Verify/update personal deployment kit.

A personal deployment kit contains your personal items needed for the deployment and includes items like:

- medications
- uniforms and/or appropriate clothing
- any special PPE or special weather clothing required
- verify that any special PPE (e.g. cold weather gear, float coats, etc) will be provided by the incident.

2.2.7. Verify/update RESL deployment kit (see detail Appendix 3.2)

- Ensure manuals, forms and guides are current versions (electronic and paper).
- Ensure supplies are restocked from last deployment.

2.3. Check in to the Incident

2.3.1. Check-in on ICS-211:

Upon arrival at the incident, check-in at the Incident Command Post on the ICS-211.

- Check In - Ensure you have your Order Number available. This enables the Check-in Recorder (CHKN) to validate your assignment to the incident quickly. The Order Number is generally in the following format:
  - Example: O374 (O is for Overhead, and the 3 digit number is assigned by Logistics).

- The incident will want a number where you can be reached, your home base, how you got to the incident, as well as any additional qualifications you may have.

2.3.2.   Receive Tasking

- The check-in recorders should be able to tell you how to get to the ICP or where you will be working within the incident organization.

2.3.3.   Check in with Finance

- Leave copy of resource orders or other travel documents with FSC or Admin Officer. Determine how often to turn time into FSC and start OF- 288 Emergency Firefighter Time Report.

2.3.4.   Check in with Logistics

- Lodging assignment: The incident is responsible for ensuring you have adequate lodging, unless you are locally based. If the incident is small, Logistics may ask you to make your own arrangements, or they may have already contracted with a local hotel for incident personnel. Even if you have made your own arrangements, Logistics should still be tracking where personnel are housed.
- Meal schedule: The size, complexity and location of an incident will impact the availability of meals. On most AHIMT responses, meals are the responsibility of the individual. If meals are provided the incident generally tracks who got a

meal and the individual is required to make the appropriate modification to their travel claim.

- Consumables: Determine where to obtain necessary materials for the unit (e.g. copy paper, pens, markers, etc.).
- Incident Credentials: On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.

2.3.5.   Review the Site Safety Plan

- All overhead personnel and tactical resources (Operational personnel) must review the incident specific Site Safety Plan and sign the Worker Acknowledgement Form.
- A copy of the Site Safety Plan may be found at Check-in, Staging Areas, and in the Command Post in the Operations Section Chief and Site Safety Officer's work area.
- On large incidents it may also be posted in areas near the meal area and any other place large groups of people will congregate.
- Periodically review the Site Safety Plan to learn about any additions and updates to the Plan.

2.4. Obtain Situation Assessment

The following tasks should be accomplished after checking-in to the incident.

2.4.1.   Review the current ICS-201 and/or IAP

- The purpose of this task is to acquire additional background on the incident prior to starting your assignment.
- Regardless of when you arrive at an incident there is usually very little time for someone to brief you.
- You need to find out the Who, What, When, Where, Incident Organization, and Resources related to the incident.

2.4.2.   What is the incident (SAR, oil/hazmat, LE, natural disaster, etc.)?

- This gives you an idea of the resources that should be operating in theatre.

2.4.3.   Determine the size and complexity of the incident:

- Who are you working for (IC, UC, AC, NIC)?
- Is the incident expanding or contracting?
- What is the press interest?
- Determine if the incident is Type I, II, or III.

2.4.4.   Who are key players (Federal, State, local, industry)?

* This may give you some insight into why Command is setting particular objectives as well as the boundaries of the incident AOR.

2.4.5.   When did the incident take place?

* An incident changes character over time including; survival rates, weathering of oil, potential contaminants, vessel stability, etc.

2.4.6.   Where did the incident take place?

* Do you know the unit Area of Responsibility (AOR)?
    o If so, you have an advantage in knowing relationships, geography, local plans, etc.
    o If not, you must spend some time getting to know the area.
* What is the difference between the unit AOR and the incident AOR? Generally, there should be a difference.

2.4.7.   What is the incident organization?

* You must know who is in your direct chain of command as well as other key players such as the Incident Commander(s), Liaison Officer(s) (LNO), Operations Section Chief (OSC), Logistics Section

Chief (LSC), Finance Section Chief (FSC), and Safety Officer (SOFR).

2.4.8.   Obtain a meeting and briefing schedule.

- When is the next meeting or briefing that you should be attending?

2.5. Receive Initial Brief

The initial briefing is the opportunity for the RESL to receive additional details about their incident assignment. Depending on the phase and/or size of the incident, you may or may not get a chance to spend this time with the Planning Section Chief and/or Deputy PSC before you start working. If you are NOT able to attend this brief, you may be able to be briefed by the current RESL or other Planning Section personnel.

2.5.1.   Define your role
- How big a role are you playing? Are you playing the role of RESL and another unit leader (dual-hatted)?
- Do you have the experience for the role you are playing?
- Do you have authority from the PSC to request resources?
- Will the PSC give you the authority to request the resources you need to effectively manage your section?

2.5.2.   Obtain the expectations of the PSC

PSC's come with many different levels of expertise and experience. In a multi-hazard, multi-jurisdictional incident it is possible that the PSC does not have expertise in Resource Unit activities.

- Do you have expertise in resource unit activities for this type of incident?   While not critical, your experience with a specific type of incident gives you insight on information requirements and methods and resources necessary to fulfill those requirements.   If you don't have experience with the specific type of incident, it would be to your benefit to request personnel with that experience to serve as an Assistant RESL.
- Does Command and/or PSC want a briefing from you on the process and procedures you typically use as RESL?
- How often does the PSC want to be updated?
- Determine command's critical information reporting expectations (e.g. does IC/UC/OSC/PSC want to know if/when a specific resource is injured and/or disabled?).

2.5.3.   Determine any limitations and constraints on staff size

- Consider incident potential when planning adequate staffing requirements.

2.5.4.   Determine the Resource Requesting Process

- Identify the resource requesting process established by the Logistics Section Chief (LSC).
    - o RESL plays a key role in the requesting of operational resources
    - o RESL must know the process limitations and constraints established by Command for the incident
- Consider the long term view for resource utilization for the incident
    - o Clarify operational resource requirements with OSC beyond the next operational period
    - o How much and/or how long a resource will be needed can influence cost

2.6. Activate Resource Unit

2.6.1.   Determine Staffing Requirements

- ICS Organization Guide – IMH Ch. 12

	Size of incident (# of Divisions/Groups)				
Position	**2**	**5**	**10**	**15**	**25**
Asst. RESL			1	1	2
Status Recorders	1	2	3	3	4
Check In Recorders	See Section 2.8.1				
Tech Specs	As Needed				

- Calculate staffing requirements for the Resource Unit including Check-In Recorders and Status Recorders.
- Ensure your calculations consider 24 hour operations if necessary (i.e. double the table numbers for 24 hour operations).
- Submit Resource Request on (ICS-213-) in accordance with incident resource request process.

2.6.2.   Establish a work location

- Ensure there is adequate space for possible expansion if necessary.
- Establish a system for receiving status updates and information from incident personnel.   This may be in the form of inboxes, envelopes or an easel chart.
- Ensure there is adequate capability in your work section to accommodate displays on the walls including T-card racks and poster size ICS-207 and 215.

2.6.3.   Organize and brief subordinates

- Identify the immediate information demands and organize your personnel to meet those demands until additional personnel report.
- Conduct the initial staff meeting as outlined in Appendix 0 to establish guidelines, expectations,

work schedule, meeting schedules, customer needs, and display content.
- Outline the resource request process to subordinates.
- Develop an organization chart for the unit to identify roles and highlight span of control issues.

2.6.4.   Brief Check-In and Status Recorders on expectations and responsibilities
- Explain where the check-in locations are located throughout the incident AOR.
- Ensure the SCKNs know how to properly check-in a variety of resources (e.g. strike team)   Details can be found in Appendix 3.4
- Outline how often you want information transmitted from check in to the RESL.

2.6.5.   Acquire the appropriate work supplies
- Acquire the appropriate equipment and consumable materials/supplies as listed in Appendix 3.2.
- Submit Resource Request on (ICS-213) in accordance with incident resource request process.

2.6.6.   Establish collection, organization, evaluation and display systems
- Assign personnel to create the Resource Unit Status Display.

- o Resource Status Display (T-card rack)
- o Incident Organization Chart (ICS-207)
- Validate current information posted on the resource status board.
- Verify with OSC that status reflects current tactical assignments (i.e. what is on-scene).

2.6.7.   Establish internal and external reporting requirements
- Establish a timeline to ensure the resource unit is able to meet the reporting/briefing requirements.(i.e. tactics meeting).
- All information should be ready at least 15 minutes before the start of any meeting.

Meeting	OBJ	C&GS	Tactics	Planning
Time	0800	0830	1200	1300
Input Due	FOBS report due	SITL brief due	?	?
Time Due	0700	0800	?	?

2.6.8.   Begin/Maintain Unit Activity Logs
- Assign personnel to maintain running Chronology of Events Log. See Appendix 3.16 for example.
- Complete unit log (ICS-214).   See Appendix 3.15 for example.

2.6.9.   Establish collateral responsibilities within the unit

- Assign an individual to be responsible for providing updates on resource status to SITL for the ICS-209.

2.7. Develop Resource Unit Processes

2.7.1.   Establish system for tracking incident resources

- Determine resource tracking methodology (i.e. T-cards, computers, etc.).
- Review resource request process (i.e. is RESL reviewing all ICS-213s or just tactical/overhead?).
- Document and post basic relationship between Resource Requests (ICS-213), Check In (ICS 211), Active Tracking (ICS-219 or computer based such as I-suite), and linkage to demobilization.
- Discuss with LSC the process for tracking and monitoring incident **support** resources (e.g. motor pools for vehicles). This ensures all incident resources are adequately/accurately tracked.

2.7.2.   Establish system for assembling the Incident Action Plan (IAP)

- Assign personnel to:
  o create the IAP cover page and the ICS-203 for the upcoming operational period.
  o assemble information on the ICS-204 from related products.
  o acquire the ICS-205, ICS-206, ICS-208.
- Coordinate with SITL the development/maintenance of Division/Group specific maps/charts as appropriate.
- Acquire other plans and/or documents (e.g. salvage plan, transportation plan) from appropriate members of the IMT.
- Assemble the Incident Action Plan from the above elements.

2.7.3.   Establish system to provide and validate resource information on the ICS-209

- Determine ICS-209 data requirements.
- Establish schedule from SITL to provide resource information and who in the Situation Unit to will receive the information.
- Assign responsibility either as a collateral duty or as a full time job to a member of your unit.

2.8. Set Up Check In Locations

2.8.1.   Set Up Initial Check-In Locations
- Consider a check-in recorder at each:
  o Staging Area
  o Boat ramp or Helibase
  o Division or Group location
  o Bases and/or camps
  o ICP
  o Security Check Point
  o Others as required
- Ensure required work materials are available
  o Check-In Lists (ICS-211-CG)

2.8.2.   Set up communications method and schedule
- Determine best communications method from Communications Unit Leader (e.g. fax, telephone, radio, network).
-
2.8.3.   Brief Check In / Status Recorders on their assigned location and procedures (see Appendix 3.4 for detailed instructions).
- Record check-in information on Check-In Lists (ICS-211).
- Forward check-in information and status changes to the RESL.
- Maintain files of Check-In Lists (ICS-211).
- Maintain Unit Log (ICS-214.

2.8.4.   Ensure Check-In locations have appropriate signage and are easy to find

• Consider visibility of signs for day and night check-in.

2.9. Prepare and Maintain a Resource Status Display

2.9.1.   Create resource status display if necessary

• Determine appropriate type of resource status display for incident at this time.
  o Poster size ICS-201
  o T-card racks
  o Magnets
  o Dry erase boards
  o Computerized
• Begin to prepare T-cards to replace the Resource List (ICS-201-4) if the incident is using T-cards and will last longer than one operational period.
  o Use separate racks for each operational period and/or shifts (e.g. day/night).
  o Consider separate racks for different divisions, groups, type of support vehicles, and volunteers when the incident acquires extensive numbers of these items.
• Review T-card racks for span of control issues and discuss with options/resolutions with OSC (e.g. use of Strike Teams, Task Forces).

2.9.2.   Prepare T-cards (ICS-219) from check-in lists and resource lists

- See Appendix 0 for detailed instructions on how to fill in T-cards.
- Ensure initial response resources found on the ICS-201-4 are checked in on an ICS-211. You may have to complete this task within your unit.
- Ensure that Check-In Lists (ICS-211) and Resource Lists (ICS-201-4) are transcribed onto T-cards (ICS-219).
- Organize the T-Cards (ICS-219) to accurately reflect the current incident organization as reflected on the Incident Organization Chart (ICS-207) or the Organization Assignment List (ICS-203).
- Verify that resources checked-in were actually ordered for the incident, if not consider the demobilization process or re-assignment of resources if needed.

2.9.3.   Brief appropriate personnel on how to communicate resource status changes for the incident

- Resource status updates should be communicated via the Resource Status Change form (ICS-210).
- A copy of the ICS-210 should be attached to the appropriate T-card (ICS-219)

2.9.4.   Verify that the Resource Status Display accurately reflects field operations approved in the most recent IAPs

* Use Division/Group Supervisors, Field Observers, and Check-In Recorders as verifiers.
* Especially critical during the initial 2-3 hours of the incident and when preparing for the Tactics Meeting.

2.9.5.   Submit updated resource status change information to Status Recorder

* Ensure status displays are updated between Tactics and Planning meetings to display resources to Command and General Staff.

2.9.6.   Review the Incident Organization Chart (ICS-207) and validate that it reflects the Resource Status Display

2.10.   Manage and Maintain Unit Activities

2.10.1. Compare Resource Unit output with assessment of other activities
You are now at a stage of the response where you have enough personnel in the unit to adequately manage data coming into the ICP.

* Is the Resource Unit regarded as THE source for resource information? Does the information you are displaying and/or recording accurately

represent the tactical and overhead resources assigned to the incident?
- Is the Resource Unit completing the IAP in a timely fashion allowing for adequate review before signature?
- Is accurate information being provided to the SITL for inclusion on the ICS-209?

2.10.2. Support the Tactics Meeting

- Ensure the T-card rack is up to date
- Bring T-card racks to the meeting with the available resources for the upcoming op period.
- Act as the resources scribe for the meeting.
  - Using the ICS-215 (with the OSC's REQ resources filled in) and the T-card rack; determine what resources the incident has (HAVE) and what resources are needed (NEED).
  - This task can be done prior to the meeting but MUST be done before the meeting is completed.
  - The NEED block shows what resources will have to be requested/ordered to support the next operational period incident operations.
- Assist the OSC with the requested additional resources (NEED) for the next operational period on the ICS-213.
- Confirm availability of current resources (T-card rack) for next operational period.

- o For example does the Engine need a replacement crew requested or does the Engine need to be totally replaced? Are there union issues? How many hours can a resource be used before a mandated rest period?
- o These are questions and discussions that RESL must address with SPUL.

2.10.3. Support the Planning Meeting
- Ensure the ICS-215 is updated and made presentable for the Planning Meeting.
  - o Poster sized ICS-215
- Follow up with SPUL on resource requests.

2.10.4. Support the IAP development
- The RESL is responsible for assembling the IAP.
- RESL creates several IAP documents and others should be obtained from other C&GS personnel. The RESL should follow up with these personnel to obtain these documents. (See IMH Chapters 3 & 25)
  - o Cover Page (RESL)
  - o ICS-202 (PSC)
  - o ICS-203 (RESL)
  - o ICS-204 (RESL)
  - o ICS-205 (COML)
  - o ICS-206 (MEDL)
  - o ICS-208 (SOFR)

- o Charts and maps (SITL)
- o Weather, tides & currents (SITL)
- o Other plans and documents as necessary
- The backbone of the IAP is the ICS-204. This form provides vital guidance from the OSC to operations personnel. While this form is generally completed by the RESL with guidance from the OSC, it is the OSC's responsibility to verify and validate each block on the form to ensure the RESL has adequately captured the OSCs plan.
  - o The IAP will have an ICS-204 for every division, group and staging area the OSC lists on the ICS-215. The assignment information on the ICS-204 comes directly from the ICS-215.
  - o The RESL makes specific resource assignments on the ICS-204 to meet the requirements dictated by the OSC.
  - o For every resource the OSC required on the ICS-215, the RESL lists a specific resource on the ICS-204 to fill the requirement. It's the OSC's responsibility to verify and validate the capability of the resource assigned by the RESL. These resources are taken from the T-card rack and placed in Block 6 (resources assigned) on the ICS-204. (see Appendix 3.9) If the RESL is unsure what resource to assign on the ICS-204s, guidance should be sought from the OSC.
  - o The RESL takes the information from Block 5 (work assignment) of the ICS-215 and moves it

to Block 7 (work assignment) of the ICS-204. It is the OSC's responsibility to verify and validate the work assignment.

o The RESL should fill in any special instructions in Block 8 of the ICS-204. The SOFR may complete and should validate any safety message in this block. It is the OSC's responsibility to verify and validate the special instructions.

o The RESL takes the appropriate communications information from the ICS-205 for Block 9 on the ICS-204.

o If needed, the ICS-204A may be used to provide additional or amplifying information.

o When complete the RESL signs Block 10 of the ICS-204.

2.10.5. Manage schedule for collecting resource data

- Is the resource data collected in time to meet end user requirements (i.e. schedule of ICS-211 reporting requirements, updates from FOBS on resource status, etc).
- Monitor initial schedule set up in activation phase of incident (see Section 2.6.7) and adjust as necessary.

2.10.6. Participate in the development of the Demobilization Plan and the demobilization of resources

- RESL should have good knowledge of which resources are being properly utilized and which are not.
- RESL should make recommendations to the PSC and OSC as to resource release priorities.
- Resources scheduled for demob should be placed under a T-card header labeled Tentative DMOB.
- The tracking of resources does not end until the resource has arrived at its home unit or final destination.
- Once DMOB has advised RESL that a resource is released, the T-card is updated with the demob information and placed under a separate category (i.e. Released) or turned over to DMOB for tracking until it arrives at final destination.

2.11.   Manage Unit Personnel

2.11.1. Schedule a staff meeting – see Appendix 0 for example agenda

- At least one per operational period.
- If necessary, one per unit shift.
- Brief subordinates on work assignments.
- Post expectations for unit personnel to review.

2.11.2. Provide On the Job Training as appropriate
- ICS position specific training.
- Equipment training.

2.11.3. Forecast requirements
- How many personnel will you need for the next operational period.
  - o Consider assigning or requesting volunteer coordinators to manage incident volunteers
- Rotations – Identify need for replacements as soon as possible.
- Shift work – The unit will need to expand and contract the number of shifts depending on incident needs (e.g. multiple vs daytime only, etc).
- Work-life (e.g. time-off, morale events, etc)
- Processes – Evaluate current processes and determine need for modifications, or additions as necessary.
- Communications – Determine needs for future support requirements.
- Secure communications.
- Equipment and Supplies.
- Portable walls.

2.11.4. Evaluate and monitor unit performance
- Is unit functioning as a team?
- Is unit producing the products required by PSC?
- See Appendix for details.

2.11.5. Evaluate individual personnel performance
- Use Incident Personnel Performance Rating ICS-225-CG (See Appendix for example).
- Submit unit/personnel for recognition.

2.12. Demobilize Personnel and Unit

2.12.1. Review Approved Demobilization Plan
- Determine the command priorities for release of personnel.
- Identify PSC's priorities and expectations regarding the demobilization of personnel and unit.

2.12.2. Supervise demobilization of unit personnel
- Provide input to PSC for demobilization of unit personnel.
- Identify unit personnel for demobilization. Ensure you have requested replacements if required.
- Brief subordinates regarding their pending demobilization and process including use of the ICS-221, Check-out Sheet.
- Evaluate and recognize personnel (e.g. ICS-225, awards draft). See Appendix for ICS-225 Incident Personnel Performance Evaluation.

2.12.3. Supervise demobilization of unit
- Ensure final turnover/disposition of documentation.
- Turn in equipment and supplies as appropriate.

- Provide Supply Unit Leader with a list of supplies to be replenished including:
  - Consumables
  - Equipment (computers, radios, GPS, etc)
- Consider replacement in kind.

3. Appendices

3.1. Personal Mobilization Kit

	Uniforms appropriate for the response including appropriate footwear
	Update your family emergency plan (see www.ready.gov for details)
	Emergency contact information
	Dependent care plan (i.e. wills, powers of attorney, etc.)
	Sufficient medications and/or medical supplies for 60 days
	Pet care plan if applicable
	Power supply and/or chargers for personal communication equipment (i.e. computers, cell phones, etc.)

3.2.   RESL Deployment Kit

Item Name	Qty	Unit	√
Incident Management Handbook	1	Ea	
RESL Job Aid	1	Ea	
T-Card Racks (cloth or metal)	1	Ea	
T-Cards White, Rose, Green, Yellow, Tan, Blue, Orange and Gray	1	Pk	
Computer with internet connection	1	Ea	
Local Area Contingency Plans	1	Ea	
ICS Forms Catalog	1	Ea	
Lined paper tablets	2	Ea	
Blue tape	2	Roll	
In-boxes or large envelopes	1	Ea	
Permanent fine tip markers	1	Bx	
Stapler	1	Ea	
Staples	1	Bx	
Staple Remover	1	Ea	
Dry erase markers (wide and thin line)	1	Bx	
Push Pins	1	Bx	
T-Pins	1	Bx	
Red Pens	1	Bx	
Blue Pens	1	Bx	
Highlighters	2	Ea	

Mechanical Pencils	1	Dz	
Mechanical Pencil Leads	1	Dz	
Grease Pencils	1	Bx	
Scissors	1	Ea	
Paper, self-stick notes	5	Pk	

3.3.   Functional Interactions

Inputs/Outputs Below is an input/output matrix to assist the Resource Unit
Leader with obtaining information from other ICS positions
and providing information to other ICS positions.

MEET WITH	WHEN	RESL OBTAINS	RESL PROVIDES
IC/UC	All meetings involving Command	Incident objectives, priorities, limitations and constraints	Current resource status and estimated arrival time for ordered resources
PSC	Throughout	FOBS verification of incident resource location and status	Location of incident support facilities and input for ICS-209
OSC	Tactics meeting and prior to planning meeting	List of resources necessary to support incident objectives	Current resource status and estimated arrival time for ordered resources
SITL	Throughout	Resource information through FOBS reports	Input for ICS-209

		ICS-209 requirements	
LSC	Throughout	Detailed description of resource requesting and ordering process	ICS-213s for operational resources
DOCL	Throughout	Documentation requirements	Original copies of all paperwork produced
SPUL	Throughout	Order numbers and updates to requested resources	ICS-213s for operational resources
SCKN	Throughout	Updated resource status	Schedule and method for providing updates
DMOB	Throughout	Draft and final incident DMOB plan	Tentative list of surplus resources
COML	Throughout	Comms Plan (ICS-205) Comms information for each ICS-204	
SOFR	IAP Prep	Safety message Specific safety	Types and kinds of resources available to accomplish OSCs work

		instructions for the ICS-204 Requirements for Assistant SOFR	assignments
LOFR	Throughout	List of resources from various cooperating and assisting agencies	Feedback on resource utilization
PIO	Throughout		Number of types and kinds of resources and personnel assigned to the incident

3.4. Example Check-In Recorder Procedures

Introduction:
You have been assigned as a Check-in Recorder at Terminal Avenue Staging Area on the Double Dimaond Incident.   You will report to me, M. Martinez, Resources Unit Leader. I can be contacted at (210) 555-8888.   Give me a call if you have any questions.

Work Period:
You have been assigned to work the day shift, operational period 0600 to 1800, until further notice. You should plan to arrive at the work site 15 minutes prior to shift change to allow for proper transition with the night shift Check-in Recorder.

Check-in Location:
The check-in table and tent are located at the road entrance to Terminal Avenue Staging Area. Terminal Avenue Staging is located directly across from the Incident Command Post on the other side of Terminal Avenue.

Incident Check-in List (ICS-211):
The Incident Check-in List (ICS-211) will be used for resource check-in on the Double Diamond Incident. All information fields on the ICS-211 form will be collected from each resource checking in on the incident. Any copies of crew rosters or manifests will also be collected and transmitted to the Resources Unit along with the rest of the check-in information.

Information Transmission to the Resources Unit:
Information collected from resources checking in on the incident will be transmitted verbally to the Resources Unit every 60 minutes.   Hard copy of the information will be delivered by runner every 4 hours.

Documentation:
The original Incident Check-in Lists and other check-in related documents will be filed with the Documentation Unit at the end of the incident.

Logistical Support:
Check-in Recorders should arrive at the work area with a lunch and bottled water.   Coordinate with the Terminal Avenue Staging Area Manager for additional support needs.

3.5. Staff Meeting Guidelines

The purpose of this meeting is to keep your subordinates informed about Command's direction and how the role they play ties in to achieving that direction.   This is just good leadership so it is imperative that you conduct this meeting at least once a day!

1. If at all possible set a standard time and place for this meeting. A good time to hold this meeting is following the Command and General Staff meeting when you have just received your direction.
2. Ensure all personnel are present or accounted for. For the duration of the incident, these personnel work for you. Take care of them and they will take care of you.
3. Situation update – while they probably don't need or even want detail, they will appreciate a quick update. This helps your staff know how the work they are doing is supporting the response.
4. Current activities – Identify the work expected of your staff during this operational period to get ready for the next one.
5. Compliment – Praise their actions to date. Try to find something that each of your key staff or other members of your team has done that is noteworthy.
6. Remind your staff to fill out the ICS-214 daily.

3.6.   IAP Checklist

Incident Action Plan Checklist

STEP	Actions	✔
1.	The UC and PSC should be available to provide clarification for the IAP development team if needed.	❏
2.	Ensure the IAP cover page is professional and appropriate. Ensure there are signature blocks available for all members of the Unified Command, including their printed names and titles spelled properly.	❏
3.	Verify all the proper forms are included in the IAP. The cover sheet usually contains a checklist and one is also available within the Coast Guard's Incident Management Handbook (see step 18).	❏
4.	Ensure the title of the incident is correct for the Cover Page and subsequent forms.	❏
5.	Ensure the Operational Period is correct for the Cover Page and other forms.	❏
6.	Ensure appropriate personnel sign all forms.	❏
7.	Ensure all the objectives are listed on Form 202.	❏
8.	Ensure the ICS-202 also includes a Safety Message.	❏
9.	Ensure the organization chart in ICS Form 203 or 207 accurately reflects the intended organization requested by the UC.	❏
10.	Ensure span of control has not been violated on the ICS-203 and 207 (3-7).	❏
11.	Ensure proper ICS titles have been used on ICS Forms 203 and 207.	❏
12.	Ensure the ICS-204 form control objectives address the Operational Objectives on ICS form 202 and that they are completely filled out.	❏
13.	Ensure ICS-204s are consistent with ICS forms 203 and 207. The ICS titles on forms 203 or 207 should match the titles on the 204.	❏
14.	Ensure ICS Forms 204 have a safety message inserted by the Safety Officer	❏
15.	Ensure the special instructions section of ICS Form 204 is completed. Examples of special instruction procedures includes communication schedule back to Operations and Situation; evidence handling protocols; wildlife handling safe practices, use of force policy references; important phone numbers; sampling procedures, etc.	❏
16.	Ensure the Site Safety Plan addresses incident hazards as determined by the Safety Officers Safety Hazard Analysis documented on ICS Form 215A.	❏
17.	Ensure additional plans discussed during the Planning Meeting are also included (i.e. Decontamination Plan, Disposal Plan, Security Plan, Demobilization Plan, Salvage Plan, Information	❏

Incident Action Plan Checklist

	Management Plan, Traffic Plan, etc.).	
18.	**Use the checklist in Appendix H to properly prepare and assemble the IAP.**	❑
19.	Prior to submitting IAP to IC/UC for final approval, have two independent reviewers proofread the entire document.	❑
20.	Present to IC/UC for final approval/signature.	❑
21.	Duplicate as needed.	❑
22.	Route signed original to DOCL.	❑
23.	DOCL should distribute the IAP, as needed.	❑

IAP Form Checklist

Form # (Name)	Prepared By	Draft	Final
IAP Cover	SITL	❑	❑
ICS-202	PSC	❑	❑
ICS-203	RESL	❑	❑
ICS-204	OSC/RESL	❑	❑
ICS-205	COML	❑	❑
ICS-206	MEDL	❑	❑
ICS-208*	SOFR	❑	❑
ICS-220	AOBD	❑	❑
ICS-230	SITL	❑	❑
ICS-232	ENVL/SITL	❑	❑
Daily Safety Message	SOFR	❑	❑
Traffic Plan*	GSUL	❑	❑
Incident map(s)	SITL	❑	❑
Demobilization Plan*	DMOB	❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑

3.7. Example IAP Cover Sheet

1. Incident Name T/S Lagos Express & P/V Seasprite Collision	2. Operational Period to be covered by IAP (Date/Time) From: 0600 Op1 To: 1800 Op1	CG IAP COVER SHEET

3. Approved by Incident Commander(s):

ORG	NAME
USCG	S. Allison
State	L. Shepard
M/V	C. Constantine
P/V	A. Thiele

INCIDENT ACTION PLAN
The items checked below are included in this Incident Action Plan:

☐ ICS 202-CG (Response Objectives)

☐ ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)

X ICS 204-CGs (Assignment Lists)
One Copy each of any ICS 204-CG attachments:

X ICS 205-CG (Communications Plan)

X ICS 206-CG (Medical Plan)

☐ ICS 208-CG (Site Safety Plan) or Note SSP Location _____

X Map/Chart

☐ Weather forecast / Tides/Currents

Other Attachments

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

4. Prepared by: C. Shoemaker   **Date/Time** XX/XX/XXXX 0500

3.8. Example ICS 203 Organization Assignment List

1. Incident Name **PRIDE**		2. Operational Period (Date/Time) From: **5 July 0600** To: **5 July 1800**	**ORGANIZATION ASSIGNMENT LIST ICS 203-CG**

3. Incident Commander(s) and Staff

Agency	IC	Deputy
USCG		
DMF		
RP		

Safety Officer:	E. Bock
Information Officer:	D. Deptula
Liaison Officer:	J. Direnzo

4. Agency Representatives

Agency	Name
CMS	I. Sink
USN	T. Spencer

5. PLANNING/INTEL SECTION

Chief	L. Bowling
Deputy	
Resources Unit	L. Williams
Situation Unit	B. Frank
Intel Unit	
Scientific Unit	
Documentation Unit	L. Thomas
Demobilization Unit	C. Howley
Technical Specialists	

6. LOGISTICS SECTION

Chief	D. Midgette
Deputy	

a. Support Branch

Director	
Supply Unit	
Facilities Unit	K. Hollowell
Transportation Unit	
Vessel Support Unit	
Ground Support Unit	

b. Service Branch

Director	
Communications Unit	K. LaPlant
Medical Unit	M. Crisp
Food Unit	

7. OPERATION SECTION

Chief	L. Hewett
Deputy	M. Hall
Deputy	
Staging Area Manager	**J. Gordon**
Staging Area Manager	
Staging Area Manager	

a. Branch – Division Groups

Branch Director		
Deputy		
Division Group	Saf/Sec zone	B. Long
Division Group	A	J. Jager
Division Group	SAR	J. DeSantis
Division/Group	Salvage	M. Lietz

b. Branch – Division/Groups

Branch Director	
Deputy	
Division/Group	
Division/Group	
Division/Group	
Division/Group	
Division/Group	

c. Branch – Division/Groups

Branch Director	
Deputy	
Division/Group	
Division/Group	
Division/Group	
Division/Group	
Division/Group	

d. Air Operations Branch

Air Operations Br. Dir	
Helicopter Coordinator	S. Aksland

8. FINANCE/ADMINISTRATION SECTION

Chief	G. Jones
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	C. Heilman
Cost Unit	E. Doucette

9. Prepared By: (Resources Unit) L. Williams	Date/Time 5 July 0410

ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) Instructions for filling out the form

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-CG) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Note: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS 202-CG) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/ Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date/Time	Enter the name and position of the person completing the form Enter date (month, day, year) and time prepared (24-hour clock).

3.9.   ICS-204 Preparation Job Aid

The ICS-204 Assignment List is the core of the Incident Action Plan (IAP).   It is critical to ensure each of these ICS-204 forms clearly conveys all of the detail necessary for the work assignment to be completed effectively and efficiently.   It is highly recommended that any additional and/or supporting information needed to assist in communicating the work assignment be attached to the ICS-204. (i.e. sampling plans, specific instructions for a particular process, maps/charts/drawings, etc.).   The ICS-204A can also be used as an attachment to the ICS-204 itself to provide more detail to the personnel who are executing the work assignment.

The Resources Unit Leader will prepare the forms. However, it is the OSC who must ensure it adequately conveys the work assignment as he/she will have the best grasp of the detail needed for each Operations Section sub-element.   THSP's may also be helpful in completing these forms. Particularly, when highly specialized work activities are occurring such as hazardous materials response, diving operations, salvage operations, etc.

Some general things you may want to consider when preparing the ICS-204s are:
☐ Is the information detailed enough for the field supervisors to clearly understand what work they are required to perform?

□ Is the work area clearly delineated?

□ Are specialized tasks conveyed with sufficient depth to assure understanding?   Does it convey specific work methodology if needed?

□ Are assigned personnel properly trained and/or equipped for the task(s)?

□ Are the attachments to the form helpful and will they reproduce clear enough for use?

□ If the forms cover multiple work shifts, is it clear who works when and where?

□ Are any support processes (refueling, food, consumable gear replacement, etc.) clear to field supervisors?

□ Does the verbiage make sense and is it readable?

□ Are THSP's roles on scene clearly conveyed?

ICS-204 Blocks 1 to 9 information to consider:

□ Block 1 – The Incident Name should be consistent with that established by the IC/UC during the Objectives Meeting.

□ Block 2 - Ensure the Operational Period is correct.

□ Block 3 - The appropriate branch is listed here, if applicable otherwise mark with dash or N/A.

□ Block 4 - The properly named Operations Section sub-element is listed here (i.e. Staging Area, Division A, B, etc., or Functional Group Name).

□ Block 5 - Here the key personnel are named including rank or title.   Their agency affiliation is

listed, and the primary contact number (while assigned to the response) is listed.

☐ Block 6 – Contains the specific resource information:

- The first column is where the resources assigned to the sub-element are listed. Only resources that have corresponding "T-cards" tracked by the Resource Unit Leader should be listed here. Do not list consumables, or other minor items of gear (i.e. cameras, handheld GPS units, etc.) in this block.
- The second column to the right is where the leader of the resource will be listed. If there are multiple work shifts, list the leaders for each shift.
- The third column to the right is for listing the primary contact number for the leaders of the resources. Ensure they are accurate, and will work throughout the work area.
- The fourth column, list the total number of people assigned to the resource (including the leader). This information is vital to the Logistics Section for supporting the response effort (i.e. how many box lunches, how much personal protective gear, etc.).
- The fifth or second to last column, list any additional information specifically applicable to that resource (i.e. on scene endurance,

specialized support requirements, specific
reporting requirements, etc.).

- The last column, place an "X" in this column if
there are any attachments that specifically apply
to that particular resource including any ICS-
204a attachments.   The attachments are where
you might list consumable supplies (PPE, spare
batteries, etc.) or specialized gear (digital
cameras, handheld GPS units, etc.).

☐ Block 7 -   In this block the fully refined work
assignment is conveyed based on what was
originally developed in the "preparing for the
Tactics Meeting" segment of time.   This is the final
level of refinement starting with an Objective from
Command, to what now should be a highly refined
work assignment. Often, the block is not sufficient
in size to accommodate all of the necessary
information.   If this is the case, simply write "See
attached" in the block and attach whatever
information is needed to completely convey the
work assignment to the back of the ICS-204 or on
an ICS-204A. Whether it is simply text, or other
information (i.e. maps/charts/diagrams, detailed
instructions, photos, etc.) do not hesitate to attach
whatever is needed.

☐ Block 8 -   This block allows for special instructions
that support the work assignment (i.e. special
notification processes, media guidance, safety
information, specialized support information for the
entire sub-element, heavy weather procedures,

etc.).   If necessary, additional information may be attached to the back of the form or attach the ICS-204A form.

☐ Block 9 - The first column is where the specific person such as Safety Officer, or the functional network such as Command or Tactical is listed.
The next column is where a specific radio frequency, system (i.e. VHF, UHF, etc.), and channel for contacting the person/function is listed. Next a hard line phone number is listed for contacting the same person/function.
The next column allows for a cellular number for contacting the person/function when they are not reachable using the hard line.
Finally, there is an emergency communications section that outlines the radio or phone information for contacting medical support, evacuation of an injured person, or any other emergency contact information needed by the sub-element.
Ensure the Communications Unit leader, Safety Officer, and (if assigned) the Medical Unit Leader have contributed to this block.

3.10. Example ICS 204 Assignment List

1. Incident Name M. YALE	2. Operational Period (Date/Time) From: 15 MAY 1800 To: 16 MAY 0600	Assignment List ICS 204-CG
3. Branch	4. Division/Group/Staging **Hazmat Group**	

5. Operations Personnel   Name   Affiliation   Contact # (s)

Deputy Operations Section Chief: K. Roberts   LFD

Branch Director: _____

~~Division~~/Group Supervisor/~~STAM~~: R. Campbell   LFD

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
LFD Air Monitoring Team 1	N. deJesse	555-4560	2	Marine Street Staging - 1700	
EPA Air Monitoring Team	R. Hubberd	555-6570	2		
LFD Air Monitoring Team 2	K. Flattery	555-3450	2		
SRS Chlorine Crew	R. Homes	555-3214	5		
LFD Hazmat Response Team	G. Williams	555-8890	5		
LFD Boat 211	P. Crouse	555-4188	2	Louisville Boat Harbor -1700	
ASO S. Danielczyk		555-6578	1	Marine Street Staging - 1700	

7. Work Assignments
Continue air monitoring operations throughout the incident area. Take initial steps in preparing to secure the source. When conditions allow, initiate actions to secure the source of the chlorine release, but notify the Deputy Operations Section Chief prior to commencing any mitigating activities. Provide the Deputy Operations Section Chief with an update on current operations and results of air monitoring by 2230. Immediately report any changing conditions with regard to the chlorine concentrations that are above acceptable levels.

8. Special Instructions
Safety: Take special precautions during night operations as conditions become much more hazardous and the chance for accidents increase. Use caution and avoid contamination by the chlorine and or the oil. All resources to sign the Site Safety Plan prior to going on shift. Decontamination Unit is in Marine Street Staging.

9. Communications (radio and/or phone contact numbers needed for this assignment)

Name/Function	Radio: Freq./System/Channel	Phone	Cell/Pager	_____
Tactical	LFD VHF Ch 21A			
Deputy Operations Section Chief	LFD VHF Ch 20	555-8989		

Emergency Communications

Medical _____   Evacuation _____   Other _____

10. Prepared by Date/Time A. Worth 15 May 1500	11. Reviewed by (PSC) Date/Time J. Gafkjen 15 May 1530	12. Reviewed by (OSC) Date/Time K. Roberts 15 May 1545

ASSIGNMENT LIST (ICS 204-CG)

Purpose. The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202-CG), Operational Planning Worksheet (ICS 215-CG), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a-CG for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

Special Note. The Assignment List, ICS 204-CG submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a-CG shows more specific assignment information, if needed. The need for an ICS 204a-CG is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215-CG) development.

Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	Enter the Division/Group/Staging designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource assigned.
	Reporting Info/Notes/ Remarks	Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG) will be prepared and attached. The Planning and Operations Section Chiefs determine the need for an ICS 204a-CG during the Operational Planning Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205-CG). Note: Phone numbers should include area code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the Operations Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

Relationship Between the ICS-215 and ICS-204

OPERATIONAL PLANNING WORKSHEET

1. INCIDENT NAME: M. YALE

2. DATE & TIME: 15 M...

7. OVERHEAD: DIVS, ASO, STAM

6. RESOURCES / 5. WORK ASSIGNMENTS

4 DIVISION/GROUP/OTHER LOCATION	Work Assignment	Ambulance (ALS)	Work Boats (20 to 25 ft)	Vacuum Truck	Air Monitoring Team	Chlorine Response Team	Hazmat Response Team	Boom 18" w/anchor kits	Decon Unit (3 Pers)	Clean-up Crew (10 Pers)	Desmi-250 skimmer	Fast Tank (1,000 gals)	Dumpster (lined)	
Hazmat Group	Continue air monitoring operations throughout the incident area. Take initial steps in preparing to secure the source. When conditions allow initiate actions to secure the source of the chlorine release.	REQ		1		3	1	1						
		HAVE												
		NEED												
Marine Staging	Maintain all assigned resources in a constant state of readiness (5 minute response time).	REQ	1	1	1				1K	1	1	1	1	1
		HAVE												
		NEED												

| 1. Incident Name | 2. Operational Period (Date/Time) | Assignment List |
| M. YALE | From: 15 MAY 1800 To: 16 MAY 0600 | ICS 204-CG |

| 3. Branch | 4. Division/Group/Staging |
| | Hazmat Group |

5. Operations Personnel

	Name	Affiliation	Contact # (s)
Deputy Operations Section Chief:	K. Roberts	LFD	
Branch Director:			
~~Division/Group Supervisor/STAM:~~	R. Campbell	LFD	

6. Resources Assigned

"X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks
LFD Air Monitoring Team 1	N. deJesse	555-4560	2	Marine Street Staging - 1700
EPA Air Monitoring Team	R. Hubberd	555-6570	2	
LFD Air Monitoring Team 2	K. Flattery	555-3450	2	
SRS Chlorine Crew	R. Homes	555-3214	5	
LFD Hazmat Response Team	G. Williams	555-8890	5	
LFD Boat 211	P. Crouse	555-4188	2	Louisville Boat Harbor -1700
ASO S. Danielczyk		555-6578	1	Marine Street Staging - 1700

7. Work Assignments

Continue air monitoring operations throughout the incident area. Take initial steps in preparing to secure the source. When conditions allow, initiate actions to secure the source of the chlorine release, but notify the Deputy Operations Section Chief prior to commencing any mitigating activities. Provide the Deputy Operations Section Chief with an update on current operations and results of air monitoring by 2230. Immediately report any changing conditions with regard to the chlorine concentrations that are above acceptable levels.

3.11. Example ICS-210 Status Change Card

DESIGNATOR NAME/ID. NO.	Engine 107
	L. Slein +3

STATUS

[X] ASSIGNED   [ ] AVAILABLE   [ ] O/S REST

[ ] O/S MECHANICAL   [ ] O/S PERSONNEL

_____ ETR (O/S = Out of Service)

FROM	LOCATION	TO
	~~DIVISION~~/GROUP	Fire Group
Terminal	STAGING AREA	
	BASE/ICP	
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGE

Engine 107 will be assigned to the Fire Group for an estimated 6 to 7 hours.

TIME 30 Aug 1115   RESTAT PROCESS [X]

ICS-210   STATUS CHANGE CARD

P. Montoro, OSC   Previous editions of this form may be used.

3.12. Example ICS-211 Check In Form

CHECK-IN LIST — 1. INCIDENT NAME: SUNCRUZ VIII (ICP) — 2. CHECK-IN LOCATION: ICP — 3. DATE/TIME: 10MAYXX0900

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME - OR LIST EQUIPMENT BY THE FOLLOWING FORMAT:
S=Supplies H=Helicopter
O=Overhead VL=Vessels
E=Equipment C=Crew
A=Aircraft VH=Vehicle

CHECK-IN INFORMATION

AGENCY	RESOURCE IDENTIFIER (5.)	KIND	6. ORDER/ NUMBER	7. DATE/TIME CHECK-IN	LEADER'S NAME	8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. SENT TO RESTAT TIME/INT.
U.S. COAST GUARD	CGC SAPELO	VL		5/10 0800	B. Clayton	25	302-382-0677		Sector HP	VSL	SAR GRP	
U.S. COAST GUARD	CG 21212 (RHI)	VL		5/10 0800	D. Lincoln	2	302-382-1215		Sector HP	VSL	SAR GRP	
HP PORT AUTH	TUG BOAT #2	VL		5/10 0800	S. Greer	3	302-399-1714		PORT	VSL	STAGING	
HP CO HOSP	TRIAGE CREW	C		5/10-0800	O. Roberts	5	302-399-1955		CO HOSP	AMB	MED GRP	
U.S. COAST GUARD	SERT. TEAM 1	C		5/10 0800	N. Dixon	3	202-555-3475		HQ	AIR	ICP/THSP	
U.S. COAST GUARD	K. BELL	O		5/10 0800		1	302-382-1683		Sector HP	GV	FIRE GRP	
U.S. COAST GUARD	P. GILL	O		5/10-0800		1	302-382-1072		Sector HP	GV	ICP/LSC	
SUNCRUZ LINES	H. HOLDRIDGE	O		5/10 0745		1	302-718-1943		MIAMI	POV	ICP/IC	
STATE OF DE	D. ALISTER	O		5/10 0745		1	302-144-2011		Dover	GV	ICP/IC	
U.S. COAST GUARD	R. DOTLOW	O		5/10 0745		1	302-382-1066		Sector HP	GV	ICP/PSC	
U.S. COAST GUARD	M. SHEEN	O		5/10 0830		1	302-399-1903		Sector HP	GV	ICP/LNO	
U.S. COAST GUARD	C. CLINK	O		5/10 0900		1	540-555-2783		Sector HP	GV	ICP/FSC	
HP PORT AUTH	B. LEE	O		5/10 0700		1	302-399-1863		PORT	N/A	STAM	
U.S. COAST GUARD	T. CONRAD	O		5/10/0815		1	302-382-1395		PORT	GV	DOSC	
U.S. COAST GUARD	W. BALDWIN	O		5/10/0815		1	302-382-1865		PORT	GV	ICP/SOFR	

15.

16. PREPARED BY (Name and Position) USE BACK FOR REMARKS OR COMMENTS
A. WORTH, RESOURCES UNIT LEADER

ICS 211-CG   PAGE 1 of 1

ICS-341 07/01/09   ICS 211-CG (Rev 04/04)

3.13. Example ICS-213 General Message

1. Incident Name YAZ NORTHERN	2. Date and Time of Message 30 AUG 2006 1040	GENERAL MESSAGE ICS-213-CG

3. TO:	ICS Position	
L. Martin		SITL

4. FROM:	ICS Position	
J. Reisling		FOBS

5. SUBJECT:
Field Report

6. MESSAGE

The Fire Group has six engines and one Type II crew. Attached is a map of the current fire situation. Fire suppression activities are hindered east of the Yaz Railroad right-of-way due to the continuing chlorine release.

7. Reply

8. Signature/Position (person replying):	Date/Time of reply

GENERAL MESSAGE	ICS-213-CG (Rev 04/04)

3.14. Example of STAR Resource Request

State of Texas Assistance Request (STAR)					Req#: 04-20459-FTW	

Incident Name: 2014-01-29 Comanche Peak NPP Exercise **TRAINING**			Initial Request Date / Time: 1/29/2014 10:21:29		Requesting Entity: SOMERVELL	
Is this RR Tied to Another Request? (provide other Request Number)				Other Tracking Numbers:		

Requested Item Description

Qty	Unit	Item Name	Detailed Item Description: (kind, type, characteristics, brand, specs, size, etc.)	Cost	Demob Item?
1	Each	INcident management team	One incident management team to assist Fire Department...DRILL	0	No

Justification / Purpose for Request: DRILL""RAD release at CPNPP	
When is this Resource Needed? 1/30/2014	Estimated Timeframe of Need (how long will you need this resource?) Consumable Item

Delivery Information

Final Destination

Point of Contact (POC) Name: Chief Mark Crawford	POC Telephone Number: 254-897-2213	Facility Name: Somervell CO EOC	Facility Zip: 76043
Facility Address: 750 Bo Gibbs		Facility City: Glen Rose	Facility State: TX
Additional Instructions: Report to EOC for further instructions			

Requestor Information

Requested by Position (Name): Somervell County - Emergency Management Coordinator (GriffinDwayne6385)	Requestor Email: emc@co.somervell.tx.us	Requestor Phone Number: 254-897-2213
Requestor Signature: dg		Date / Time: 1/29/2014 10:21:26

3.15. Example ICS-214 Unit Log

1. Incident Name HIATUSPORT INCIDENT	2. Operational Period (Date/Time) XX-XXX-09 From: 0600 To: 0600 XX-XXX-09	UNIT LOG ICS 214-CG
3. Unit Name/Designators LOGISTICS SECTION	4. Unit Leader (Name and ICS Position) FRANK BUY (LSC)	

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE
JEFF SMITH	SPUL	STATEN ISLAND, NY
RANDY BITNER	COML	WILLIAMSBURG, VA
KATIE WAGNER	VSUL	SAN FRANCISCO, CA
GEORGE TAKAGI	GSUL	CHICAGO, IL
MELISSA REED	FACL	LA/LB, CA

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS
0600	ATTENDED OPERATIONS BRIEFING - NO ISSUES OF NOTE
0730-0745	CONDUCTED BUSINESS MANAGEMENT MTG W/FSC. BURN RATE + CEILINGS BELOW 70%. REQUEST + ORDER PROCESSES FINALIZED + POSTED.
0800	ATTENDED CMD + GEN'L STAFF MTG
0900	CONDUCTED LOGS FAMILY MTG. PASSED UC KEY ISSUES INCLUDING UC REQUEST TO WORK W/ PSC STAFF TO FORECAST RESOURCE RQMNTS OUT 72 HOURS + ORDER WHERE POSSIBLE.
1130	DURING ROUTINE SAFETY INSPECTION, SOFR IDENTIFIED POTENTIAL WATER CONTAMINATION. OTHER WATER SOURCES CHECKED AND FSC CONSULTED RE PURCHASING WATER UNTIL PROBLEM RESOLVED.
1400	ATTENDED TACTICS MTG - ID'D POTENTIAL PROBLEM NEXT OP PERIOD DUE TO NON-AVAILABILITY OF LOW-COST CRANE BARGES.
1454	BRIEFED COMMAND W/ OSC, PSC + FSC AND GOT APPROVAL TO HIRE HIGH COST CRANE BARGE FOR 72 HRS MAX.
1700	ATTENDED PLANNING MTG - NO RESOURCE ISSUES ATT. SUPPORTED PLAN

7. Prepared by: F. Buy	Date/Time 2130 XX-XXX-09

ICS-214 Instructions

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

3.16. Example Chronology of Events Log

1. Incident Name Fort Lewis College			2. Period (Date/Time) From: 01DEC2011 To: 01DEC2011	Chronology of Events Log ICS 214A-CG

3. Activity Log

TIME	Briefing	Display	209/ SITREP	EVENTS
0730	■ U /R: UC, C&GS	■	■	Level A Team reports that they found two bodies near the entrance to
	☐ U / R	☐	☐	the lab.
0740	■ U/R	■	■	The Coast Guard established a Safety Zone from the Ben Franklin
	☐ U / R	☐	☐	Bridge to the Commodore Barry Bridge.
0820	■ U /R: UC	☐	☐	OSC has reported that the protective booming strategy for Pea Patch
	☐ U / R	☐	☐	Island is only partially complete and running behind schedule due to
	☐ U / R	☐	☐	a storm front passing through the area. Briefed UC
0900	■ U/R:	☐	☐	Safety Zone expanded 5 miles west.
0930	■ U /R: OSC, PSC	☐	☐	Received report from local POC noting saw heavy oil sheen near Ben
	☐ U / R	☐	☐	Franklin Bridge. Dispatched FOBS to confirm.
1000	■ U /R: UC, OSC, PSC	■	☐	FOBS confirms heavy oil sheen near Ben Franklin Bridge.
1005	☐ U / R	■	☐	OSC reports Pea Patch Island Booming Strategy Complete.
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	

4. Prepared by: K. Jones, DPRO	Date/Time 1200, 01DEC2011

CHRONOLOGY OF EVENTS LOG   ICS 214A-CG (Rev 9/11)

CHRONOLOGY OF EVENTS LOG (ICS FORM 214A-CG)

Purpose The Chronology of Events Log records details of unit activity, including strike team activity or individual activity that has been deemed relevant to the incident. Ensure all events are logged including when the data is received **and** when it is distributed, displayed, or briefed.

Preparation A Chronology of Events Log is initiated and maintained by the Situation Unit Leader but may also be used by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit. Use additional ICS 214A forms as necessary during an operational period.

Distribution The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Activity Log	**Time**. Enter the time the event is logged. **Briefing U / R** – Check block if the information needs to be briefed? Circle whether it is Urgent or Routine. Urgent means immediate briefing (e.g. meets the Critical Information Reporting Criteria) and Routine means at the next briefing in the Operational Cycle or informally passed along to appropriate unit leader. **Display** – Check block if the information needs to be displayed visually. **209/SITREP** – Check block if the information needs to be distributed in a written format. **Events** –Enter the event that you are logging. If the data is relevant to the incident then it needs to be logged on the form. In addition enter any methods for confirming the validity of the data and when/how the data is confirmed. Log the actions taken with the information as well.
4.	Prepared By	Print Name and enter date (month, day, year) and time prepared (24-hour clock).

3.17. Example Operational Planning Worksheet (ICS-215)

OPERATIONAL PLANNING WORKSHEET

1. INCIDENT NAME: M. YALE
2. DATE & TIME PREPARED: 15 MAY 1200
3. OPERATIONAL PERIOD (DATE & TIME): 15 MAY 1800 to 16 MAY 0600

4. DIVISION/ GROUP/ OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCES	Ambulance (ALS)	Work Boats (20 to 25 ft)	Vacuum Truck	Air Monitoring Team	Chlorine Response Team	Hazmat Response Team	Boom 18" w/anchor kits	Decon Unit (3 Pers)	Clean-up Crew (10 Pers)	Desmi-250 skimmer	Fast Tank (1,000 gals)	Dumpster (lined)	7. OVERHEAD	8. SPECIAL EQUIPMENT & SUPPLIES	9. REPORTING LOCATION	10. REQUESTED ARRIVAL TIME
Hazmat Group	Continue air monitoring operations throughout the incident area. Take initial steps in preparing to secure the source. When conditions allow initiate actions to secure the source of the chlorine release.	REQ		1		3	1	1							DIVS ASO	Comms & PPE / Air Monitoring equipment	Marine St. Staging	1700
		HAVE																
		NEED																
Marine Staging	Maintain all assigned resources in a constant state of readiness (5 minute response time).	REQ	1	1					1K	1	1	1	1	1	STAM	10 bales of Sorbent pads	Marine St. Staging	1700
		HAVE																
		NEED																

All vessel to report to Louisville Boat Harbor by 1700.

11. TOTAL RESOURCES REQUIRED
12. TOTAL RESOURCES ON HAND
13. TOTAL RESOURCES NEEDED

14. PREPARED BY (NAME & POSITION): *A. Worth, RESL*

ICS 215 USCG 12-02

3.18. ICS-219 Resource Status Card T-Card Job Aid

T-Cards may be filled out by Check-In Recorders or within the Resource Unit by transferring the data from the ICS-211 to the ICS-219. These are then updated by Resource Status Recorders to establish and maintain the status displays.

History: T-cards were designed to support resource management on wildland fire incident management teams. Wilderness conditions hindered the ability to obtain clean electricity to power computers so an easy to fill out system that visually represented each resource was created. This T-card job aid captures the basic use of t-cards.

General information: Which resources are tracked? The Resources Unit tracks tactical resources that meet an agencies definition of accountable property. Since these definitions may differ from agency to agency, the RESL must work with the PROC (they are responsible for all accountable property) to ensure appropriate accounting.

After a resource checks in on the ICS-211, the base/general information is transferred to the appropriate ICS-219 by the RESL or SCKN. On the following pages the blocks highlighted in color on the ICS-211 basically have the same titles as those on the ICS-219 and transfer directly.

Not all information on the ICS-219 can be obtained from the ICS-211.

After the base/general information about the resource has been entered, the RESL begins tracking the resource in the group of blocks titled "Incident Location, Time, Status, and Note."

Bubbles in **Red** are items not found on the ICS-211 Check-In Sheet. Items in **Black** are items found on the ICS-211. Items in **Green** are completed upon departure / Demobilization from the incident.

Resource Status Changes: When a resource's status changes a diagonal line is drawn as indicated and the new Incident Location, Status and any Notes are entered on the next available blank. Examples include anytime a resource moves from Assigned to Out-of-Service, from Available to Assigned, or if a resource is reassigned by their supervisor (e.g. from Staging to a Division/Group or from one Division/Group to another).

With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

As additional t-cards become necessary, staple a new t-card to the front of the existing t-card.

Incident Location	Time
DIV C	2030

Status
☒ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note
Reassigned from DIV A to DIV C upon completion of pre-impact assessment.

Incident Location	Time
Super 8 motel	0600

Status
☐ Assigned ☒ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Checking In A Strike Team

When a Strike Team is sent to an incident the Check-in Recorder will record the unique ID number that the Strike Team was given when dispatched by the sending agency. In Figure 1 that number is *HFD-9601*.   The Check-in Recorder will also record the Resource ID number of each individual resource that makes up the Strike Team (e.g., HFD-120, HFD-117).

CHECK-IN LIST (ICS-211)					1. INCIDENT NAME Meridian Flood			2. CHECK-IN LOCATION 4th Street Staging							3. DATE/TIME 07-15 0815
					CHECK-IN INFORMATION										
4. LIST OF PERSONNEL (OVERHEAD) BY AGENCY NAME- OR LIST OF EQUIPMENT BY THE FOLLOWING (see note below)*: S=Supplies H=Helicopter O=Overhead C=Crew E=Equipment D=Dozer A=Aircraft VL=Vessel ^ If the resource does not fit one of the above categories, make sure that whatever abbreviation is used is documented and used consistently throughout the response (e.g., VL=Vessel)					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME	8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFORMATION	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. TIME SENT TO RESTAT
AGENCY	SINGLE ST/TF	KIND	TYPE	RESOURCE IDENTIFIER											
HFD	ST	E	II	HFD-9601	E-105	07/15 0815	G. LINDAMAN	21	660-9213		ANIMAS	GOV	DIV A		0830
		E	II	HFD-120			S. SMITH	4							
		E	II	HFD-110			J. JONES	4							
		E	II	HFD-111			R. RICKS	4							
		E	II	HFD-117			F.FRANKS	4							
		E	II	HFD-118			H. HARRIS	4							

Checking in a Strike Team.

Once the check in information on Strike Team HFD-9601 is communicated back to the Incident Command Post, it is placed on the appropriate color T-card. Figure 2 shows how the ICS-211 information is recorded on the T-card.   Note the black mark on the upper RIGHT tab of the T-card to show that it represents a Strike Team.

Agency	ST/TF	Kind	Type	ID no/Name
HFD	S/T	E	II	HFD-9601

Order/Request No.	Date/Time Check-in
E-105	15 JUL 0815

Home base — Animas

Departure Point — Same

Leader Name — G. Lindaman

Resource ID No./Names

HFD-120	S. Smith + 3
HFD-110	J. Jones + 3
HFD-111	R. Ricks + 3
HFD-117	F. Franks + 3
HFD-118	H. Harris + 3

Destination Point	ETA

Remarks

Incident Location	Time
Div A	0900

Status

- [X] Assigned
- [ ] O/S Rest
- [ ] O/S Pers
- [ ] Available
- [ ] O/S Mech
- [ ] ETR

Note — Contact # 660-9213

Engine

Completed T-card for a Strike Team that checked into the incident.

Incident Formed Strike Teams

Once the Operations Section Chief (OSC) has determined that he or she wants to form a Strike Team using incident resources follow the process below:
- First, make sure you understand the number of resources that the OSC wants in the Strike Team (e.g., 2, 4, 5)
- Select the appropriate kind and type of resources (e.g., Type II Engines) that the OSC requested and pull the T-cards from the resource status display
- Place the resources together and add a white card for the Strike Team Leader
- On top of the Strike Team Leader T-card place the appropriate color T-card (for engines this would be a rose color T-card) *see figure below*

For each Strike Team formed on the incident, assign a sequential number (e.g., ST-1, ST-2)
- The sequential number assigned to a Strike Team may not be used again on the incident even if the Strike Team is disassembled
- Blacken the RIGHT tab of the top T-card to show that it represents a Strike Team
- List the individual resources that comprise the Strike Team on the top T-card. If the resources are from different agencies, include the agency designators (e.g., HFD, USCG)

- Ensure that the individual T-card for each resource that is on the Strike Team is updated to show that it is now working on a Strike Team

Agency	ST/TF	Kind	Type	ID No/Name
HFD		E	II	118

Agency	ST/TF	Kind	Type	ID No/Name
HFD		E	II	117

Agency	ST/TF	Kind	Type	ID No/Name
HCFD		E	II	11

Agency	ST/TF	Kind	Type	ID No/Name
HFD		E	II	110

Agency	ST/TF	Kind	Type	ID No/Name
HFD		E	II	20

Agency	Name	Incident Assignment
HFD	D. Tingen	

Agency	ST/TF	Kind	Type	ID no/Name
		E	II	ST-1

Order/Request No.	Date/Time Check-in

Home base

Departure Point

Leader Name

Resource ID No./Names
HFD-120
HFD-110
HCFD-11
HFD-117
HFD-118

Destination Point	ETA

Remarks

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR

Note

Engine

Completed T-cards for Strike Team formed on incident.

Administration of Strike Teams
- Maintain a list of all Strike Teams created during the response. The list should include:
  - Strike Team number (e.g., ST-1)
  - The unique ID number or name for each individual resource that comprises the Strike Team (e.g., HFD-120, HCFD-11)
  - The date and time the Strike Team was created
  - The date and time the Strike Team was disassembled
- Once a Strike Team is disassembled:
  - File the top T-card (with the black mark on the RIGHT side) with the Documentation Unit
  - Note on each individual resource T-card that it was reassigned and continue to track each resource separately

Incident Formed Task Forces

Once the Operations Section Chief (OSC) has determined that he or she wants to form a Task Force, follow the process below:

- First, make sure you understand the different kinds of resources that the OSC wants in the Task Force and the number of each kind of resource (e.g., one vacuum truck, two hand crews and one fire engine)
- Select the appropriate kinds of resources that the OSC requested and pull the T-cards from the resource status display
- Place the resources together and add a white card for the Task Force Leader
- On top of the Task Force Leader T-card place the Miscellaneous Equipment T-card (tan color T-card) *see figure below*

For each Task Force formed on the incident, assign a sequential number (e.g., TF-1, TF-2)

- The sequential number assigned to a Task Force may not be used again on the incident even if the Task Force is disassembled
- Blacken the LEFT tab of the top T-card to show that it represents a Task Force
- List the individual resources that comprise the Task Force on the top T-card. If the resources are from different agencies, include the agency designators (e.g., HFD, USCG)

- Ensure that the individual T-card for each resource that is on the Task Force Team is updated to show that it is now working on a Task Force

Agency HFD	ST/TF	Kind E	Type II	ID No/Name 118

Agency CRI	ST/TF	Kind VT	Type II	ID No/Name VT-12

Agency CRI	ST/TF	Kind C	Type	ID No/Name CRI-C2

Agency CRI	ST/TF	Kind C	Type	ID No/Name CRI-C1

Agency CRI	Name M. Taylor	Incident Assignment

Agency	ST/TF	Kind	Type	ID no/Name TF-99

Order/Request No.	Date/Time Check-in

Home base

Departure Point

Leader Name

Resource ID No./Names

CRI-C1

CRI-C2

CRI-VT12

HFD-118

Destination Point	ETA

Remarks

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers
- ☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-8 (Rev. 4/82) EQUIP/TASK FORCE

Completed T-card for a Task Force.

Administration of Task Forces

- Maintain a list of all Task Forces created during the response. The list should include:
  - Task Force number (e.g., TF-1)
  - The unique ID number or name for each individual resource that comprises the Task Force (e.g., CRI-C2, VT-12)
  - The date and time the Task Force was created
  - The date and time the Task Force was disassembled
- Once a Task Force is disassembled:
  - File the Miscellaneous/Equipment T-card that was used as the top card with the Documentation Unit
  - Note on each individual resource T-card that it was reassigned and continue to track each resource separately

Tracking of Crew Change-Outs

One of the challenges that you will face in tracking crews is receiving current information when an individual crew member is rotated off the incident or leaves the crew for other reasons.   The best way to manage the problem is by developing and maintaining good communications with Operations Section personnel.

Method 1 –Duplicate Resource Cards: One of the options for tracking the changing out of crews when one crew is relieving another on a piece of tactical equipment such as a vessel, fire engine, or ambulance is to have a duplicate T-card (see Figure below).   One T-card will be used for the current operational period and the other T-card for the upcoming operational period.   You can also, use this method if the operational period is 24-hours and there are two or three shifts (e.g. day and night).

To make this system of tracking crew change outs work ensure that you have the leader's name and crewmembers names attached to the T-card.   There are a few ways to do this:
- You can write the leader's name and the names of the crew directly on the T-card as shown *or*
- You can staple a crew list to the back of the T-card

In addition to the crew names, ensure that each of the T-cards has the operational period or the shift that the crew is working indicated on the T-card.

Agency	ST/TF	Kind	Type	ID No/Name
USCG		VL		44120 * (Day)

Order/Request No.	Date/Time Check-in
VL-002	11-15-00 1310

Home Base
Eureka, CA

Departure Point
Same

Leader Name *
F. Oats

Resource ID NO./Name

T. Rider *
R. Routolo *
T. Steves *

Destination Point	ETA

Remarks

Incident Location	Time
Search Group	1330

Status
[X] Assigned   [ ] O/S Rest   [ ] O/S Pers
[ ] Available   [ ] O/S Mech   [ ] ETR

Note
Crews will be rotated
Crew number is 4
Misc. Equipment

Agency	ST/TF	Kind	Type	ID No/Name
USCG		VL		44120 * (Night)

Order/Request No.	Date/Time Check-in
VL-002	11-15-00 1715

Home Base
Eureka, CA

Departure Point
Same

Leader Name *
B. Teller

Resource ID NO./Name

N. Totten *
M. McGraph *
T. Marie *

Destination Point	ETA

Remarks

Incident Location	Time
Search Group	1800

Status
[X] Assigned   [ ] O/S Rest   [ ] O/S Pers
[ ] Available   [ ] O/S Mech   [ ] ETR

Note
Crews will be rotated
Crew number is 4
Misc. Equipment

Figure x Using duplicate T-cards to track crew change out

3.19. T-Card ICS-219 Color Coding

Colored T-Cards can be used as needed for the various resources. Gray Cards are clearly used as Header Cards, White for Overhead personnel, and Green for Crews, but the rest of the T-cards may be assigned as needed. It is extremely important that the RESL have a Legend associated with the T-Card Rack so everyone knows what color is associated with the resource. For example, the RESL may decide all engines will use the Rose colored T-card because there will be numerous fire engines involved in the incident. The Legend would note rose cards are for Engines.   Below is an example T- card color coding:

_____

WHITE - Personnel, ICS 219-5
Overhead Personnel [O]

GREEN - Crew, ICS 219-2

Hand Crew [C]	HAZMAT Team [C-HM]
Triage Crew [C-Tr]	Search Teams [C-SAR]
Hazmat Crews [C-HZ]	

Salvage Emergency Response Tm (SERT) [C-SAL]
Shoreline Cleanup Assessmnt Tm (SCAT) [C-SCAT]

ROSE - Engine, ICS 219-3

Engine [E]   Firefighting Equipment [EQ]

BLUE- Helicopter, (all aircraft) ICS 219-4

Helicopter [H]

Fixed Wing AC [A]

SALMON – Law Enforcement (Fed,State,Local, etc.)

 ICS 219-6

Patrol Cars   SWAT Vehicles

Mounted Patrols   ATV [EQ-ATV]

YELLOW – Dozers (Vacuum trucks, wheeled vehicles, etc.), ICS 219-7

Dozer [VH-DZ]   Tank Truck [VH-TT]

Vacuum Truck [VH-VT]   Ambulance [VH AM]

Dump Truck [VH-DT]

Reminder: Strike Team – use color of card for the resource (e.g. Engine Strike Team uses Pink Card)

ICS-219-2 Crew/Team Card (Front)

CHECK -IN INFORMATION							
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME - OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhea<l VL=Vessels E=Equipment C=Crew A=Aircraft VM=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK·TN	7. LEADER 'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO./NAME -RESOURCE ID			
USCG	ST	C		SERT #1	C-004	lO May XX - 1715	J. Dirk

ICS-219 Block Specific Information

Agency   ST   Kind   Type   ID No/Name

USCG   **ST**   **C**   **SERT #1**

Order Request No   Date/Time Check ln

C-004   10 May XX 17 l5

Home Base

Wu   n; D.C.

eparture Point

Washin ton D.C.

Leader Name

J. Dirk

Crew llJ No/Name (tor Strike learns

F Cox
J. Francis
C. Wright

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

CREW IDs should be listed below ID of the Leaders name on the ICS-211 or on a separate manifest.

ON MANIFEST may be checked "yes" if the resource arrived via aircraft or with a group of resources. WEIGHT is from the resource and may be required if the resource is travelling by air.

No. Personnel	Manifest	Weight
4	D Yes No	

Method of Travel

Own   O   Bus   O   Air

Other

DESTINATION POINT and ETA are entered when the resource demobilizes from the incident

Destination Point | ETA
Washinrton, D.C. | 02 Jun XX 1530

Transportation Needs

Own   O   Bus   O   Air

Other

DATE/TIME ORDERED AND CONFIRMED are not typically entered but may be obtained from the SPUL.

Ordered Date/Time	Confirmed Date/Time
10 May XX 1715	10 May XX 1715

REMARKS block is used for miscellaneous information such as a phone number, lodging,

Remarks

817-555-1212

ICS-219-2 Crew/Team Card (Back)

8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
4	817-555-1212		Washington, D.C.	Own	Salvage Group		

Agency	ST / TE	Kind	Type	ID No/Name
USCG	ST	C		SERT #1

Incident Location	Time
Salvage Group	**1715**

Status
☒ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time
Super 8 Motel	**0600**

Status
☐ Assigned ☒ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

TIME is when the resource is assigned to start working. It may be the same as the check-in time (especially for initial response resources).

Note: Tracking on the ICS-219-2 begins on the back side of the card.

ICS-219-3 Engine Card (Front)

CHECK-IN INFORMATION							
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID			
HFD	S	E		E-34	E-004	10 May XX - 1715	J. Dirk

ICS-219 Block Specific Information

Agency	ST/	Kind	Type	ID No/Name
HFD	ST	E		E-34

Order Request No	Date/Time Check In
E-004	10 May XX 1715

Home Base
Hiatusport Fire Dept

Departure Point
Philadelphia, PA

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

Leader Name
J. Dirk

Resource ID No.s/Names
J. Francis
T. Combs
M. Connely

CREW IDs should be listed below ID of the Leaders name on the ICS-211 or on a separate manifest.

Destination Point	ETA
AIRSTA Atlantic City	02 Jun XX 1530

DESTINATION POINT and ETA are entered when the resource demobilizes from the incident.

Remarks
817-555-1212

REMARKS block is used for miscellaneous information such as a phone number, lodging,

Incident Location	Time
Division C	2145

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Status
X Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-3 (4/82) ENGINE NFES 1345

ICS-219-3 Engine Card (Back)

CHECK-IN INFORMATION (Cont)							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
4	817-555-1212		Hiatusport Fire Dept		Division C		

Agency	ST / TF ST	Kind	Type	ID No/Name
HFD		E		E-34

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

> TIME is when the resource is assigned to start working. It may be the same as the check-in time (especially for initial response resources).

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-3 (4/82) ENGINE NFES 1345

General Information

After a Engine resource checks in on the ICS-211, the information is transferred to the ICS-219-3 by the RESL or SCKN. The blocks highlighted in color on both forms can transfer directly.

When the information for the resource has been entered, the RESL begins tracking the resource in the blocks titled "Incident Location, Time, Status, and Note."

When a resource status changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

ICS-219-4 Helicopter Card (Front)

CHECK-IN INFORMATION							
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID			
USCG	S	H		6509	H-004	10 May XX - 1715	J. Dirk

ICS-219 Block Specific Information

Agency	Type	Manufacturer Name/No.	ID No.
USCG	S	Dolphin	6509

Order Request No.	Date/Time Check In
H-004	10 May XX 1715

DATE/TIME ORDERED AND CONFIRMED are not typically entered but may be obtained from the SPUL.

Home Base

AIRSTA Atlantic City

Departure Point

Philadelphia, PA

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

Pilot Name

J. Dirk

Destination Point	ETA
AIRSTA Atlantic City	02 Jun XX 1530

DESTINATION POINT and ETA are entered when the resource demobilizes from the incident

Remarks

4 POB

REMARKS block is used for miscellaneous information such as a phone number, lodging,

Incident Location	Time
Air Group	1715

Status
[X] Assigned   [ ] O/S Rest   [ ] O/S Pers.
[ ] Available   [ ] O/S Mech   [ ] ETR

Note

Incident Location	Time
Foley Airport	2145

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Status
[ ] Assigned   [ ] O/S Rest   [ ] O/S Pers.
[ ] Available   [X] O/S Mech   [ ] ETR

Note

817-555-1212

ICS-219-4 Helicopter Card (Back)

CHECK-IN INFORMATION							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
4	817-555-1212		Airsta Atlantic City		Air Group		

Agency	Type	Manufacturer Name/No.	ID No.
USCG	S	Dolphin	6509

MANUFACTURER is obtained from the pilot/crew.

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

General Information

After a helicopter resource checks in on the ICS-211, the information is transferred to the ICS-219-4 by the RESL or SCKN. The blocks highlighted in color on both forms can transfer directly.

When the information for the resource has been entered, the RESL begins tracking the resource in the blocks titled "Incident Location, Time, Status, and Note."

When a resource status changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

ICS-219-5 Personnel Card (Front)

CHECK-IN INFORMATION							
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies　　　　H=Helicopter　　　O=Overhead VL=Vessels　　　　E=Equipment　　　C=Crew A=Aircraft　　　　VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID			
USCG	S	O		W. Best	O-001	10 May XX - 1715	N/A

Agency	Name	Incident Assignment
USCG	W. Best	IC

DATE/TIME ORDERED AND CONFIRMED are not typically entered but may be obtained from the SPUL.

Order Request No	Date/Time Check In
O-001	10 May XX　1715

Home Base
Sector Hiatusport

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

Departure Point
Sector Hiatusport

ON MANIFEST may be checked "yes" if the resource arrived via aircraft or with a group of resources

Method of Travel
[X] Own　[ ] Bus　[ ] Air
[ ] Other

On Manifest	Weight
[X] Yes　[ ] No	175

WEIGHT is obtained from the resource and is used if the resource will be travelling by air.

Transportation Needs
[X] Own　[ ] Bus　[ ] Air
[ ] Other

Date/Time Ordered	Date/Time Confirmed
10 May XX 1715	10 May XX 1715

DESTINATION POINT and **ETA** are entered when the resource demobilizes from the incident.

Destination Point	ETA
Sector Hiatusport	02 Jun XX 1530

REMARKS block is used for miscellaneous information such as a phone number, lodging,

Remarks
817-555-1212　　　OSC

Incident Location	Time
ICP	1715

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Status
[X] Assigned　[ ] O/S Rest　[ ] O/S Pers.
[ ] Available　[ ] O/S Mech　[ ] ETR

Note

ICS 219-5 (4/82) PERSONNEL NFES 1347

ICS-219-5 Personnel Card (Back)

CHECK-IN INFORMATION (Cont)							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
1	817-555-1212		Sector Hiatusport	Own	IC	OSC	

General Information

After personnel resource checks in on the ICS-211, the information is transferred to the ICS-219-5 by the RESL or SCKN. The "O" in the KIND block of the ICS-211 is the indicator that this is an overhead (personnel) resource. The blocks highlighted in color on both forms basically have the same title and transfer directly except for blocks 9 and 14. These blocks go in the REMARKS section of the ICS-219-5.

After the base information about the resource has been entered, the RESL begins tracking the resource in the group of blocks titled "Incident Location, Time, Status, and Note."

When the status of a resource changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

Agency	Name	Incident Assignment
USCG	W. Best	OSC

Incident Location	Time
ICP	2030

Status
- ☒ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note
Reassigned as OSC at conclusion of ICS-201 brief

Incident Location	Time
Super 8 motel	0600

Status
- ☐ Assigned ☒ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-5 (4/82) PERSONNEL NFES 1347

ICS-219-6 Aircraft Card (Front)

CHECK-IN INFORMATION

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID			
CRI	S	EQ-PS		Baker Tank 66	EQ-101	10 May XX - 1715	

ICS-219 Block Specific Information

Agency	Type	Manufacturer Name/No.	ID No
CRI		Baker Tank	66

HOME BASE is where the aircraft is kept and maintained

Order Request No	Date/Time Check In
EQ-101	10 May XX 1715

Home Base

Hiatusport

DATE/TIME Released is when the aircraft is finished with their tasking and authorized to leave the scene

Date Time Released

10 May XX 2030

INCIDENT LOCATION is normally a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Incident Location	Time
Stoll's Staging	1730

Status
☒ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

NOTE block is used for miscellaneous information such as a phone number,

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-6 (4/82) AIRCRAFT NFES 1348

ICS-219-6 Aircraft Card (Back)

CHECK-IN INFORMATION (Cont)							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
			Hiatusport		Stoll's Stg		

Agency	Type	Manufacturer Name/No.	ID No
CRI		Baker Tank	66

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-6 (4/82) AIRCRAFT NFES 1348

General Information

The ICS-219-6 is usually reserved for Fixed Wing Aircraft. After checking in on the ICS-211, the information is transferred to the ICS-219-6 by the RESL or SCKN. The "A" in the TYPE block of the ICS-211 is the indicator that this is an aircraft. The blocks highlighted in color on both forms basically have the same title and transfer directly except for block 9. This information goes in the REMARKS section of the ICS-219-6.

After the base information about the resource has been entered, the RESL begins tracking the resource in the group of blocks titled "Incident Location, Time, Status, and Note."

When the status of a resource changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

ICS-219-7 Dozer Card (Front)

CHECK-IN INFORMATION

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME
AGENCY	SINGLE ST/ TF	**KIND**	TYPE	**ID NO. /NAME – RESOURCE ID**			
Recycle Inc	S	VH-VT		Recycle 24	VT-001	10 May XX - 1715	J Sams

Agency	ST	Kind	Type	ID No/Name
Recycle Inc.		**VH -VT**		**Recycle #24**

DATE/TIME ORDERED AND CONFIRMED are not typically entered but may be obtained from the SPUL.

Order Request No	Date/Time Check In
VT-001	**10 May XX 1715**

Home Base

Hiatusport

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

Departure Point

Hiatusport

Leader Name

.J. Sams

Resource ID No.s/Names

T. Martinelli

_____

_____

_____

_____

_____

DESTINATION POINT and ETA are entered when the resource demobilizes from the incident.

Destination Point	02 Jun XX 1530
Hiatusport	

Remarks

REMARKS block is used for miscellaneous information such as a phone number, lodging,

817-555-1212

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Incident Location	Time
On Recovery Group	**1715**

Status

☒ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-7 (4/82) DOZERS NFES 1349

ICS-219-7 Dozer Card (Back)

CHECK-IN INFORMATION (Cont)							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
2	817-555-1212		Hiatusport		Oil Recov Grp		

Agency	ST / TF	Kind Type	ID No/Name
Recycle Inc.	TF	VH -VT	Recycle #24

Incident Location	Time
Recycle Inc	11 May XX 0300

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☒ O/S Mech ☐ ETR

Note

Pumping system down – ETR 12 May XX

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
- ☐ Assigned ☐ O/S Rest ☐ O/S Pers.
- ☐ Available ☐ O/S Mech ☐ ETR

Note

General Information

The ICS-219-7 is usually reserved for vessels on a CG incident. After checking in on the ICS-211, the information is transferred to the ICS-219-7 by the RESL or SCKN. The "VH-VT" in the KIND block of the ICS-211 is the indicator that this is a Dozer. The blocks highlighted in color on both forms basically have the same title and transfer directly except for block 9. This information goes in the REMARKS section of the ICS-219-7.

After the base information about the resource has been entered, the RESL begins tracking the resource in the group of blocks titled "Incident Location, Time, Status, and Note."

When the status of a resource changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

ICS-219-8 Miscellaneous Equipment/Task Force Card (Front)

CHECK-IN INFORMATION							
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5. ORDER/ NUMBER	6. DATE/TIME CHECK-IN	7.LEADER'S NAME
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID			
Recycle Inc	S	VL		CGC SAPELO	VL-001	10 May XX - 1715	LT J Sams

DEPARTURE POINT is where the resource actually came from and may be different from the home unit/base.

DESTINATION POINT and ETA are entered when the resource demobilizes from the incident.

REMARKS block is used for miscellaneous information such as a phone number, lodging,

INCIDENT LOCATION is generally either a physical location such as ICP, BASE, JIC, Division, etc or a Group assignment.

Agency	ST/TF	Kind	Type	ID No/Name
USCG		VL		CGC SAPELO

Order Request No	Date/Time Check In
VL-001	10 May XX 1715

Home Base
Sector Hiatusport

Departure Point
Sector Hiatusport

Leader Name
LT J Sams

Resource I.D. No.s/Names

_____

_____

_____

_____

Destination Point	ETA
Sector Hiatusport	02 Jun XX 1530

Remarks

817-555-1212

Incident Location	Time
SAR Group	1715

Status
[X] Assigned   [ ] O/S Rest   [ ] O/S Pers.
[ ] Available   [ ] O/S Mech   [ ] ETR

Note

ICS 219-8 (4/82) MISC EQUIP/TASK FORCE NFES 1350

ICS-219-8 Miscellaneous Equipment/Task Force Card (Back)

CHECK-IN INFORMATION (Cont)							
8. TOTAL NO. PERSONNEL	9. INCIDENT CONTACT INFORMATION	10. INCIDENT LODGING INFO/CONTACT INFO	11. HOME UNIT	12. METHOD OF TRAVEL	13. INCIDENT ASSIGNMENT	14. OTHER QUALIFICATION	15. SENT TO RESTAT TIME/INT
17	817-555-1212		Sector Hiatusport		SAR Grp		

Agency	ST / TF	Kind	Type	ID No/Name
USCG	**TF**	**VL**		**CGC SAPELO**

Incident Location	Time
CG Base Hiatusport	**13 May XX 0600**

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☒ ETR

Note
Charlie status – ETR 24 May XX

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

Incident Location	Time

Status
☐ Assigned ☐ O/S Rest ☐ O/S Pers.
☐ Available ☐ O/S Mech ☐ ETR

Note

ICS 219-8 (4/82) MISC EQUIP/TASK FORCE NFES 1350

General Information

The ICS-219-8 is usually reserved for vessels on a CG incident. After checking in on the ICS-211, the information is transferred to the ICS-219-8 by the RESL or SCKN. The "VL" in the KIND block of the ICS-211 is the indicator that this is a vessel. The blocks highlighted in color on both forms basically have the same title and transfer directly except for block 9. This information goes in the REMARKS section of the ICS-219-8.

After the base information about the resource has been entered, the RESL begins tracking the resource in the group of blocks titled "Incident Location, Time, Status, and Note."

When the status of a resource changes, a diagonal line is drawn as indicated and the new location, status and any notes are entered on the next available blank. With this method a resource may be continuously tracked from the time it reports to the incident until it demobilizes.

ICS T-card Best Practices

1.) Red, Yellow, Green dots (stickers):
Color coded Dots can be used to gain a quick overview of resource availability. They can help identify resources which are close to demobilizing (either because they are no longer required or nearing an agency or incident time limit).

2.) Number of Personnel: Indicate the number of personnel attached to a resource "crew, vessel, vehicle, equipment, etc." by penciling the number in the upper right corner; then circle the number. Example: ②

3.) T-CARD Rack:
Set up the T-Card rack in the same order as the ICS-204's in the Inc

Command	Command Staff	Planning	Logistics	Operat
Whitson – IC / DOE	Watkins – PIO	Dotlow – PSC	Gill – LSC	Montoro – C
Austin – IC / USCG		Worth – RESL		
Laferriere – IC / RP		Martin – SITL		
		SERT 1		
			Finance	
			Applebee – FSC	

e A Green dot should be placed on the top of a I-Card to indicate that the resource has 3 shifts or operational periods left prior to demobilizing.

A Yellow dot should be placed over the green dot to indicate that the resource has 2 shifts or operational periods left prior to demobilizing

e A Red dot should be placed over the yellow dot to indicate that the resource has 1 shift or operational period left prior to demobilizing

X Write an "x" over the dot when the resource has arrived back home or checked into the next assignment.

Incident Action Plan.

rations	SAR Group	Fire Group	Medical Group	Air Group	Staging Area
-OSC	DIVS Schenk	DIVS Bell	DIVS Hall	CG-6509	STAM Lee
	Sheriff WB #1	Tug 1	Medic 1		Tug 2
	Cutter Sapelo		Medic 2		
	WB 21212		Triage Crew		
	WB 47230				
	Plot Boat				

3.20. Conversions and Equivalents

CONVERSIONS AND EQUIVALENTS

AREA- (s=statute, n=nautical)

Multiply	by	to derive
meters^2	10.76	feet^2
feet^2	0.0929	meters^2
kilometers^2	0.386	s. miles^2
s. miles^2	2.59	kilometers^2
s. miles^2	0.7548	n. miles^2
n. miles^2	1.325	s. miles^2
kilometers^2	0.2916	n. miles^2
n. miles^2	3.430	kilometers^2

TEMPERATURE-

Calculate	To derive
$5/9(°F-32°)$	°C
$9/5°C+32°$	°F

VOLUME

multiply	by	to derive
barrels	42	gallons
barrels	5.615	feet^3
barrels	158.9	liters
barrels	0.1589	meters^3
feet^5	7.481	gallons
gallons	3.785	liters

WEIGHT-

multiply	by	to derive
kilograms	2.205	pounds
metric tons	0.984	long tons
metric tons	1,000	kilograms
metric tons	2,205	pounds
long tons	1,016	kilograms
long tons	2240	pounds
short tons	907.2	kilograms
short tons	2,000	pounds

DENSITY ESTIMATIONS-

	Barrels/Long Ton		Notes:
	Range	Average	• 1 Long Ton equals 2,200 lbs.
Crude Oils	6.7-8.1	7.4	• As a general approximation, use 7 bbl.
Aviation Gasolines	8.3-9.2	8.8	(300 U.S. gallons) per metric ton of oil.
Motor Gasolines	8.2-9.1	8.7	• 6.4 barrels/long ton is neutrally buoyant
Kerosenes	7.7-8.3	8.0	in fresh water. Open ocean neutral
Gas Oils	7.2-7.9	7.6	buoyancy values are generally in the
Diesel Oils	7.0-7.9	7.5	6.21-6.25 barrels/long ton range.
Lubricating Oils	6.8-7.6	7.2	
Fuel Oils	6.6-7.0	6.8	
Asphaltic Bitumens	5.9-6.5	6.2	

Specific Gravity of 1 or an API of 10 equals the density of fresh water. Specific Gravity < 1 or an API > 10 indicates product is lighter than fresh water. API Gravity =(141.5/Specific Gravity) -131.5

Weight of Fresh Water: pounds/gallon	8.3	Note: Exact weight depends on temperature and salinity.
Weight of Sea Water: pounds/gallon	8.5	

OIL THICKNESS ESTIMATIONS-

Standard Term	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	Inches	Mm		
Barely Visible	0.0000015	0.00004	25 gals/mile^2	44 liters/km^2
Silvery	0.000003	0.00008	50 gals/mile	88 liters/km^2
Slight Color	0.000006	0.00015	100 gals/mile ^{2}	176 liters/km^2
Bright Color	0.000012	0.0003	200 gals/mile^2	351 liters/km^2
Dull	0.00004	0.001	666 gals/mile^2	1,168 liters/km^2
Dark	0.00008	0.002	1,332 gals/mile^2	2,237 liters/km^2

Thickness of light oils: 0.0010 inches to 0.00010 inches.
Thickness of heavy oils: 0.10 inches to 0.010 inches.

COMMONLY-USED EQUATIONS-

Circle: Area = 3.14 X radius^2 Circumference = 3.14 x diameter	Cylinder/Pipe/Tank Volume = 3.14 x radius^2 x length
	Rectangle/Square Area = length x width
Sphere/Tank Area = 4 x 3.14 x radius^2 Volume = 1.33 x 3.14 x radius^3	Cube/Block/Tank Volume = length x width x height

3.21. Resource Unit Self-Evaluation Checklist

	Is the RESL aggressively receiving and disseminating information?
	Is the RESL verifying the information received?
	Is the RESL producing the highest quality of reports that are accurate to the IMT?
	Is the RESL maintaining good records and working with DOCU to ensure preservation?
	Is the RESL providing briefings that are relevant, focused, clear and concise?
	Is the RESL debriefing OPS and is this effective?
	Is the RESL using the best technology to support the IMT?
	Does the RESL have the right logistical support to do the job effectively and efficiently?
	Is the RESL actively engaged with other members of the response team?
	Are new members of the RESL receiving a proper in-brief?
	Is there adequate rest, meals, and PPE to accomplish the job safely?

3.22. Personnel Evaluation Criteria

	Crew morale? High Med Low
	Are assignments completed on time?
	Are injuries exceeding normal operating environment?
	Is team effectively interacting?
	Number of unresolved issues passed to Command?
	Any aggression or frustration by team members?
	Possible solutions to problems/issues?

3.23. Incident Personnel Performance Rating (ICS-225)

INCIDENT PERSONNEL PERFORMANCE RATING ICS 225-CG	INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom. To electronically fill form, double-click on first word of each section, then enter information.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name: Rank Last, First	2. Incident Name: Enter Incident Name
3. Home Unit and Phone Number: Enter Unit or Home Office here	4. Location of Incident: City, State

5. Position Assigned: ICS Position	6. Date of Assignment: From: dd/mm/yyyy To: dd/mm/yyyy	7. Date Incident Started: dd/mm/yyyy	8. Incident Type: Type I, II, III	9. Incident Kind: (Oil/Hazmat Spill/SAR/Fire/Etc)

10. Evaluation

Rating Factors	N/A	1 - Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
A. Knowledge of the job/ Professional Competence & Using ICS:	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. ☐	☐	Competent and credible authority on specialty or operational issues. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. ☐
B. Planning/Preparedness & ability to obtain performance/results:	☐	Got caught by the unexpected; appeared to be controlled by events; routine tasks accomplished with difficulty. ☐	☐	Consistently prepared. Set high but realistic goals. Work was timely and of high quality; required same of subordinates. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Maintained optimal balance among quality, quantity, and timeliness of work. ☐
C. Adaptability/Attitude:	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. ☐	☐	Receptive to change, new information, and technology. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information and technology. ☐
D. Communication Skills:	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. ☐	☐	Effectively expressed ideas and facts in individual and group situations; non-verbal actions consistent with spoken message. ☐	☐	Clearly articulated and promoted ideas. Adept at presenting complex or sensitive issues. ☐
E. Directing Others:	☐	Showed difficulty in directing or influencing others. Unwilling to delegate authority to increase efficiency of task accomplishment. ☐	☐	Set high work standards; clearly articulated job requirements; expectations and measurement criteria; held subordinates accountable. ☐	☐	An inspirational leader who motivated others to achieve results not normally attainable. Modified leadership styles to best meet situations. Won people over rather than imposing will. ☐
F. Ability to work on/ Consideration for team:	☐	Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or others. Used teams ineffectively or at wrong times. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Cared for people. Recognized and responded to their needs ☐	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Ensured appropriate and timely recognition of others. ☐
G. Judgment/Decisions under stress:	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. ☐	☐	Combined keen analytical thought and insight to make appropriate decisions. Focused on the key issues and the most relevant information. ☐
H. Initiative	☐	Postponed needed action. Implemented or supported improvements only when directed. ☐	☐	Championed improvement through new ideas, methods, and practices; self-starter. ☐	☐	Aggressively sought out additional responsibility. A self-learner. Optimized use of new ideas. ☐
I. Adherence to safety:	☐	Failed to adequately identify and protect personnel from safety hazards. ☐	☐	Ensured that safe operating procedures were followed. ☐	☐	Demonstrated a significant commitment towards safety of personnel. ☐

11. Remarks/Potential: Type remarks here; Describe ability to assume greater leadership roles and responsibilities (e.g., rate performance, recommend incident management positions and/or ICS or other training).

12. Rated Person (signature) This rating has been discussed with me. Rank Last, First		13 Date: mm/dd/yyyy
14. Rated By (signature/print name): Rank Last, First	15. Supervisor Home Unit (address/phone): Rank Last, First	16. Supervisor Position: ICS Position	17. Date: mm/dd/yyyy

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225-CG) - Rev 9/06

Purpose. The Incident Personnel Performance Rating gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

Preparation. The Incident Personnel Performance Rating is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom.

Distribution. The Incident Personnel Performance Rating is duplicated a copy is given to the subordinate and supervisor. All completed original forms MUST be given to the Documentation Unit.

Item#	Item Title	Instructions
1.	Name	Enter the name of the person being evaluated.
2.	Incident Name	Enter the name assigned to the incident
3.	Home Unit	Enter the address and phone number of the home unit of the person being evaluated.
4.	Location of Incident	Enter the address/location of the incident
5.	Position Assigned	Enter the position assigned for the purpose of this evaluation.
6.	Date of Assignment	Enter the date of assignment.
7.	Date Incident Started	Enter the date the incident started.
8.	Type of Incident	Enter the Type (size) of the incident: Type 1, 2, 3, 4 or 5.
9.	Kind of Incident	Enter the kind of incident: Oil/Hazmat Spill, SAR, Fire, etc.
10.	Evaluation	Enter X under the appropriate rating for each category listed using the definitions given.
	Not Applicable	not observed.
	1 - Unacceptable	Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES/IMPROVEMENTS NEEDED MUST BE IDENTIFIED IN REMARKS.
	2 - Needs to improve	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 - Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 - Fully successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
	5 - Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11.	Remarks	Provide remarks/comments for ratings given. **Comments required for *unsatisfactory* and *needs to improve* ratings.**
12.	Rated Person Signature	Rated Person's signature.
13.	Date	Enter date (month, day, year) rated person signed performance rating.
14.	Rated By	Signature and printed name of supervisor/person giving the performance rating.
15.	Supervisor Home Unit	Enter address/phone of supervisor.
16.	Supervisor Position	Enter the position the supervisor held.
17.	Date	Enter date (month, day, year) supervisor signed the performance rating.

3.24. Example of Crew Time Report (CTR)

CREW TIME REPORT				
(1) CREW NAME Michael Franks	LOCATION Wichita Falls Staging		(2) CREW NUMBER O-8	
(3) OFFICE RESPONSIBLE FOR FIRE	(4) FIRE NAME Pitchfork Fire		(5) FIRE NUMBER TX-TXS-000145	
(6)	(7)	(8)	(9)	(10)
RE-MARKS NO.		CLASSIF-ICATION	DATE 6/6/2014 MILITARY TIME ON OFF	DATE MILITARY TIME ON OFF
	Michael Franks	GSUL	0700 1300	
			1330 2030	
(11) REMARKS				
(12) OFFICER-IN-CHARGE (Signature)		(13) TITLE (Officer-in-Charge)		
(14) NAME (Person Posting to Emergency Time Report)			(15) DATE	

3.25. Example Resource Request Process

All resource requests MUST be filled out on the ICS-213, utilizing the following procedures:

1. Originator fills out and gets the respective Section Chief approval while insuring significant detail on tactical resource(s) or qualifications/skills of personnel needed is provided. The request should focus on capability rather than naming the brand or specific item (e.g. helicopter capable of carrying 4 personnel from location A to B rather than requesting a Coast Guard H-65 Helo). This gives the logistics section the ability to find the best resource to meet the need. If you have a source of supply or pre-standing agreement, please provide the specifics in your detailed description.
   Originator retains the yellow copy.

2. a. **Tactical Resources and Personnel** Originator passes ICS-213 form to the Planning Section, Resource Unit Leader (RESL) for review. Upon approval, form is passed onto Logistics Section.

2. b. **Non-Tactical Resources (e.g. supplies, non-tactical equipment, etc.)** Originator passes the form to the Logistics Section. It does not need to go

to RESL because it does not deal with tactical resources and personnel which RESL would track.

3. Logistics Section reviews resource request.   If approved, resource is ordered filling out the STAR request. ICS-213 is then forwarded to Finance/Admin Section, minus the pink copy, for cost analysis/documentation.   If request is denied, form is returned to the originator with an applicable explanation.

4. Finance/Admin Section to Planning Section Resource Unit Leader, minus the yellow copy, who retains it until the end of the operational period before forwarding to the Documentation Unit Leader for archival reference.

5. Logistics Section will provide a spreadsheet with the current status of all orders at the end of each operational period to UC Staff.   If you have any specific questions, pleases refer to the example ICS-213.