

*NATIONAL INTER-AGENCY INCIDENT  
MANAGEMENT SYSTEM (NIIMS)*

**PLANNING SECTION**

**POSITION DESCRIPTIONS & PROCEDURES  
MANUAL FOR GENERAL USE**

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## PLANNING SECTION CHIEF

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing and repetitive for the duration of an incident.

### PLANNING SECTION CHIEF'S CHECKLIST

- o Obtain briefing from Incident Manager.
- o Activate planning section units.
- o Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing incident action plan.
- o Notify resources unit of planning section units activated including names and locations of assigned personnel.
- o Establish a weather data collection system when necessary.
- o Supervise preparation of incident action plan (see planning process checklist).
- o Assemble information on alternative strategies.
- o Perform operational planning for planning section.
- o Provide periodic predictions on incident potential.
- o Compile display incident status summary information.
- o Advise general staff of any significant changes in incident status.
- o Provide incident traffic plan.
- o Supervise planning section units.
- o Supervise planning section units.
- o Prepare and distribute Incident Manager's orders.
- o Instruct planning section units in distribution of incident information.

- o Ensure that normal agency information collection and reporting requirements are being met.
- o Prepare recommendations for release of resources (to be submitted to Incident Manager).

## RESPONSIBILITIES AND PROCEDURES

### ORGANIZATION

The planning section chief, a member of the Incident Manager's general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

The planning section chief reports directly to the Incident Manager. It may be desirable for the planning section chief to have a deputy. The deputy's responsibilities will be as delegated by the section chief. Unit functions may be combined if workload permits.

### MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of planning section chief are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing from Incident Manager
  - \_\_\_ Receive briefing from Incident Manager and obtain:
    - o Incident Manager's Incident Briefing Report (ICS Form 201)
    - o Summary of resources dispatched to the incident
    - o Initial restrictions concerning work activities
  - \_\_\_ Activate planning section units
  - \_\_\_ Determine from Incident Manager's briefing what planning section personnel have been dispatched.
  - \_\_\_ Confirm dispatch of planning section personnel.
  - \_\_\_ Plan preliminary organization of planning section:

- o Identify units to be activated
- o Estimate personnel required
- \_\_\_ Compare preliminary plan with personnel dispatched, as appropriate.
- \_\_\_ Establish time intervals at which data are to be supplied by planning section units.
- \_\_\_ Assign work locations and work tasks to planning section personnel.
- \_\_\_ Request additional personnel as required.
- \_\_\_ Notify resources unit of planning section units activated, including names and locations of assigned personnel.
- o Supervise Preparation of Incident Action Plan
  - \_\_\_ Establish information requirements and reporting schedules for all ICS organizational elements to use in preparing incident action plan and attachments.
  - \_\_\_ Present general incident control objectives including alternatives.
  - \_\_\_ Participate in discussion of specific control operations being considered, and provide detailed information concerning:
    - o Resource availability (inventoried, allocated)
    - o Situation status
    - o Situation predictions
    - o Weather
    - o Communications capabilities
    - o Environmental impact and cost of resources use information.
  - \_\_\_ Participate in selection of control operations for next operational period.
  - \_\_\_ Assemble appropriate material for inclusion in incident action plan (e.g., logistics, communications, etc.).

- \_\_\_ Ensure that all operations support and service needs are coordinated with logistics section prior to release of plan.
- \_\_\_ Document and distribute incident action plan to Incident Manager, section chiefs, air operations, branch directors, unit leaders, division/group supervisors, incident command staff and strike team/task force leaders.
- \_\_\_ Receive notification of incident action plan changes from operations section chief.
- \_\_\_ Distribute incident action plan changes to recipients of the plan.
- \_\_\_ The planning section chief may include in the meeting those planning section technical specialists deemed necessary.
- o Assemble Information on Alternative Strategies
  - \_\_\_ Review current situation status, resource status, weather, and prediction reports for current incident status.
  - \_\_\_ Develop alternative strategies using technical specialists and operations personnel as appropriate.
  - \_\_\_ Identify resources required to implement alternative control operations.
  - \_\_\_ Contact the involved agency dispatch center to identify resource availability for incident.
  - \_\_\_ Document alternatives for presentation to Incident Manager and staff.
- o Perform Operational Planning for Planning Section
  - \_\_\_ Review incident action plan with planning section staff.
  - \_\_\_ Plan organization of planning section by:
    - o Identify units to be activated
    - o Estimate number of personnel required
  - \_\_\_ Request needed additional personnel form resources unit.

- \_\_\_ If personnel are not available from resources unit, request them directly from logistics section chief.
- \_\_\_ Give specific work tasks to planning section staff, including work locations.
- o Provide Periodic Predictions on Incident Potential
  - \_\_\_ Obtain latest incident prediction information.
  - \_\_\_ Obtain and review latest incident action plan.
  - \_\_\_ Obtain current situation status summary form situation unit.
  - \_\_\_ Identify values at risk.
  - \_\_\_ Identify possible hazards.
  - \_\_\_ Estimate work accomplished for prediction period.
  - \_\_\_ Prepare and document predictions on course of incident.
  - \_\_\_ Present predictions at planning meeting and display in command post area.
  - \_\_\_ Repeat procedures at intervals specified by the Incident Manager or upon occurrence of significant events.
  - \_\_\_ If prediction indicates as significant change in the course of the incident, immediately notify the Incident Manager and the operations section chief.
- o Compile and Display Incident Status Information

Incident status summary information is to be displayed at a common location in the command post area and may include multiple overlays.

- \_\_\_ Receive information from:
  - o Situation unit
  - o Resources unit (including organization chart)
  - o Incident prediction (including current weather)

- o Visual aerial observation/photography (requested through air operations)
- \_\_\_ Review information for completeness.
- \_\_\_ Specify location and method of display.
- \_\_\_ Ensure that all reports are displayed.
- \_\_\_ Repeat procedures at intervals specified by the Incident Manager or upon occurrence of significant events.
- o Advise General Staff of any Significant Changes in Incident Status
  - \_\_\_ Significant changes in incident status shall be reported to the general staff immediately.
  - \_\_\_ Receive request for incident status information from general staff.
  - \_\_\_ Obtain incident status information from appropriate sources.
  - \_\_\_ Assemble and summarize requested information in appropriate form.
  - \_\_\_ Supply information to general staff.
- o Prepare and Provide Incident Traffic Plan
  - \_\_\_ The traffic plan will include the following information, as appropriate.
    - o Specified routes to reporting locations for resources dispatched to the incident
    - o Specified routes inside general incident area (e.g., how to get to and between incident facilities and line locations).
    - o Traffic flow inside incident facilities (e.g., base, camps)
  - \_\_\_ Prepare traffic plan
    - o Review control operations to determine locations of planned operations activities and locations of incident facilities.

- o Review information obtained from situation unit and/or agency dispatch center(s) to determine existing roadways and their characteristics.
- o Establish traffic routing considering:
  - Vehicle characteristics (e.g., size, weight, turning radius, 4-wheel drive)
  - Volume of traffic
  - Types of roadways and characteristics
- o Coordinate traffic flow plans with appropriate agency representatives
  - \_\_\_ Document traffic plan and attach to incident action plan.
  - \_\_\_ Ensure ground support unit receives a copy of the traffic plan.
- o Supervise Planning Section Units
  - \_\_\_ Maintain communications with planning section personnel.
  - \_\_\_ Coordinate activities of planning section units.
  - \_\_\_ Ensure general safety and welfare of planning section personnel.
- o Prepare and Distribute Incident Manager's Orders
  - \_\_\_ Identify orders being issued in the name of the Incident Manager.
  - \_\_\_ Document all formal operational orders given by the Incident Manager.
  - \_\_\_ Identify organizational elements responsible for executing orders.
  - \_\_\_ Distribute orders in accordance with above identification.
- o Instruct Planning Section Units on Distribution of Incident Information
  - \_\_\_ Contact section chiefs and command staff to determine major information categories they want to receive automatically from planning section.
  - \_\_\_ Consolidate information and prepare a list for each unit.

- o Prepare Recommendations for Release of Resources
  - \_\_\_ Identify number of out-of-service resources and/or individuals (type, quantity, location) by reviewing current resource status information.
  - \_\_\_ Review latest situation status and incident prediction information.
  - \_\_\_ Estimate current and future requirements for resources.
  - \_\_\_ Identify and list any potentially surplus resources.
  - \_\_\_ Review surplus resource list with operations section and logistics section chiefs.
  - \_\_\_ Modify surplus resource list as necessary.
  - \_\_\_ Upon approval of operations section chief and logistics chief, present list of surplus resources recommended for release to Incident Manager.
  - \_\_\_ Document approved demobilization plan.
  - \_\_\_ Prepare assignment list specifying resources to be released and submit to logistics section chief for notification of involved resources.
  - \_\_\_ Distribute demobilization plan to general staff, incident command staff, and agency dispatch centers.
  
- o Submit Documentation to Documentation Unit
  - \_\_\_ At the end of each operational period, submit all documentation (including planning section Unit Log (ICS Form 214) to documentation unit.

## INCIDENT ACTION PLANNING PROCESS

In the incident command system, considerable emphasis is placed on developing effective incident action plans. A planning process has been developed as a part of the ICS to assist planners in the development of a plan in an orderly and systematic manner. The steps outlined in this chapter will allow for the development of an incident action plan in a minimum amount of time. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. The planning process described in this chapter is based on the development of incident action plans to support major wildland fire incidents, but are applicable to any type emergency. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written incident action plans and attachments is based on the requirements of the incident, and the judgement of the Incident Manager.

### GENERAL RESPONSIBILITIES

The general responsibilities associated with the planning meeting and the development of the incident action plan are described below. The planning section chief should review these with the general staff prior to the planning meeting.

#### Planning Chief

- o Conduct the planning meeting and coordinate preparation of the incident action plan.

#### Incident Manager

- o Provide overall control objectives and strategy.
- o Establish the procedure for off-incident resource order.
- o Approve request for off-incident action plan by signature.
- o Approve completed incident action plan by signature.

#### Finance Chief

- o Provide cost implications of control objectives as required.
- o Evaluate facilities being used to determine if any special arrangements are needed.
- o Ensure that the action plan is within the finance limits established by the incident commander.

#### Operations Chief

- o Determine division work assignments and resource requirements.

#### Logistics Chief

- o Ensure that incident facilities are adequate.
- o Ensure that resource ordering procedure is made known to appropriate agency dispatch center(s).
- o Develop transportation system to support operations needs.
- o Ensure that section can logistically support the action plan.
- o Place order for resources.

#### PREPLANNING STEPS

Planning Section Chief - (If possible obtain completed Incident Briefing Form ICS 201] prior to the initial planning meeting.)

- o Evaluate current situation and decide if the current planning is adequate for remainder of operation al period (i.e., until next plan takes effect).
- o Advise incident commander and operations chief of any suggested revisions to current plan as necessary.
- o Establish planning cycle for the incident commander.

- o Determine planning meeting attendees with the incident commander.
- o For major incidents, attendees should include:
  - \_\_\_ Incident Manager
  - \_\_\_ Command staff members
  - \_\_\_ General staff members
  - \_\_\_ Resource unit leader
  - \_\_\_ Situation unit leader
  - \_\_\_ Air operations branch director
  - \_\_\_ Communications unit leader
  - \_\_\_ Technical/Specialists (As Required)
  - \_\_\_ Agency representatives (As Required)
  - \_\_\_ Recorders
- o Establish location and time for planning meeting.
- o Ensure that planning boards and forms are available.
- o Notify necessary support staff (recorders etc.) of meeting and assignments.
- o Ensure that a current situation and resource briefing will be available for meeting.
- o Obtain estimate of regional resources availability form agency dispatch for use in planning for next operational period.
- o Obtain necessary agency policy, legal or fiscal constraints for use in planning meeting.

CONDUCTING THE PLANNING MEETING

The planning meeting is normally conducted by the planning section chief. the checklist which follows is intended to

provide a basic sequence of steps to aid the planning section chief in developing the incident action plan. The planning checklist is intended to be used with the ICS planning Matrix board, and/or ICS Form 215 - Operational Planning Worksheet. (The worksheet is laid out in the same manner as the planning matrix board.) Every incident must have an action plan. However, NOT ALL INCIDENTS REQUIRE WRITTEN PLANS. The need for written plans and attachments is based on the requirements of the incident and the decision of the Incident Manager.

CHECKLIST ITEM	PRIMARY RESPONSIBILITY
Briefing on situation and resource status PS	
Set control objectives	IM
Plot control lines and division boundaries OP	
Specify tactics for each Division/Group OP	
Specify resources needed by Division/Group OP,PS	
Specify facilities and reporting locations plot on map OP,PS,LS	
Place resource and overhead personnel order LS	
Consider communications, medical and traffic plan requirements PS,LS	
Finalize, approve and implement incident action plan PS,IM,OP	

**Brief on Situation and Resource Status**

The planning section chief and/or resources and situation unit leaders should provide an up-to-date briefing on the situation as it currently exists. Information for this briefing may come from any or all of the following sources:

- o Initial attack incident commander
- o Incident Briefing Form (ICS 201)
- o Field observations
- o Operations reports
- o Fire behavior modeling
- o Regional resources and situation reports

### **Set Control Objectives**

This step is done by the Incident Manager. The control objectives are not limited to any single operational period, but will consider the total incident situation. The Incident Manager will establish the general strategy to be used, and state any major policy, legal or fiscal constraints in accomplishing the objectives and appropriate contingency\ considerations.

### **Plot Control Lines and Division Boundaries on Map**

This step is normally accomplished by the operations chief (for the next operational period) in conjunction with the planning section chief who will determine control line locations, establish division/branch boundaries for geographical divisions, and determine need for functional group assignments for the next operational period. These will be plotted on the map.

### **Specify Tactics for Each Division**

The operations chief after determining division geographical assignments, will establish the specific work assignments to be used for each division for the next operational period. (Note that it may be necessary or desirable to establish a functional group in addition to geographical divisions.) tactics (work assignments) must be specific and must be within the boundaries set by the IM's general control objectives (strategies). These work assignments should be recorded on the planning matrix. the operations chief, incident commander, and logistics section chief should also at this time consider the need for nay alternative

strategies or tactics and see that these are properly noted on the planning matrix.

### **Specify Resources Needed by Division**

The operations chief AFTER specifying tactics for each division and in conjunction with the planning section chief will determine the resource needs by division to accomplish the work assignments. The resource needs will be recorded on the planning matrix. Resource needs should be considered on basis of the type of resource e required to do the assignment. For example, use Type 2 handcrews in certain division for mop-up situations, rather than Type 1 crews.

The planning section chief should also ensure that the Air Operations Summary (ICS 220) is being developed by operations section chief or air operation director as appropriate. The air operations summary worksheet brings together in one place, all tactical and logistical air assignments, with information on kinds and numbers of air resources required, reporting locations, and designation of resources assigned. Information is obtained from ICS 215, the Operational Planning Worksheet, and is used by planning, operations, and logistics in establishing the incident air program for the next operational period.

### **Specify Operations Facilities and Reporting Locations - Plot on Map**

The operations chief in conjunction with planning and logistics section chiefs should specify and facilitate location needed to accomplish the operations section work assignments. These will normally be staging areas and helispots. Depending upon the situation, it may be appropriate to establish a camp or helibase location. Operations should also at this time indicate the reporting time requirements for the resources and any special resource assignments.

At the conclusion of this step, operations personnel at the planning meeting may be released, if desired.

**Place Resource and Personnel Order**

At this time, the planning section chief should perform a resource needs assessment based on the needs provided by the operations chief, and resources data available from the planning sections resources unit. the planning matrix when properly completed will show resource requirements and resources availability to meet those requirements. By subtracting resources available from those required, any additional resource needs can be determine. From this assessment, a new resource order can be put together and provided to the Incident Manager for his approval and then placed through normal dispatch channels by the logistics section.

**Consider Communications, Medical and Traffic Plan Requirements**

The incident action plan will normally consist of the Incident Objectives (ICS 202); Organization Chart (ICS 203); Division Assignment List (ICS 204); and a map of the incident area. Larger incident may require additional attachments, such as a separate Communications Plan (IC 205); a Medical Plan (ICS 206); and possibly a traffic plan. the planning section chief must determine the need for these attachments to nay written plan and ensure that they are prepared by the appropriate units. For major incidents, the incident action plan and attachments will normally include:

ITEM	WHO PREPARES
1. Incident Objectives (202) Recorder	Planning
2. Organization List (203)	Resources Unit
3. Division Assignments Lists (204) Recorder & Resources Unit	Planning
4. Communications Plan (205)	Communications Unit
5. Medical Plan (206)	Medical Unit
6. Map	Situation Unit
7. Traffic Plan	Situation Unit

Prior to the completion of the plan, the planning section chief should review the division/group tactical work assignments for any changes due to lack of resource availability.

Recorders may then transfer division assignment information including alternatives from the planning matrix board or form (ICS 215) onto the Division Assignment Lists (ICS-204).

### **Finalize, Approve, and Implement Incident Action Plan**

The planning section is responsible for seeing that the incident action plan is completed, reviewed and distributed. The sequence of steps to accomplish this is listed below.

- o State time action plan attachments are required to be completed.
- o Obtain plan attachments and review for completeness and approvals.
- o Determine numbers of incident action plans required.
- o Arrange with documentation unit to reproduce plan.
- o Review action plan to ensure it is up-to-date and complete prior to operations briefing and distribution of plan.
- o Provide briefing on the action plan as required and distribute plans prior to beginning of new operational period.

## RESOURCES UNIT LEADER

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some items are one-time only actions while others are ongoing or repetitive through the duration of the incident.

### RESOURCES UNIT LEADER'S CHECKLIST

- o Report to and obtain briefing and special instructions from planning section chief.
- o Establish check-in function at specified incident locations.
- o Using the Incident Briefing Form (ICS Form 201), prepare and maintain the command post display (organization chart and resource allocation and deployment sections of display).
- o Assign duties to resource unit personnel.
- o Confirm dispatch of and estimated time of arrival for ordered resources unit personnel (request additional personnel, or release excess personnel).
- o Establish contacts with incident facilities by telephone or through communications center, and begin maintenance of resource status.
- o Participate in planning section meetings as required by the planning section chief.
- o Gather, post, and maintain incident resource status.
- o Gather, post, and maintain resources status of transportation and support vehicles and personnel.
- o Maintain master list of all resources checked in at the incident.
- o Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- o Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- o Provide resource summary information to situation unit as requested.

- o Receive order to demobilize resources unit.
- o Dismantle and store resources unit displays.
- o List expendable supplies that need replenishing and file with supply unit leader.
- o Maintain Unit Log (ICS Form 214).

## ORGANIZATION, PERSONNEL AND PROCEDURES

### ORGANIZATION

The resources unit is primarily responsible for: (1) seeing that incident resources are properly checked in; (2) the preparation and processing of resource status change information; (3) the preparation and maintenance of displays, charts, and lists which reflect the current status and location of tactical resources, transportation, and support vehicles; and (4) maintaining a file of check-in lists of resources assigned to an incident. The resources unit leader reports to the planning section chief.

Status recorders assigned to the resources unit:

- o Receive, record and maintain displays and records of operations resources including single resources, strike teams, task forces, and supervisory personnel.
- o Maintain status of overhead personnel in other sections of the Incident Command System organization down through unit leaders.
- o Maintain status of assigned, available, and out-of-service resources.
- o Maintain status of support transportation vehicles assigned to ground support unit.
- o Maintain file of all Check-In Lists (ICS Form 211).
- o Assist in demobilization planning.

Information on the location and status of equipment and personnel is recorded on T-cards, resource summary forms, organization charts, and assignment lists and posted on a display located at the incident command post. Information on all personnel assigned to the incident is recorded on Check-In lists (ICS Form 211) at the various check-in locations and transmitted to the resources unit for inclusion in the master check-in list.

## PERSONNEL

The number of personnel needed to perform the major responsibilities assigned to the resources unit varies based on the general staff requirements and the size and complexity of an incident.

## DATA SOURCES

The resources unit relies upon elements of the ICS to provide status information on equipment and personnel. This information is needed to maintain current and accurate records and displays on the status of incident resources. Sources of data include:

- o Agency dispatch center(s) for designations and estimated times of arrival (ETA) for units dispatched to an incident.
- o Check-In List (ICS Form 211) for information on resources as they arrive and check in at the incident.
- o Incident communications center for status change information on resources, transportation, and support vehicles.
- o Incident Briefing (ICS Form 201) for status information on equipment and personnel currently at the incident and those enroute. Similar information can be obtained from the incident action plan (and attachments) for later operational needs.
- o Planning meetings for information on resources assigned to meet future operational needs.
- o Division/group supervisors, message center operator, communications center, and staging area, camp, base, and helibase managers for personnel and equipment data on new arrivals who have reported to these locations.
- o Ground support unit for current status information on transportation and support vehicle inventories.

## MAJOR ACTIVITIES AND PROCEDURES

The major activities of the resources unit are listed below. Following each activity are procedures for implementing the activity.

- o Obtain Unit Work and Display Materials
  - Materials consisting of forms and procedures guide, for use in posting and maintaining displays, are available in the planning section kit. Specific supplies unique to the position are also available. These materials include:
    - o T-Cards (ICS Form 219)
    - o T-Card racks (metal holders)
    - o Status Change Cards (ICS Form 210)

## RESOURCES UNIT

- o Collect Incident Organization Information
  - Obtain organization information and names of all overhead personnel which includes:
    - o Incident Manager and staff
    - o Section chiefs
    - o Branch directors
    - o Division/group supervisors
    - o Unit leaders (including strike team and task force)
    - o Air operations supervisory personnel
- o Prepare Incident Organization Assignment List and Chart

The resources unit is responsible for providing incident organization information in two forms:

- o Organization Assignment List (ICS Form 204)
- o Organization Chart (ICS Form 207)

Both forms are prepared each operational period or whenever directed by the planning section chief. Once prepared, the Organization Assignment List (ICS Form 203) becomes part of the incident action plan. The Organization Chart (ICS Form 207) is completed after the organization assignment list.

- o Display Incident Organization information

The resources unit provides and maintains a display of incident organization information in the command post and in the resources unit work area. The Organization Chart (ICS Form 207) is posted on the incident command post display board.

- o Prepare Division Assignment List (ICS Form 204)

The division assignment lists are prepared each operational period and are attached to the incident action plan. Division assignment list contains the following information:

- o The branch number and division letter
- o Names of operation section chief, branch director, and division/group supervisor
- o The radio system, frequencies and channel number used for command, support and tactical information
- o Identification (designator) of strike teams, task forces, and single resources assigned to the division to include name of leader and number of personnel
- o A statement of the control operations assigned to the division/group
- o Any special instructions (e.g., safety message)
- o Coordinate Resource Assignments
  - \_\_\_ Receive instructions from the operations section chief for assigning resources to division assignment lists including type, quantity, time needed, reporting location and supervisor.
  - \_\_\_ Confirm that a sufficient number of each type of resource is in the appropriate status to satisfy the request.
  - \_\_\_ Notify the operations section chief of assignment of our-of-service resources to work tasks other than in the operations section.
- o Establish Check-In Function at Incident Locations
  - \_\_\_ Determine from planning section chief which incident check-in locations will be used.

- \_\_\_ Brief personnel assigned to the check-in function on their duties and responsibilities.
  - \_\_\_ Ensure that check-in personnel have an adequate supply of ICS forms 211 and signs to properly designate check-in locations.
  - \_\_\_ Establish with each check-in recorder the frequency for reporting check-in information to resources unit.
  - \_\_\_ Verify that the check-in function is being performed at each incident check-in location.
  - \_\_\_ Close down check-in locations in accordance with incident requirements.
- o Maintain Master Check-In List of Personnel and Resources Assigned to the Incident

The resources unit is responsible for the incident check-in function and is to maintain a master check-in list. This list will be completed by receiving information or copies of individual Check-In Lists (ICS Form 211) from base, camp and staging area managers, resource unit recorder, and helibase manager.

- \_\_\_ Respond to requests for the following kinds of information.
    - o Total number of personnel kinds of information
    - o Total number of personnel on the incident
    - o Location of a specific individual
  - \_\_\_ Provide a copy of check-in list to the finance section, if activated.
- o Support Demobilization
    - \_\_\_ As requested, supply resource recorders to support demobilization planning.
    - \_\_\_ Demobilize unit in accordance with the incident demobilization plan.

## SITUATION UNIT LEADER

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some items are one-time actions while others are ongoing and repetitive for the duration of an incident.

### SITUATION STATUS UNIT LEADER'S CHECKLIST

- o Report to and receive briefing and special instructions from person in charge of planning activities when you arrive.
- o Prepare and maintain command post display.
- o Assign duties to situation status personnel.
- o Confirm dispatch and estimated time of arrival of ordered situation unit personnel and request additional personnel or release excess personnel.
- o Collect all incident related data at earliest possible opportunity and continue for duration of incident.
- o Obtain and analyze aerial photography as available.
- o Post data on unit work displays and command post displays at scheduled intervals or as requested by command post personnel.
- o Participate in incident planning meetings as required by the Incident Manager.
- o Prepare the Incident Summary Form (ICS Form 209) before each planning meeting.
- o Provide photographic services and maps.
- o Provide resources and situation status information in response to specific requests.
- o Maintain situation unit records.
- o Receive order to demobilize situation unit.
- o Dismantle situation unit displays and place in storage.

- o List expendable supplies that need replenishing and file with supply unit.
- o Maintain Unit Log (ICS Form 214).

### **FIELD OBSERVER'S CHECKLIST**

The field observer is responsible to collect situation from personal observations at the incident, and provide this information to the situation unit's display processor. Field observer duties include:

- o Obtain briefing from situation unit leader to include the following:
  - o Location of assignments:
  - o Type of information required
  - o Priorities
  - o Time limits for completion
  - o Method of communication
  - o Method of transportation
- o Obtain copy of incident action plan for the current operational period.
- o Obtain necessary equipment and supplies.
- o Perform field observations to include but not limited to the following:
  - o Perimeters of incident
  - o Location of damage and priority areas
  - o Weather conditions
  - o Hazards (utilities, hazardous materials, etc.)
  - o Progress of operations
  - o Other observations which may affect incident operations
- o Identify all facility locations and potential locations (e.g., helispots, camps, staging areas).

- o Report information to display processor by established procedure.
- o Immediately report any condition observed which may be a safety hazard or cause danger to personnel.

### **DISPLAY PROCESSOR'S CHECKLIST**

The display processors are responsible for the display of incident status information obtained from field observers, aerial and ortho-photographs. Display processor duties include:

- o Obtain briefing from situation unit leader to include the following:
  - o Location of work assignments
  - o Numbers, types and locations of displays required
  - o Priorities
  - o Map requirements for incident action plans
  - o Time limits for completion
  - o Field observer assignments and communications means
- o Obtain necessary equipment and supplies.
- o Obtain copy of incident action plan for each operational period.
- o Assist situation leader in analyzing and evaluating field reports.
- o Develop required displays in accordance with time limits for completion.
- o Support special requirements for development of incident maps.
- o Demobilize incident displays in accordance with incident demobilization plan.

### **WEATHER OBSERVER CHECKLIST**

The weather observer is responsible to collect current incident weather information and provide the information to an assigned meteorologist, or to the situation unit leader.

- o Obtain briefing from situation unit leader.

- o Determine:
  - o Nature and location of work assignments
  - o Weather data collection methods to be used
  - o Priorities for collection
  - o Specific types of information required
  - o Frequency of reports
  - o Method of reporting
  - o Source of equipment
  - o Obtain weather data collection equipment.
  - o Obtain appropriate transportation to collection site(s).
  - o Record and report weather observation at assigned locations on schedule.
  - o Turn in equipment at completion of assignment.
  - o Demobilize according to incident demobilization plan.

## ORGANIZATION, PERSONNEL AND PROCEDURES

### ORGANIZATION

The situation unit is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis and display of that information for use by ICS personnel. The situation unit leader is responsible for ensuring these major functions are performed by unit personnel. The situation unit leader reports to the planning section chief.

The situation unit leader may organize the unit as described below:

- o Field observers are responsible for the collection and providing operational situation data to the unit.
- o Display processors are responsible for the evaluation, analysis and display of incident status information obtained from field observers, resource status reports, aerial and ortho photographs and news media information (i.e. CNN).

- o The photographer is responsible for taking photographs and collecting and interpreting incident situation information.

## PERSONNEL

The number of personnel needed to perform the major functions and responsibilities assigned to the situation unit varies based on (1) general staff and situation unit leader's requirements, and (2) the size and complexity of the incident (i.e., number of personnel and equipment committed to an incident).

## SITUATION UNIT FUNCTIONS

Performance of the situation unit mission is based upon the following functions and services.

- o Display information - Display critical status information on appropriate map bases in the ICS command post.
- o Prepare Report - Summarize in written form information for operations planning and preparation of media releases.
- o Traffic Planning - Prepare traffic plan supporting movement to the incident area and between incident facilities.
- o Aerial Operations Support - Interpret and display aerial photographs on applicable maps.
- o Photographic Service - Provide photographers in response to requests for photographic services.
- o Record Keeping - Submit appropriate operational records to documentation unit.

## DATA SOURCES

The situation unit relies upon elements of the ICS organization for information to develop a detailed description of the incident and to provide intelligence to the general staff in the form of displays and briefings. To support the data collection effort, the situation unit monitors tactical radio frequencies to obtain information concerning control operations and other information the unit needs to maintain a current description of the incident.

The sources and types of information the situation unit collects in order to maintain displays and develop briefing materials are listed below:

- o Incident Manager's Incident Briefing Report (ICS Form 201) for initial information about the incident, current organization, resources assigned, and the location and type of incident facilities established. Similar information can be obtained from the incident action plan for later operational periods.
- o Planning section chief, resources unit, and communications unit for other incident-generated information recorded on the following forms.
- o Incident action plan for information about plans for controlling the incident.
- o Organization Assignment List (ICS Form 203) for units activated and names of supervisors.
- o Incident Communications Plan (ICS Form 205) for information on what communications are available and in use.
- o Division/group supervisors or branch directors for information concerning the deployment of operations resources on the perimeter.
- o Air operations for information about location of the incident perimeter and ground transportation access barriers.
- o Facilities unit for information about incident site locations (e.g., command post, camps, etc.).
- o Resource unit for information about the type and number of suppression resources currently assigned to the incident.
- o Technical specialists for information about local area environmental characteristics, population data, health care system, etc.

## MAJOR ACTIVITIES AND PROCEDURES

The major activities of the situation unit are listed below. Following each activity are procedures for implementing the activity.

- o Obtain Situation Unit Work Materials
  - \_\_\_ Pick up situation unit work materials such as forms, logs, manuals and supplies from planning section kit.
  - \_\_\_ Unit leader may bring forms, manuals and applicable supplies to the incident.

- \_\_\_ Specific supplies unique to the position will be available at pre-planned command post or mobile command posts. These materials are:
  - o Display board (4 feet wide and 8 feet long and hinged in the middle)
  - o Topographic quadrangles (1:24,000)
  - o Other map bases
  - o Mylar for constructing map overlays
- o Attend Incident Manager's Briefing
  - \_\_\_ Attend briefing to collect information on origin, weather characteristics, affected area and critical services, etc.
  - \_\_\_ Obtain copy of the Initial Briefing Form (ICS Form 201).
- o Select and Post Maps
  - \_\_\_ Select appropriate base maps based on location of incident.
  - \_\_\_ Trim and post maps on incident command post display and in situation unit work area.
  - \_\_\_ Prepare mylar overlays for use with the base maps.
  - \_\_\_ Post map symbology.
  - \_\_\_ Display available information, for example:
    - o Population affected, demographic characteristics
    - o Incident potential through secondary hazards
    - o Health care services damaged
    - o Local area environmental data
    - o Status of transportation system
    - o Incident facilities
- o Assemble and Analyze Situation Data

Before situation unit can display information on maps or prepare forms or reports, it may be necessary to organize and evaluate a large amount of data collected from the various sources. Several steps and procedures may assist in performing this activity.

- \_\_\_ Sort the data into required categories of information (e.g., perimeter data, values and risk data, incident facilities locations, etc.)
- \_\_\_ Review all data for completeness, accuracy and relevancy.
- \_\_\_ Make preliminary postings on displays in situation unit work area.
- \_\_\_ Request any missing or amplifying information.
- o Maintain Situation Display
  - \_\_\_ The situation display at the command post display should accommodate up to nine topographic maps.
  - \_\_\_ Update the display periodically so that current information is available to command personnel.
  - \_\_\_ Use the agreed upon ICS symbology codes to display situation information on overlays.
  - \_\_\_ Use the recommended color coding which allows for drawing over previously displayed information with later data (e.g., orange projections may be covered with red as areas are covered by reconnaissance teams).
- o Prepare Incident Summary Report
  - \_\_\_ An Incident Summary Form (ICS Form 209) will be prepared by the situation unit in cooperation with the resources unit prior to each planning meeting.
  - \_\_\_ Once completed, the form is submitted to the documentation unit for duplication and distribution to the general staff.

## ICS MAP DISPLAYS

The following are types of information to be displayed:

- o General staff assignments

- o Jurisdictional, assisting, and cooperating agencies involved in the incident
- o Incident origin
- o Incident situation
- o Personnel casualties
- o Structural losses
- o Current weather
- o Resources assigned to the incident
- o Provide Map Service. In addition to maintaining the command post map displays, the situation unit is responsible for creating the maps that accompany the incident action plan and also for acquiring specialized maps at the request of general staff personnel.

\_\_\_ Attach to the incident action plan planning maps which are sketched or traced from the command post displays.

\_\_\_ Features to be included on these action plan maps may include:

- o Registration references
- o Outstanding terrain features
- o Branch and/or division/group locations and areas of responsibility
- o Staging areas and other incident facilities
- o Hazardous areas
- o Aid stations
- o Wind speed and direction

\_\_\_ Include the same basic map symbology on the action plan maps that is used on the command post situation display. Remember, you cannot rely on color coding, because reproduction is in black and white.

- \_\_\_ Given originals of the action plan maps to the documentation unit for reproduction.
- o Prepare Traffic Plan

The situation unit is responsible for collecting applicable information and preparing a plan to control incident traffic, including access to and travel between incident facilities.

- \_\_\_ Consider both internal and external traffic. This includes specific routes to reporting locations and the incident for resources dispatched by agencies, routes to and from incident facilities and incident line locations, and traffic flow within facilities.
- \_\_\_ For internal traffic planning work closely with the facilities and ground support units.
- \_\_\_ Submit plan to planning section chief for review and coordination.
- \_\_\_ After the traffic plan is approved, distribute to the following:
  - o Logistics section chief
  - o Planning section chief
  - o Ground support unit leader
  - o Facilities unit leader
  - o Communications unit leader
  - o Situation unit leader
  - o Participating and cooperating agency dispatch centers
  - o Documentation unit
  - o Other, as recommended by logistics and planning section chiefs
- \_\_\_ Ground support unit is responsible for implementing that portion of the traffic plan pertaining to internal traffic flow.
- o Provide Photographic Service. Photographic services can be provided through the situation unit to authorized incident personnel/units.

Photographers required for the incident are assigned to the situation unit, which responds to requests on a priority basis.

\_\_\_ Photography may be used for accident coverage, recording of operations activities, public information releases, damages (especially where potential claims can be anticipated), etc.

\_\_\_ The situation unit leader coordinates arrangements for timely photoprocessing, either through an agency-operated lab or via contract service by a commercial processing film.

o Maintain Unit Log

\_\_\_ The situation unit is required to submit a Unit Log (ICS Form 214) at the end of each operational period (shift change).

\_\_\_ Submit log to the documentation unit through planning section chief.

\_\_\_ Attach maps or overlays that have been replaced during the shift with more current information.

\_\_\_ Label all submissions with the date and time which they are prepared.

## DOCUMENTATION UNIT LEADER

### CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing for the duration of the incident.

### DOCUMENTATION UNIT LEADER'S CHECKLIST

- o Obtain briefing from planning section chief.
- o Establish work area.
- o Establish and organize incident files.
- o Establish duplication service and respond to requests.
- o Retain and file duplicate copies of official forms and reports.
- o Accept and file reports and forms submitted by ICS units.
- o Check on accuracy and completeness of records submitted for files.
- o Correct errors or omissions by contacting appropriate ICS Units.
- o Provide duplicates of forms and reports to authorized requestors.
- o Prepare incident documentation for planning section chief when requested.
- o Maintain Unit Log (ICS Form 214).

### ORGANIZATION, PERSONNEL, AND PROCEDURES

#### ORGANIZATION

The documentation unit is responsible for:

- o Maintaining accurate and complete incident files.
- o Providing duplication service to incident personnel.
- o Pack and store incident files for legal, analytical, and historical purposes.

The documentation unit leader reports to the planning section chief.

## PERSONNEL

The documentation unit leader can accomplish the major activities assigned the unit without assistance for the majority of smaller incidents. The work load of the unit will be the greatest, immediately preceding each planning meeting, and immediately following the planning meeting when the incident action plan and attachments are made available to the activated organization for implementation and unit level planning.

## MAJOR ACTIVITIES AND PROCEDURES

The major activities of the documentation unit are stated below. Following each activity, are procedures for implementing the activity.

### o Obtain Work Materials

\_\_\_ Upon reporting to the incident base, the documentation unit leader will obtain the necessary work materials or supplies (e.g., pencils, paper clips, felt markers, etc.) from the planning section supply kit.

\_\_\_ The kit is transported to the incident supply unit by the responsible agency.

\_\_\_ It is the responsibility of the planning section chief to obtain the kit from supply unit.

### o Establish Duplication Services

When a duplication capability is available at a predesignated command post, in a mobile command post, or included in a cache, the documentation unit is responsible for operating the equipment.

\_\_\_ Activate duplication services.

\_\_\_ Receive requests for duplication services.

\_\_\_ Reproduce requested material. The requesting party is responsible for pickup and delivery.

\_\_\_ The documentation unit is required to retain copies for many of the documents submitted for duplication.

- o Establish and Maintain Official Incident File

To facilitate the establishment and maintenance of incident files, the following file headings are suggested:

- o Incident briefings.
- o Incident action plans file (include in this file all attachments to the incident action plan).
- o Situation status.
- o Unit logs (include sub-headers for each ICS unit activated.)
- o Check-in lists.

Each official form or report will be filed and the information in the incident files will be time-ordered. Forms to be filed are:

- o Incident Briefing Report (ICS Form 201)
- o Incident action plan and attachments:

The attachments are:

- o Organization Chart (ICS Form 203)
- o Division Assignment List (ICS Form 204)
- o Incident Communications Plan (ICS Form 205)
- o Medical Plan (ICS Form 206)
- o Topographic map handouts of the incident
- o Traffic plan
- o Incident Status Summary (ICS Form 209)
- o Check-in List (ICS Form 211)
- o Unit Log (ICS Form 214)
- o Support Vehicle Inventory (ICS Form 218)
- o Air Operations Summary Worksheet (ICS Form 220)

\_\_\_ Obtain estimate of incident expenditures for the previous 24 hour period, total cost to date, and projected total cost from the finance section chief.

\_\_\_ Obtain equipment maintenance records from ground support unit and air support group.

\_\_\_ Obtain pilot and helicopter time records from air support group.

\_\_\_ Continually review collected data from completeness and accuracy and request corrections as appropriate.

- o Provide Incident Reports

The documentation unit may be asked to provide reports or copies of reports by incident personnel at various times during the incident. The planning section chief must authorize release of all documentation.

- o Preparation of Incident Documentation

When the incident action plan and associated reports and forms are completed and approved, the documentation unit will be requested to prepare the material for distribution to designated units and persons.

- o Under the direction of the planning section chief assemble the information into the required format.
- o Submit materials to the planning section chief for approval.
- o After approval duplicate requested number of copies and distribute copies to personnel on distribution list.

- o Maintain and Store Incident Files for After incident Use

- o For a single jurisdiction incident, the responsible agency will complete, maintain, retain, and store all incident documents and files according to agency policy and procedures.
- o For multi-jurisdiction incidents, the jurisdiction with greatest commitment of resources will complete, maintain, retain and store all incident documents and files according to agency policy and procedures. The incident files will not be destroyed without concurrence of participating agencies.
- o Other jurisdictions providing direct support to the incident may request needed documents from agency maintaining the file.

- o Maintain Unit Log (ICS Form 214)

## DEMOBILIZATION UNIT LEADER

### CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

### DEMOBILIZATION UNIT LEADER CHECKLIST

- o Obtain briefing from planning section chief.
- o Review incident resource records (ICS Briefing Form 201, Check-In List Form 211, and T-Cards Form 219) to determine probable size of demobilization effort.
- o Assess and fill unit needs for additional personnel, work space, and supplies.
- o Obtain objectives, priorities, and constraints on demobilization from the planning section chief, agency representatives and contractors as applicable.
- o Meet with agency representatives to determine:
  - o Personnel rest and safety needs
  - o Coordination procedure with cooperating/assisting agencies
  - o Be aware of ongoing operations section resource needs.
  - o Coordinate with planning section to arrange shifts to assure priority resources are available for release.
- o Develop release procedures in coordination with other sections/units and agency dispatch center(s).
- o Coordinate with sections/units to determine their capabilities to support the demobilization effort.
- o Establish communications link with appropriate off-incident facilities.
- o Prepare Demobilization Plan to include following sections:
  - o General - Discussion of demobilization procedure

- o Responsibilities - Specific implementation responsibility and activity
- o Release Priority - Take into account assisting agency requirements and kind and type of resources.
- o Release Procedures - Detailed steps and process to be followed
- o Travel Restrictions - Restrictions and instructions for travel
- o Obtain approval of demobilization plan.
- o Distribute plan to each section and processing point (on and off incident).
- o Ensure that all sections/units understand their responsibilities within the demobilization plan.
- o Coordinate and closely supervise the demobilization process.
- o Brief planning section chief on progress of demobilization.
- o Complete all records prior to departure.
- o Maintain Unit Log (ICS Form 214).

## ORGANIZATION, PERSONNEL AND PROCEDURES

### ORGANIZATION

The demobilization of the resources and personnel from a major incident is a team effort involving all elements of the incident command organization.

- o The demobilization unit is formed on a major incident both to develop the demobilization plan and to coordinate and support the implementation of that plan throughout the incident command organization.

Several units of the incident command organization primarily in logistics will be responsible for assisting in the demobilization effort. It is desirable that these units also participate in the preparation of the plan.

- o The demobilization unit leader is responsible for the preparation of the demobilization plan and assisting sections/units in ensuring that an orderly, safe and cost effective movement of personnel and equipment is accomplished from the incident.

Individual agencies and/or contractors may have additional specific procedures to follow in the process of incident demobilization. The demobilization unit leader reports to the planning section chief.

## PERSONNEL

The number of personnel needed to perform the major functions and responsibilities of the unit will vary according to the size of the incident and the make up of resources assigned. Some incidents, even though large, may have little demobilization activity if the assigned resources are primarily from nearby agencies. Other incidents may have extensive demobilization activity if complicated transportation arrangements are needed to move resources long distances. The demobilization unit leader will draw support for preparing the demobilization plan primarily from the resources unit. Many units of the incident command organization may also assist in the preparation of the demobilization plan by having personnel participate in the planning activities. These could include agency dispatch, technical specialist (handcrew), ground support, supply facilities, finance, and other representatives from agencies and contractors.

## MAJOR ACTIVITIES AND PROCEDURES

The major activities of the demobilization unit are listed below. Following each activity are procedures for implementing the activity.

- o Obtain Briefing From Planning Section Chief
  - \_\_\_ Review incident resource records to determine probable size of demobilization effort
    - o Form 201 - ICS Briefing for list of all resources initially assigned to incident.
    - o Form 211 - Check-In List for all resources assigned to incident after initial/reinforced attack.
    - o Form 219 - T-Cards to provide up-to-date information on resource assignments and locations.
- o Determine Demobilization Unit Needs for Personnel, Work Space, Equipment and Supplies
  - \_\_\_ Order personnel to assist in demobilization plan preparation through planning section chief. Resource unit recorders will be used to assist in this effort whenever possible.

- \_\_\_ If possible, obtain temporary help in preparing demobilization plan from logistics units which will have responsibility for implementing the plan.
- \_\_\_ Locate work area close to resources unit.
- \_\_\_ Order any supplies needed from supply unit.
- o Prepare Demobilization Plan
  - \_\_\_ Ensure proper coordination With Incident Manager, dispatch center(s), section chiefs and agency representatives.
- o Obtain Approval of Demobilization Plan
  - \_\_\_ Demobilization plan must be approved by planning section chief, logistics section chief, and Incident Manager.
- o Distribute Plan To Each Processing Point (On and Off Incident)
  - \_\_\_ Distribute plan to Incident Manager, general, and command staff and other personnel as required by general staff.
  - \_\_\_ Ensure that all check-out locations receive copy of demobilization plan.
  - \_\_\_ Distribute plan to local agency dispatch center(s) and demobilization center, if activated.
  - \_\_\_ Demobilization plan should be distributed 24 hours prior to first anticipated release of resources.
  - \_\_\_ Post in prominent location(s) in camp.
- o Ensure That All Sections/Unit Understand Their Responsibilities Within The Demobilization Plan
  - \_\_\_ Coordinate and support the demobilization process until completed
  - \_\_\_ Coordinate with logistics section chief on any additional support needed to demobilization.
  - \_\_\_ Coordinate with finance section chief to ensure that all demobilization finance activities are going according to plan.
  - \_\_\_ Keep planning section chief advised on progress of demobilization.

\_\_\_ Complete All Records Prior To Departure

- o Maintain Unit Log (Form 214)

## DEMOBILIZATION PLAN PREPARATION AND IMPLEMENTATION

Plan should include following sections:

### **General Information**

Include orientation information and general discussion of the demobilization procedure to be followed. May include overall situation information.

### **Responsibilities**

Establishes the responsibility for plan initiation and specific responsibility by name for various implementation activities. May include the responsibilities and procedure for ADO payoffs, non-expendable supplies and equipment accountability, incident and facilities rehabilitation, performance ration requirements, agency dispatch, and demobilization center agreements, etc.

### **Release Priorities**

Release priority for resources and personnel will be established based upon the following:

- o Ongoing incident resource requirements.
- o The incident commander and section chiefs will determine incident resource and personnel needs. Section chiefs may have preferences based on special tasks to be completed, physical or mechanical conditions, performance, etc.
- o Contractors involved may also have requirements or needs that would influence priority setting.
- o Off-incident requirements
- o Agency contractor representatives and dispatch centers should provide specific information on resource needs and available work assignments off the incident.
- o Company representatives, under contract, can provide priorities for the release of their equipment.

- o Safety needs for resources and rest needs of personnel.
- o Technical specialist/handcrew and finance section should provide information on previous assignments. The physical status of the personnel and the mechanical condition of equipment is important in determining release priority.
- o Costs and transportation considerations.
- o Finance section and agency contractor representatives can provide costs of equipment and personnel under contract. In addition, the size and availability of aircraft, buses, and other transportation may affect priorities.
- o Technical specialist, handcrew and agency dispatch centers can provide information on grouping resources consistent with destinations, and aircraft, and airport limitations.

### **Release Procedures**

Establish list and order of check-out stops (may vary depending on kind of resource). Check-out stops should be in proper order and could include:

- o Demobilization unit - release check-out notice
- o Documentation unit - turn in of any incident related documentation
- o Medical unit - injury records
- o Communications - radios
- o Supply - non-expendable equipment
- o Ground support - transportation, rental equipment, equipment inspection
- o Finance - personnel and equipment time recordings, claims, contract terms fulfilled

### **Travel Restrictions**

Include requirement for rest to travel, travel time, and/or distance limitations in one day, restrictions for heavy equipment movement, accountability procedures for tracking resources from the incident to their home base, and other guidance as provided by the incident commander and agencies.

## PLAN IMPLEMENTATION

The demobilization unit must rely on a number of elements of the incident command system to carry out the implementation of the plan. The responsibility of the demobilization unit leader is to coordinate and support these efforts to ensure an orderly and safe demobilization is carried out.

### Resources Unit

Resources unit will identify and describe resources at the incident which are no longer required and provide that information to the demobilization unit.

Provide:

- o Kind/type of resource
- o Locations
- o Names of supervisory personnel
- o Home location and method of travel to the incident
- o Grouping of resources in accordance with demobilization plan priority listing

Most of the above information should be available on ICS Form 219 (T-card) or form ICS Form 211 (Check-in List).

### Supply Unit

- o Supply unit will prepare orders for release of particular resources and provide copies to the demobilization unit. Orders will reflect agreements with agency dispatch on:
  - o Specific resources involved
  - o Destination(s)
  - o Estimated departure time from incident
  - o Route of travel - coordinate as necessary with ground support
  - o Transportation - coordinate as necessary with ground support
  - o ETA's

#### Demobilization Unit

- o Initiate check-out procedures.
- o Obtain release orders from supply.
- o Notify personnel of pending release.
- o Provide resources ready for release with a copy of their orders and check-out form.
- o Describe check-out procedures to involved personnel.

#### Documentation Unit

- o Obtain any incident related documents and initial check-out.

#### Medical Unit

- o Finalize any injury reports and initial check-out.

#### Communication Unit

- o Obtain radios and initial check-out.

#### Supply Unit

- o Obtain non-expendable equipment and initial check-out.

#### Ground Support Unit

- o Inspect contract and rental equipment.
- o Inform as to the transportation and initial check-out.
- o Provide transportation as needed.
- o Notify demobilization unit of ETD's and ETA's.

#### Finance Section

- o Processing of legal and financial matters and assure check-out.
- o Collect check-out slips and ensure necessary initialing.
- o Collect individual and crew performance ratings.

- o Time records up to date.
- o Contract terms fulfilled.
- o Ensure that "Agency Specific" requirements are being met (e.g., ADO payoff).
- o No claims actions pending.