E/L 0965

NIMS ICS All-Hazards Resources and Demobilization Unit Leaders Course

Student Manual

March 2025
Version 1.0

FEMA Resources Unit in the Field

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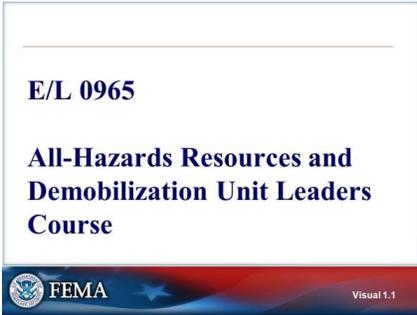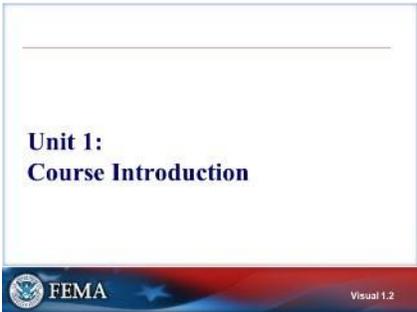
S TUDENT M ANUAL

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Visual 1.1

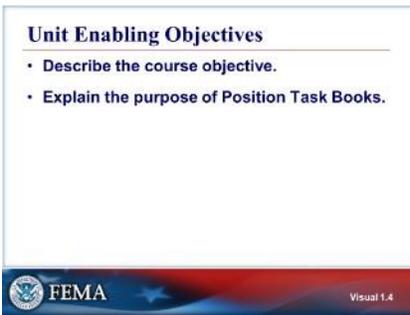**E/L 0965 ALL-HAZARDS RESOURCES AND DEMOBILIZATION UNIT LEADERS COURSE**

Visual 1.2

UNIT 1: COURSE INTRODUCTION

Visual 1.3

UNIT TERMINAL OBJECTIVE

Identify course objective and position-specific resource materials for the positions of Resources Unit Leader and Demobilization Unit Leader.

Visual 1.4

UNIT ENABLING OBJECTIVES

- Describe the course objective.

- Explain the purpose of Position Task Books.

The Pretest and Final Exam are based on the Unit Enabling Objectives from Units 2 – 8.

Visual 1.5

UNIT OVERVIEW

This visual provides a general overview of the topics to be covered in the unit

Through this unit, you will learn the goal of the course, the purpose of Position Task Books, and receive Resources Unit Leader and Demobilization Unit Leader versions of these resources.

Visual 1.6

INTRODUCTIONS

The instructor gives an overview of their personal experience as a Resources Unit Leader and/or Demobilization Unit Leader and the agencies in which they have worked.

You will be asked to introduce yourself and provide an overview of your incident response experiences and ICS background as well as your reasons for wanting to be a Resources Unit Leader and/or Demobilization Unit Leader.

After the introductions, the instructor will administer the Pretest.

Visual 1.7

ADMINISTRATIVE CONSIDERATIONS

Visual 1.8

EXPECTATIONS

Visual 1.9
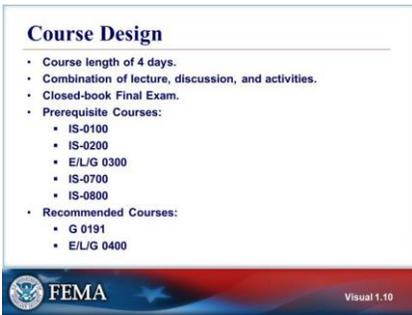
COURSE TERMINAL OBJECTIVE

Upon completion of this course, students will demonstrate, through activities and a Final Exam, the duties, responsibilities, and capabilities of an effective Resources Unit Leader and Demobilization Unit Leader.

Visual 1.10

COURSE DESIGN

The course is scheduled to be 4 days in length.

Through a combination of lecture, discussion, and activites, students, upon course completion, will be provided the knowledge to meet the objectives of the course. Student interaction and participation will be integral to this process.

The course materials were developed as a position-specific course focusing on the duties and responsibilities of two members of IMT (in this course, Resources Unit Leader and Demobilization Unit Leader) in an all-hazards context.

Prerequisites -

- IS-0100: An Introduction to the Incident Command System

- IS-0200: Basic Incident Command System for Initial Response

- E/L/G 0300: Intermediate Incident Command System for Expanding Incidents

- IS-0700: An Introduction to the National Incident Management System (NIMS)

- IS-0800: National Response Framework (NRF)

Recommended –

- G 0191: Emergency Operations Center/Incident Command System Interface (Emergency Management Institute)

- E/L/G 0400: Advanced Incident Command System for Complex Incidents

Closed-Book Final Exam - To receive a certificate of completion for the course, students must obtain a 75% or higher on the Final Exam. The Final Exam will be closed-book, one hour will be allotted for its completion, and the Final Exam's questions will be based on the Unit Enabling Objectives for Units 2 - 8. Unit 1 will not be tested in the Final Exam.

Visual 1.11

ALL-HAZARDS CURRICULUM

NIMS ICS All-Hazards Position Specific training: It was born out of the terrorist attacks on the World Trade Center and the Pentagon on September 11, 2001, and was reinforced by the natural disasters of Hurricanes Katrina and Rita in 2005.

These incidents underscored the need for the nation's emergency managers and first responders to develop an improved posture for protection, prevention, mitigation, response, and recovery through an "all hazards" strategy. At the core of this realization is the need for standardized training in systems and performance competencies that enable emergency management and response resources to execute the essential tasks needed to overcome any challenge.

This curriculum was validated by a varied cadre of course developers with Resources Unit Leader (RESL) and Demobilization (DMOB) backgrounds.

Given our personal incident experiences, each of us - instructors included – have a limited perspective (by no means All-Hazards).

A RESL and DMOB needs to fundamentally possess the same core knowledge, skills, and abilities whether they are responding to a fire, an oil spill, a mass-casualty incident, or other incident. In other words, regardless of the hazard, discipline, or incident, the essential job of a RESL and DMOB is the same.

Therefore, students should not be deterred if one "hazard" from the list is spoken to more than another. Students can still obtain critical insight to the position and should add examples from their own disciplines to the discussion.

Visual 1.12
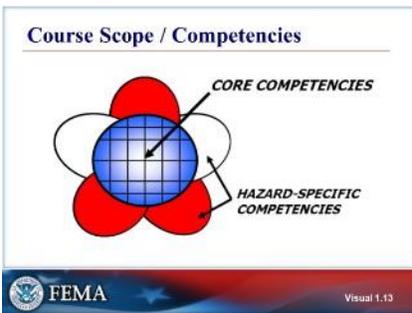
Visual 1.13

DISCUSSION ACTIVITY

COURSE SCOPE/COMPETENCIES

Competency is a broad description that groups core behaviors necessary to perform a specific function. The Flower Diagram: it illustrates the concept that successful performance of the tasks, duties, activities in any position requires both core and incident-specific competencies.

Key Points:

- Core competencies are the competencies required of a RESL and DMOB regardless of discipline.

- Hazard-specific competencies are those required to perform in a particular discipline, such as law enforcement, fire, public health, HAZMAT, EMS, public works, etc.

- The center of the flower represents the core competencies of the position.

- The petals represent the hazard-specific competencies associated with specific disciplines.

- You cannot be competent as a RESL and DMOB with only the center of the flower or only the petals—"The flower needs to be complete" to ensure qualification.

This course will help to establish core competencies (center of the flower) for the RESL and DMOB position. The hazard-specific competencies will have to be developed through additional agency or discipline training, field training, and the completion of the RESL and DMOB Position Task Books, discussed on the next visual.
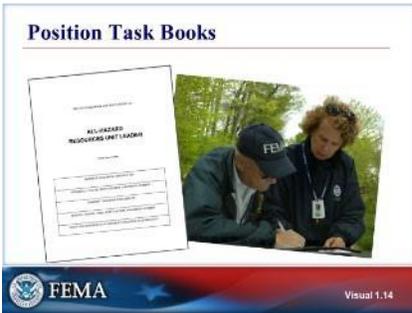
Visual 1.14

POSITION TASK BOOKS

PTBs are the primary tools for observing and evaluating the performance of trainees aspiring to a new position within ICS. PTBs allow documentation of a trainee's ability to successfully perform each task, as prescribed by the position. Successful completion of all tasks is the basis for recommending certification.

Visual 1.15

ACTIVITY 1.1: IDENTIFY POSITION FUNCTIONS

The instructor will explain Activity 1.1.

You will have 15-30 minutes to complete the activity.
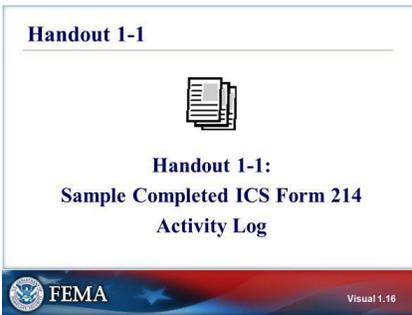
Visual 1.16

HANDOUT 1-1

The ICS Form 214 should document important factors, decisions, and elements such as the "three A's" – Actions, Agreements, and Accidents:

- Actions taken to prevent hazardous activities.
- Agreements made with Supervisors or others to correct unsafe conditions.
- Accidents that occurred at the incident site.
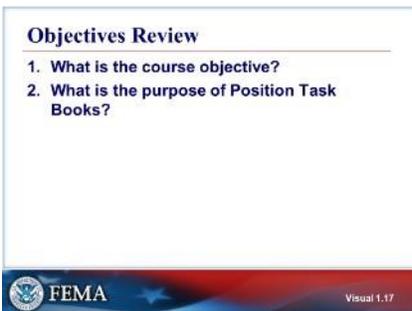
Visual 1.17

OBJECTIVES REVIEW

Unit Enabling Objectives

- Describe the course objective.
- Explain the purpose of Position Task Books.

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Supplemental Materials

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Activity 1.1: Identify Position Functions

Activity 1.1
Overview—Unit 1

Purpose

This activity will familiarize students with a position's functions as defined in a position task book (PTB).

Objectives

Students will:

- Identify functions performed as part of their job that match the responsibilities of the IMT position.

- Be able to identify basic requirements of the IMT position as identified in the Position Task Book.

Activity Structure

This activity is scheduled to last approximately 30 minutes, including small group discussion and presentation of group findings. Students will review the two Position Task Books (PTB) associated with this course (RESL and DMOB) and identify their current job responsibilities that are like those identified in the PTBs. This analysis should stay at the Competencies level. Each group will present their findings to the rest of the group.

References

FEMA's National Qualification System (NQS) PTBs identify the competencies, behaviors, and tasks that personnel should demonstrate to become qualified for a defined incident position. A copy of the NQS PTB for the position in this course is includes as a separate PDF file in the course materials. NQS PTBs can also be downloaded from https://www.fema.gov/national-qualification-system. NQS is not the only PTB in common use and other PTBs may be used for this activity. The All-Hazards Incident Management Team Association (AHIMTA) has developed All-Hazards IMT PTBs which are available at https://www.ahimta.org/ptb. The National Wildfire Coordination Group (NWCG) has developed wildland firefighting PTBs which are available at https://www.nwcg.gov/publications/position-taskbooks.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the activity:

1. Within your work group, select a group spokesperson.
2. Review the PTBs. Looking at the Competencies (do not delve into Behaviors or Tasks), identify functions and duties that you perform during your regular job and that are listed in the PTBs.
3. Write the common functions/duties/responsibilities on easel pad paper.
4. Present your list to the rest of the class.

Instructors moderate discussions, answer questions and provide additional information as required.

Activity 1.1 Schedule

Activity Introduction and Overview	2 minutes	Classroom
Discussion / Documentation	15 minutes	Small Groups
Debrief / Review	15 minutes	Classroom

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Handout 1-1: Example Completed ICS Form 214 Activity Log

Refer to EL_965_HO_1-1_ICS_Form_214.pdf

Key points about information logged on the ICS 214.

The purpose of the 214 is to provide documentation of 'significant' activities you have worked on when on-duty. As with all documentation about an incident, it serves as a record of actions and activities that are part of the official documentation and timeline of the incident.

There is therefore a dual use for this documentation. First as your personal reminder list / memory jog; and second as proof of action taken in fulfilling your official duties.

1. 0730 Noted the briefing and my announcement of contact info. This is my personal record of having provided this critical information. Benefits of noting this are that it is my proof that I provided the info in case someone claims to have not received it.

2. 0800 Assigned Ed Gross to track down AREP from Tri-County Ambulance Service….
    a. This serves as a reminder to me to follow up later if I haven't heard back from Ed and/or Tri-County Ambulance.
    b. Also a documentation that we have tried to establish contact and have not yet done so.

3. 0930 Baker County Commissioner called…
    a. Noted who I informed and the assignment of responsibilities

4. 0945 Ed contacted ambulance AREP
    a. Noted completion of task assignment #2 above.
    b. Noted cause of problem for later AAR follow-up and possible system change on future incidents.

5. 1200 SO told me…
    a. Any safety issue is potentially critical. Noted my involvement in this issue.
    b. Potential follow-up with both SO and AREP later on

6. 1300 Parker County AREP wants fire engines back
    a. Very significant issue
    b. Documented that I informed the two critical C&G staff about this development.
    c. May need to follow-up later.

Unit 2: Overview of the Planning Section and the Operational Period Planning Cycle

STUDENT MANUAL

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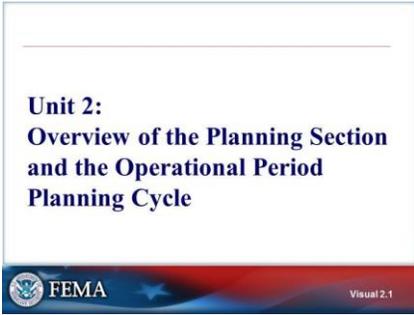
Visual 2.1

UNIT 2: OVERVIEW OF THE PLANNING SECTION AND THE OPERATIONAL PERIOD PLANNING CYCLE

Through this unit, students will gain knowledge in the organization and functions of the Planning Section. Through discussion of the units, functions, and processes of the Planning Section, the students will gain insight into the broader context of the Resources Unit and Demobilization Unit Leader(s) work.
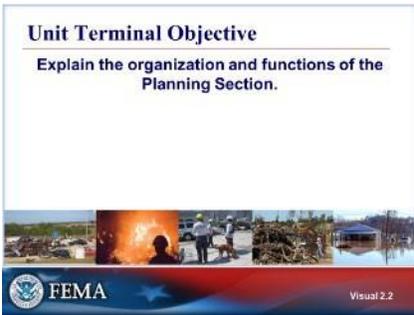
Visual 2.2

UNIT TERMINAL OBJECTIVE

Explain the organization and functions of the Planning Section.
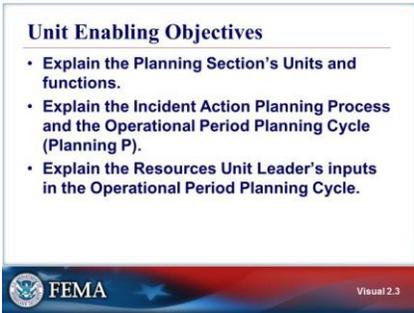
Visual 2.3

UNIT ENABLING OBJECTIVES

• Explain the Planning Section's Units and functions.

• Explain the Incident Action Planning Process and the Operational Period Planning Cycle (Planning P).

• Explain the Resources Unit Leader's inputs in the Operational Period Planning Cycle.

The Final Exam questions are based on the Unit Enabling Objectives.

Visual 2.4

PURPOSE OF THE PLANNING SECTION

As an equal partner in the Incident Action Planning Process, the Resources Unit and Demobilization Unit Leaders should be familiar with all perspectives.

The Planning Section:

- Establish Situational Awareness – Do changes need to be made?

- Anticipate future operational needs to be ready for them.

- Establish a process that will secure the necessary resources to make the next operational period successful.

- Use a solid documentation process. Auditors will review documentation; it is to your advantage to make it as easy as possible for them.
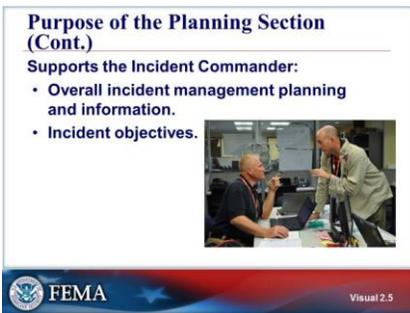
Visual 2.5

PURPOSE OF THE PLANNING SECTION (CONT.)

Incident objectives should be SMART:
Specific, Measurable, Action Oriented, Realistic, and Time Sensitive.

Visual 2.6

PURPOSE OF THE PLANNING SECTION (CONT.)

The Planning Section deals mostly with internal customers. The Operations Section is an internal customer of the Planning Section. The Operations Section's customers are the public, who are external customers.

The Incident Action Plan (IAP) is a document that outlines the planned actions of an incident.

The Resources Unit Leader:

• Contributes to and assembles the IAP.

• Records IAP resource changes by adjusting the Resource Tracking System, such as a T-card display.

• Is responsible for making notes of any changes or corrections made to the IAP at the Operational Period Briefing and then including that "red lined" corrected copy of the IAP in the incident files kept for documentation.

• Works with the Operations Section to make sure that necessary resource status information is received.
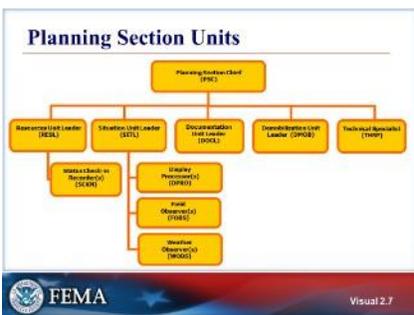
Visual 2.7

PLANNING SECTION UNITS

Documentation Unit

The Documentation Unit duplicates the IAP (for example, plans with a local copy center if possible). The Planning Section can just email the IAP to a local copy center and save a lot of time, especially if there are multiple operational periods in a single day. The Documentation Unit Leader can also document the incident through their records.

Resources Unit

Ensures that all assigned personnel and other resources have checked in at the incident site. This unit creates a tracking system to display resource status (Available, Assigned and Out of Service) of all resources at the incident as well as maintaining a master list of all resources.

Situation Unit

Collects, processes, and organizes ongoing situation information; prepares situation summaries; and develops projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information for use in the IAP. This Unit may also require the expertise of Technical Specialists and Operations and Information Security Specialists.

Documentation Unit

Maintains accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; provides duplication services to incident personnel; and files, maintains, and stores incident files for legal, analytical, and historical purposes.

Demobilization Unit

Develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization.

Visual 2.8

THE INCIDENT ACTION PLANNING PROCESS

- Incident objectives are statements of what will be accomplished.

- Strategies establish the general plan or direction for accomplishing the incident objectives.

- Tactics specify how the strategies will be executed.

An operational period is a designated time in which incident objectives are addressed by resources who are assigned specific tactics by the OSC. These tactics are performed, adjusted, and evaluated to develop the tactical plan for the next operational period.
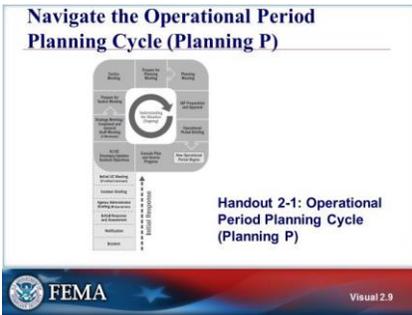
Visual 2.9

NAVIGATE THE OPERATIONAL PERIOD PLANNING CYCLE (PLANNING P)

Refer to Handout 2-1: Operational Period Planning Cycle (Planning P).

The Planning Cycle requires the completion of six major items:

- Preparing for the Tactics Meeting

- Tactics Meeting

- Planning Meeting

- IAP Preparation

- Operational Period Briefing

- Execution of the plan and the assessment of progress

- ICS Form 209

  - The ICS Form 209 is not a major item of the planning cycle. Many jurisdictions require an ICS Form 209 only once a day yet there may be two planning cycles and 2 IAPs in that same 24-hour period. Completion of an ICS Form 209 is important but outside of the Incident Action Planning Process.

The Resources Unit Leader plays a key role in the Tactics Meeting, Planning Meeting preparation, the Planning Meeting itself, IAP preparation and approval, and the Operational Period Briefing. The Resources Unit Leader should always be asking:

- What is happening now? (Do I have enough resources?)

- What is going to happen soon? (Do I have enough resources?)

- What is going to happen later? (Do I have enough resources?)

Objectives Review

- What are the Units within the Planning Section?
- What is the purpose of the Incident Action Planning Process and the Operational Period Planning Cycle?
- Name and explain a step in the Operational Period Planning Cycle where the Resources Unit Leader participates.

FEMA

Visual 2.10

Visual 2.10

OBJECTIVES REVIEW

Unit Enabling Objectives

- Explain the Planning Section's Units and functions.

- Explain the Incident Action Planning Process and the Operational Period Planning Cycle (Planning P).

- Explain the Resources Unit Leader's inputs in the Operational Period Planning Cycle.

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Supplemental Materials

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Handout 2-1: Operational Period Planning Cycle (Planning P)

Tactics Meeting

Prepare for Planning Meeting

Planning Meeting

Prepare for Tactics Meeting

IAP Preparation and Approval

Understanding the Situation (Ongoing)

Strategy Meeting/ Command and General Staff Meeting (If Necessary)

Operational Period Briefing

IC/UC Develops/Updates Incident Objectives

Execute Plan and Assess Progress

New Operational Period Begins

Initial UC Meeting (If Unified Command)

Incident Briefing

Agency Administrator Briefing (If Appropriate)

Initial Response and Assessment

Notification

Incident

Initial Response

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Unit 3: Common Responsibilities and Overview of the Resources Unit

STUDENT MANUAL

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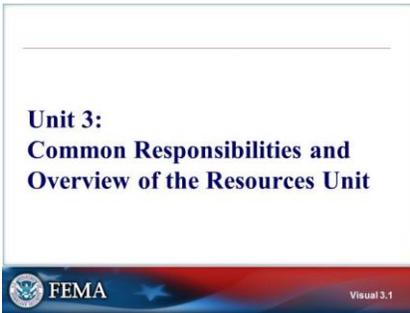
Visual 3.1

UNIT 3: COMMON RESPONSIBILITIES AND OVERVIEW OF THE RESOURCES UNIT

During this unit, you will gain knowledge of the roles and responsibilities of the Resources Unit. Through discussion of the key responsibilities associated with mobilization, management, and supervision of the Resources Unit, you will gain insight into the key elements of the Resources Unit within ICS.
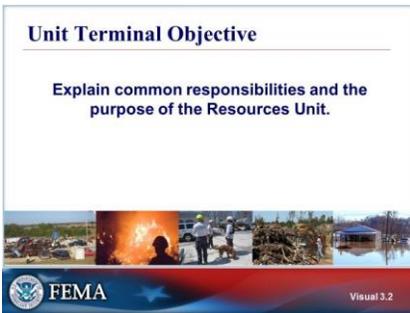
Visual 3.2

UNIT TERMINAL OBJECTIVE

Explain common responsibilities and the purpose of the Resources Unit.
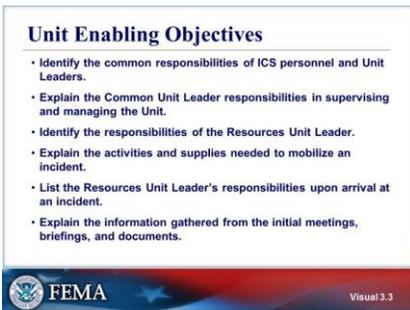
Visual 3.3

UNIT ENABLING OBJECTIVES

• Identify the common responsibilities of ICS personnel and Unit Leaders.

• Explain the Common Unit Leader responsibilities in supervising and managing the unit.

• Identify the responsibilities of the Resources Unit Leader.

• Explain the activities and supplies needed to mobilize an incident.

• List the Resources Unit Leader's responsibilities upon arrival at an incident.

• Explain the information gathered from the initial meetings, briefings, and documents.

The Final Exam questions are based on the Unit Enabling Objectives.
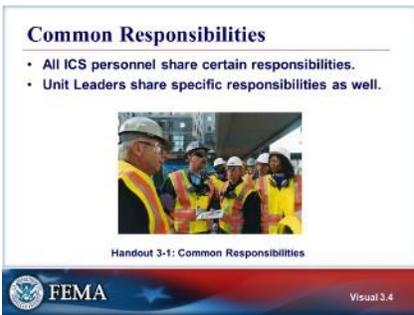
Visual 3.4

COMMON RESPONSIBILITIES

Refer to Handout 3-1: Common Responsibilities.

Visual 3.5

UNIT MANAGEMENT RESPONSIBILITIES

Determine Level of Staffing

- ICS design allows staffing levels to be scaled up or down, depending on:
  - Incident size, complexity, status.
  - Number & kind of resources.
- Staffing levels also determined by:
  - If Resources Unit Leader is also performing as Demobilization Unit Leader.
  - Number of Status/Check-in Recorders assigned.

FEMA   Visual 3.6

Visual 3.6

DETERMINE LEVEL OF STAFFING

The number of Status Check-in Recorders (SCKNs) is based on:

- Number and workload of check-in stations

- Operational periods

- Type of resource status system

- Complexity of demobilization

Some incidents require more than one individual with the Resource and Demobilization Unit Leader qualifications. If the responsibilities are being shared, everyone needs to coordinate ahead of time to ensure that all necessary tasks are accomplished. However, in every case only one individual is assigned responsibility as the Unit Leader to manage the unit setting priorities for the unit, personnel work schedules, procedures, etc.

During a large-scale incident where there may be multiple persons performing one function, unity of command needs to be established. All directions must originate with the Incident Commander and have a clearly designated path of communication. Incident geography, location, and layout may also affect staffing levels.

Supervise Unit Personnel

- Establish unit priorities.
- Establish work cycles or shifts.
- Make assignments and delegate tasks.
- Provide for the safety, welfare, and accountability of unit personnel.

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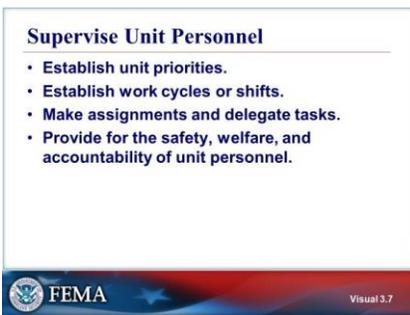
Visual 3.7

SUPERVISE UNIT PERSONNEL

Visual 3.8

BRIEF UNIT PERSONNEL REGULARLY

Briefing topics may include:

• Type of incident

• Jurisdiction and command structure

• Environmental constraints

• Financial procedures and constraints

• Political considerations

• Security procedures

• Demobilization constraints and considerations

• Incident Action Plan

• Operational period accomplishments or trends

• Procedural changes

• Changes affecting the Unit

• Other pertinent information

Visual 3.9

COMPLETE PERFORMANCE EVALUATIONS

Different agencies have different requirements for performance ratings. If it is a trainee or someone with poor performance, a performance rating is generally completed. If there is a problem, it may be a training issue that you can handle right there. If someone is doing a good job, be sure to praise them. But keep it meaningful!

Refer to Handout 3-2: ICS Form 225 Incident Personnel Performance Rating.

Visual 3.10

TRANSFER OF POSITION

It is the Resources and Demobilization Unit Leader's responsibility to pass on the necessary information to his or her successor.

If the Resources and Demobilization Unit Leader is demobilizing or transitioning to another team, he or she needs to put together a narrative transition document to help the new team.

Visual 3.11

PURPOSE OF THE RESOURCES UNIT

The Resources Unit Leader is responsible for maintaining the status of all assigned resources at an incident. This is achieved by overseeing the check-in of all resources and maintaining a status-keeping system that indicates the current location and status of all resources (for example, key supervisory personnel, primary and support resources).

Typically, the individual who changes the status of a resource is responsible for promptly informing the Resources Unit.

Resources are all personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

The Resources Unit and staff maintain the status of the resources allocated to the incident. The status should reflect whether these resources are Assigned (checked in and assigned work tasks on the incident), Available (checked in and ready for a specific work detail or function), or Out of Service (allocated to an incident but unable to function for mechanical, rest, or personal reasons, or because their condition makes them unusable).

Visual 3.12

RESOURCES UNIT LEADER (RESL)

Refer to the following handouts:

- Handout 3-3: Resources Unit Leader Position Checklist and

- Handout 3-4: Operational Period Planning Cycle (Planning P)

Visual 3.13

RESPONSIBILITIES OF THE RESOURCES UNIT LEADER

Visual 3.14

ESTABLISH AND MAINTAIN STATUS/CHECK-IN FUNCTION

Different IMTs use different methods for collecting and organizing check-in lists. Many teams use electronic systems now. It is up to the Resources Unit Leader or Status/Check-in Recorder (SCKN) to determine the best method for their team.

Depending on the size and complexity of the incident, the Resources Unit Leader will have a Status/Check-in Recorder to perform this function or the Resources Unit Leader will be responsible for performing it.

Remember that if the Resources Unit Leader wants their staff to perform a job, they must establish procedures and communicate them clearly, as well as inform personnel what is expected of them. Such procedures include:

- Check-in location
- Timeline for submitting check-in forms
- Method for submitting check-in forms
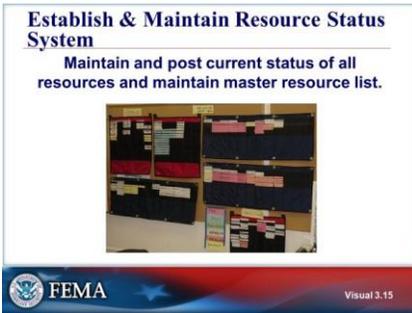
Visual 3.15

ESTABLISH AND MAINTAIN RESOURCE STATUS SYSTEM

Maintain ICS Form 219s Resource Status Cards which are commonly referred to as T-cards. Update resource status as necessary, adding or removing cards as appropriate.

Track the availability and status of all resources, including:

- Kind, type, and numbers
- Constraints and capabilities
- Rest and work status

The T-cards should be kept in a place where they can be seen by personnel but does not interfere with the Resources Unit Leader's workspace. Also, the Resources Unit Leader or the assigned Status/Check-in Recorders are the only persons who should handle the T-cards.

Visual 3.16

PARTICIPATE IN THE INCIDENT ACTION PLANNING PROCESS

Refer to the following handouts:

- Handout 3-5: ICS Form 203 Organization Assignment List
- Handout 3-6: ICS Form 204 Assignment List
- Handout 3-7: ICS Form 215 Operational Planning Worksheet

The Resources Unit Leader completes the following components of the IAP:

- ICS Form 203 Organization Assignment List
- ICS Form 204 Assignment List
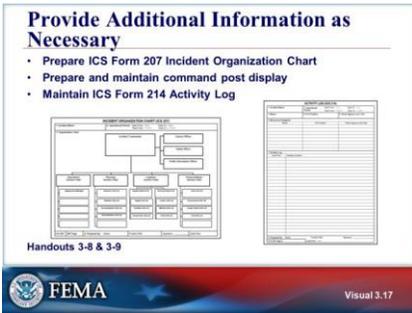
Visual 3.17

PROVIDE ADDITIONAL INFORMATION AS NECESSARY

Refer to the following handouts and review:

• Handout 3-8: ICS Form 207 Incident Organization Chart

• Handout 3-9: ICS Form 214 Activity Log

ICS Form 207 Incident Organization Chart

• Used to indicate what ICS organizational elements are currently activated and the names of the personnel who are staffing each element. The personnel who are responsible for managing the organizational positions are listed in each box as appropriate.

• Prepared by the Resources Unit and posted along with the other displays at the Incident Command Post (ICP). A chart is completed for each operational period and updated when organizational changes occur.

ICS Form 214 Activity Log

• Initiated and maintained by Command and General Staff members, Branch Directors, Division and Group Supervisors, Air Operations Groups, Strike Team/Resource Team and Task Force Leaders, and all Unit Leaders.

• Used to record the details of the Resources Unit activities. The file of these logs provides a basic reference from which to extract information for addition to any after-action reports.

• Completed logs are forwarded to Supervisors, who provide copies to the Documentation Unit.

• Collected by the Documentation Unit for addition to the incident file. One copy of each log must be submitted to the Documentation Unit.

Visual 3.18
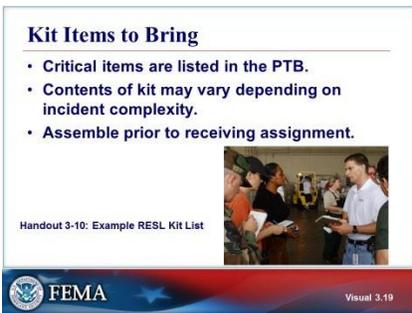
PREPARING FOR MOBILIZATION

Visual 3.19

KIT ITEMS TO BRING

The Resources Unit Leader PTB lists critical items:

- Incident-specific management procedures

- Necessary ICS forms

- T-cards

- General supplies (for example, staple gun, markers, tape)

- Reference materials (ICS position codes, Unit identifier list, U.S. atlas)

- Resource locators (T-card rack)

- Demobilization Plan example or template

- Additional forms (for example, tentative release forms)

- Support manual for incident automation software

"Nice to have" items include:

- Laptop computer

- Laminated location signs (for example, Check-in, Demobilization)

Refer to Handout 3-10: Example RESL Kit List.

Situational Awareness

Obtain the following:
• Personal dispatch information.
• Current situation.
• Expected duration of assignment.
• Reporting location and time.

What other information might you need?

FEMA   Visual 3.20

Visual 3.20

SITUATIONAL AWARENESS

It is important to know the details of your assignment so that you are better prepared and ready to act upon arrival. It may not be easy to get information and the dispatch information that you receive may be limited.

There are some ways that you can get current information outside of the normal channels, but keep in mind that there are limitations:

• Watch the news. Keep in mind that there may be bias or potentially unclear information, but at least you'll get some idea about what is going on.

If you know someone in the affected jurisdiction, you could call him or her. Similar to the news, be aware of bad information.

Arrival and Setup Responsibilities

FEMA   Visual 3.21

Visual 3.21

ARRIVAL AND SETUP RESPONSIBILITIES

Visual 3.22

INITIAL RESPONSE VS. TRANSITION

Establish check-in immediately. Identify and establish contacts and procedures that are relevant to the Resources Unit Leader.

If you are transitioning to the incident after the initial response, some helpful sources of incident information include:

• Local counterparts

• National perspective

• Previous responders

• Determine the specific incident setup needs for other Federal agencies

Visual 3.23

INITIAL BRIEFINGS

Refer to Handout 3-11: ICS Form 201 Incident Briefing.

Explain: Information that the Resources Unit Leader should obtain:

• Incident size and potential.

• Procedures for ordering resources and supplies.

• Resources at the scene.

• Operational Periods (if known).

• Incident Command Post (ICP) location.

• Location of other incident facilities.

• Safety concerns and hazards.

• Staffing information for resources and demobilization.

• Previously completed ICS Forms such as ICS Form 201 Incident Briefing; ICS Form 209 Incident Status Summary; and Incident Action Plan.

• Timelines and priorities.

• Expectations for attending meetings or briefings.

• Any other relevant information.

Initial Briefings (Cont.)

During an initial briefing with the Planning Section Chief, find out:
- Operational work period.
- Timeliness and priorities.
- Expectations for attending meetings and briefings.
- Work area.
- Ordering process.

FEMA   Visual 3.24

Visual 3.24

INITIAL BRIEFINGS (CONT.)

Initial Briefings (Cont.)

ICS Form 201 Incident Briefing
- Initial organization chart
- Initial resources ordered

Sometimes, you don't get an ICS Form 201.

FEMA   Visual 3.25

Visual 3.25

INITIAL BRIEFINGS (CONT.)

Depending on the status of the incident, you may not get information by traditional means. Be prepared for anything and be able to use it to employ the correct procedures for tracking resources. In some circumstances, a crinkled piece of paper may be your ICS Form 201, as pictured on this visual.

The Resources Unit Leader will get information from the map of the incident: the initial organizational chart (the personnel assigned to the incident) and the initial resources ordered (the equipment being used at the incident site thus far).

Activity 3.1: Initial Briefing

Allotted Time: 50 minutes

FEMA   Visual 3.26

Visual 3.26

ACTIVITY 3.1: INITIAL BRIEFING

The instructor will explain Activity 3.1.

You will have 50 minutes to complete the activity.

Visual 3.27

ORGANIZING YOUR WORK AREA

When setting up workspace, the Resources Unit Leader should consider how many persons they are bringing in and how much wall space will be needed for charts, maps, and T-card racks. Also consider:

• Possible expansion of operations.

• Traffic flow.

• Adequate space for displays.

• Adequate signage for all work locations.

Visual 3.28

ORGANIZING YOUR WORK AREA (CONT.)

Set up a filing system for both electronic and paper documentation.

Visual 3.29

ORGANIZING YOUR WORK AREA (CONT.)

Upon arrival, you might need to order a Status/Check-in Recorder or supplies.

Refer to Handout 3-12: ICS Form 213 General Message Form.

Be specific when filling out an ICS Form 213. Include the type and kind of resource, as well as when you want it to arrive. Follow the procedures established by the Planning Section Chief.
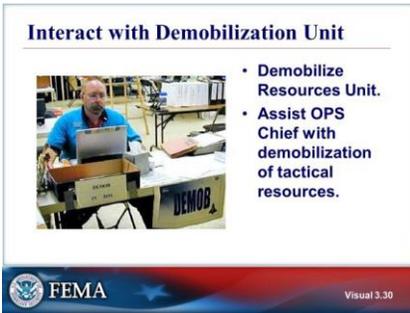
Visual 3.30

INTERACT WITH DEMOBILIZATION UNIT

Follow these steps for demobilizing the Resources Unit.

Demobilize as directed by the Planning Section Chief

Brief Unit personnel on the procedures for closing out Unit operations

Release personnel by submitting an ICS Form 213 General Message Form (or the form used by your AHIMT) to the Demobilization Unit Leader

Inform Resources Unit personnel about scheduled releases and demobilization procedures

Dismantle and return equipment and supplies

Prepare the Unit narrative and submit it to the Planning Section Chief (if required)

Deliver the required documents to the Documentation Unit as required by agency documentation standards.
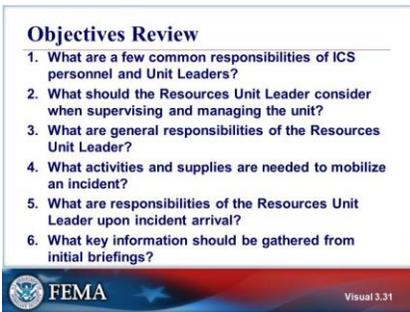
Visual 3.31

OBJECTIVES REVIEW

Review the Unit Enabling Objectives to ensure the students obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Unit Enabling Objectives

• Identify the common responsibilities of ICS personnel and Unit Leaders.

• Explain the common Unit Leader responsibilities in supervising and managing the Unit.

• Identify the responsibilities of the Resources Unit Leader.

• Explain the activities and supplies needed to mobilize an incident.

• List the Resources Unit Leader's responsibilities upon arrival at an incident.

• Explain the information gathered from the initial meetings, briefings, and documents.

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Supplemental Materials

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Handout 3-1: Common Responsibilities

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

a. Receive assignment from your agency, including:

1. Job assignment, e.g., Strike Team/Resource Team or Task Force designation, overhead position, etc.

2. Resource order number and request number

3. Reporting location

4. Reporting time

5. Travel instructions

6. Any special communications instructions, e.g., travel frequency

b. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at:

1. Incident Command Post

2. Incident Base or Camps

3. Staging Areas

4. Helibases

5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.

c. Receive briefing from immediate supervisor.

d. Acquire work materials.

e. Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers utilizing accepted risk analysis methods.

f. Organize and brief subordinates.

g. Know the assigned frequency (ies) for your area of responsibility and ensure that communication equipment is operating properly.

h. Use clear text and NIMS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications," e.g., "Webb Communications".

i. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.

j. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters:

a. Participate in incident planning meetings as required.

b. Determine current status of unit activities.

c. Confirm dispatch and estimated time of arrival of staff and supplies.

d. Assign specific duties to staff and supervise staff.

e. Develop and implement accountability, safety, security, and risk management measures for personnel and resources.

f. Supervise demobilization of unit, including storage of supplies.

g. Provide Supply Unit Leader with a list of supplies to be replenished.

h. Maintain unit records, including ICS Form 214 Unit Activity Log.

Handout 3-2: ICS Form 225 Incident Personnel Performance Rating

Refer to EL_965_HO_3-2_ICS_Form_225.pdf

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Handout 3-3: RESL Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

☐ Obtain briefing from Planning Section Chief.

☐ Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

☐ Establish check-in function at incident locations (ICS Form 211)

☐ Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.

☐ Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

- Review ICS Form 201 for resource information.

- Review ICS Form 211 Check-In List.

- Confirm resources assigned to Staging.

- Confirm resources assigned to tactical Operations organization.

- Confirm resources assigned to other Command and General Staff functions.

☐ Establish and maintain resource tracking system.

☐ Maintain master roster of all resources at the incident:

- Total number of personnel assigned to the incident.

- Total number of resources assigned to each Section and/or Unit.

- Total number of specific equipment/apparatus types.

☐ Assist in preparation of the Incident Action Plan (IAP):

- Prepare ICS Form 207 Organization Chart and post in each room of the Incident Command Post (ICP).

- Assist in preparing the ICS Form 215 Organizational Planning Worksheet.

- Prepare ICS Form 203 Organization Assignment List.

- Prepare ICS Form 204 Division/Group Assignment Sheets.

☐ Participate in Planning Meetings, as assigned.

☐ Provide briefing to relief on current and unusual situations.

☐ Assist in identification of additional and special resources:

- Other disciplines

- Technical Specialists

- Resources needed to implement contingency plans

☐ Document all activity on ICS Form 214 Activity Log.

Handout 3-4: Operational Period Planning Cycle (Planning P)
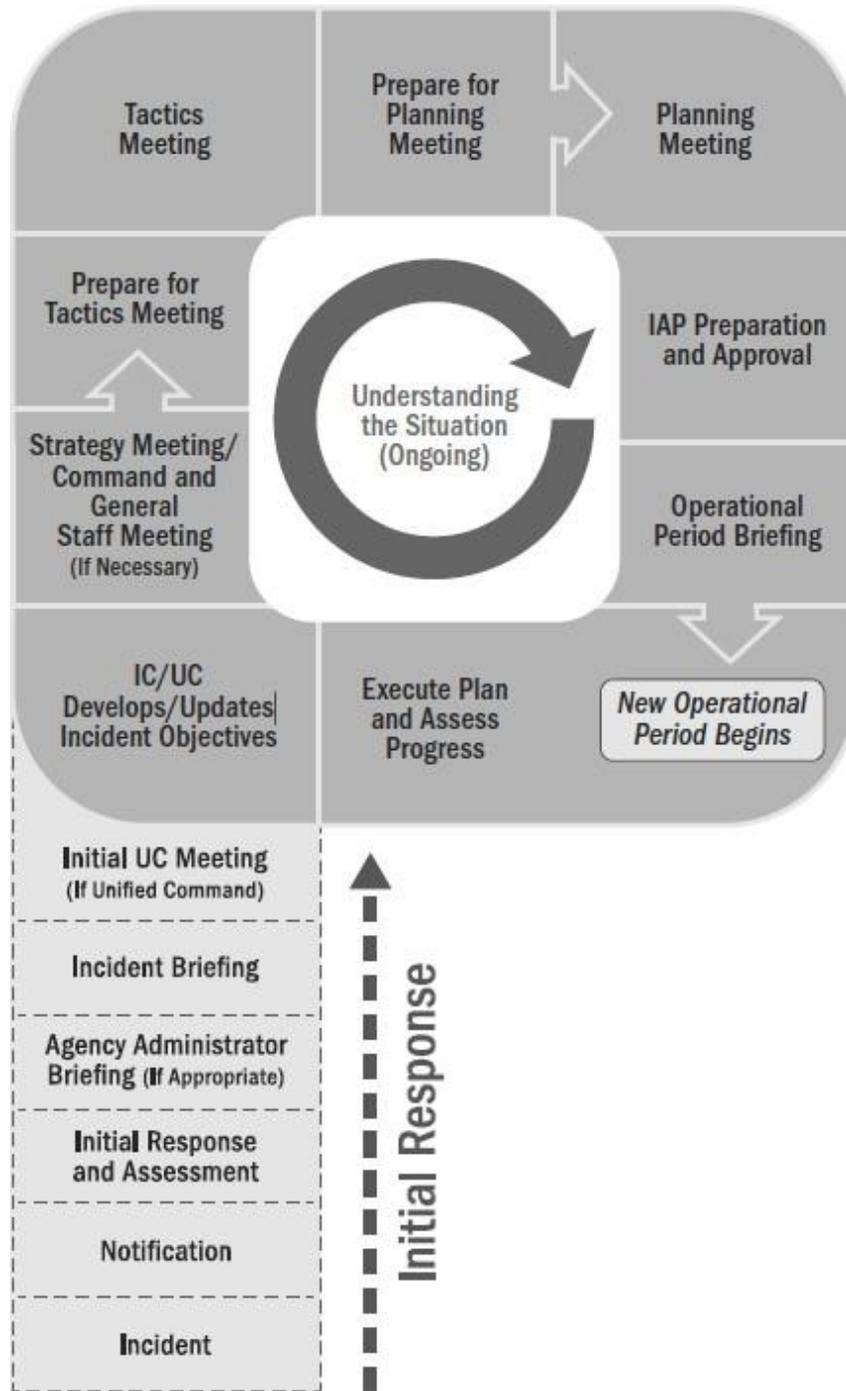
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Handout 3-5: ICS Form 203 Organization Assignment List

Refer to EL_965_HO_3-5_ICS_Form_203.pdf

Handout 3-6: ICS Form 204 Assignment List

Refer to EL_965_HO_3-6_ICS_Form_204.pdf

Handout 3-7: ICS Form 215 Operational Planning Worksheet

Refer to EL_965_HO_3-7_ICS_Form_215.pdf

Handout 3-8: ICS Form 207 Incident Organization Chart

Refer to EL_ 965_HO_3-8_ICS_Form 207.pdf

Handout 3-9: ICS Form 214 Activity Log

Refer to EL_965_HO_3-9_ICS_Form_214.pdf

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Handout 3-10: Example RESL Kit List

Modify to fit your needs and the needs of your incident.

Basic items include:

- Field Operations Guide (FOG), ICS 420-1

- Incident-specific management procedures

- Laptop computer with Internet connection

- Necessary ICS forms:

    - ICS Form 203 Organization Assignment List
    - ICS Form 204 Assignment List
    - ICS Form 207 Organization Chart
    - ICS Form 210 Status Change Cards
    - ICS Form 215 Operation Planning Worksheet
    - ICS Form 211 Check-In List, in color-coded book if possible
    - ICS Form 213 General Message
    - ICS Form 219 Resource Status Cards (T-cards)

- General supplies (staple gun, markers, tape, pens, paper, tape, paper clips, ruler, highlighters, and other personally developed items)

- Reference materials (RESL job aid, ICS position codes, unit identifier list, U.S. atlas)

- Resource locators (T-card rack)

- Additional forms (tentative release forms)

- Support manual for incident automation software

- Gaffers tape, 2'' wide

- Carbon paper

Nice to have items include:

- Laminated location signs (Check In, Demobilization)

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Handout 3-11: ICS Form 201 Incident Briefing

Refer to EL_965_HO_3-11_ICS_Form_201.pdf

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Activity 3.1: Initial Briefing

Initial Briefing
Activity 3.1 Overview—Unit 3

Purpose

The purpose of this activity is to provide students with an opportunity to identify key information needed from an Initial Briefing from the Planning Section Chief (PSC) in order to perform their role as the Resources Unit Leader (RESL).

Objectives

Students will:
- Identify key information presented in an Initial Briefing from the PSC to help them perform as a RESL.
- Identify key information not presented, but needed, in an Initial Briefing.

Activity Structure

This activity is scheduled to last approximately 50 minutes, including small group discussion and presentation of group findings. Students will watch the Instructor role play a PSC giving the initial briefing. In small groups, students will discuss the briefing to answer the three questions (under "Questions" below). Each group will present their findings to the rest of the group.

Rules, Roles, and Responsibilities

Students will be divided into groups of 4–6. Following are the specific activities / instructions for your participation in the activity:
1.   Within your work group, select a group spokesperson.
2.   Watch and listen to the initial briefing.
3.   Discuss and answer the questions below.
4.   Write your answers to the questions on an easel pad.
5.   Present your list to the rest of the class.
Instructors perform the role play, then moderate discussions, answer questions and provide additional information as required.

Activity 3.1 Schedule

Activity Introduction and Overview	5 minutes	Classroom
Instructor Role Play PSC	10 minutes	Classroom
Discussion/Documentation	25 minutes	Small Groups
Debrief/Review	10 minutes	Classroom

Activity 3.1 Questions

1. Based on the initial briefing you saw, what information was presented during the briefing that will help you perform as a RESL?

2. Based on the initial briefing you saw, what information was NOT presented during the briefing that you would like to know so that you can establish and effectively manage the Resources Unit?

3. How could this information be obtained if there was no initial briefing from the PSC?

Activity 3.1 – PSC Briefing Script

We have been assigned to the Roaring River Derailment. At 0400 today (Monday, August 13), a freight train on the Great Atlantic and Pacific Railroad line derailed near the Roaring River. Ten cars of the 42-car freight derailed. Of the 10 derailed cars, one is a tanker of gasoline and one is a tanker of liquefied vinyl chlorine, both of which were damaged. The gasoline car was ruptured and is leaking at a rate of about 20 gallons per minute. The gasoline is traveling down a hill into the Roaring River, which is approximately 100 feet away from the tanker. The gasoline had already reached the river before any responders reached the scene. The vinyl chloride vapors are currently escaping from the tank car.

The first responders from Central City Fire (CO-CCF) and Police Departments (CO-CCP) arrived at 0415 hours and took action to assess and isolate the derailment. Nearby roads have been closed and control points have been established to keep the public away. Additional resources from the fire department have been arriving, as well as the Central City HAZMAT Team, who has requested assistance from the state and regional teams. A variety of contract equipment and regional fire, police, and hazardous material resources have been requested.

I have the ICS Form 201 that was prepared at 0830 this morning listing the resources known to be on scene. My first priority for you is to ensure that all resources currently on scene are checked in and accounted for as soon as possible. We will also need to also ensure that all arriving responders are checked in and that the Operations Section is informed of resources' arrival. We need to try to have an accurate accounting of resources on scene and ordered prior to the Tactics Meeting. You currently have no staff assigned to you so you will need to order what you need to staff your Unit.

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Handout 3-12: ICS Form 213 General Message

Refer to EL_965_HO_3-12_ICS_Form_213.pdf

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Unit 4: Overview of the Check-in Function

STUDENT MANUAL

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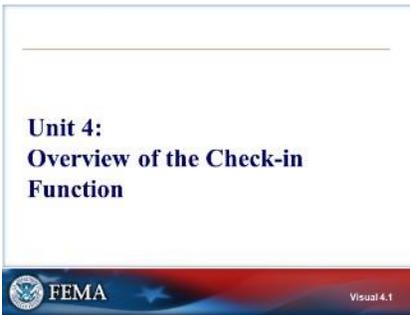
Visual 4.1
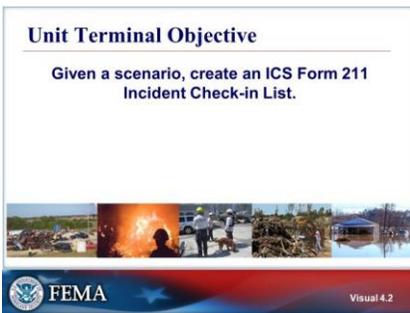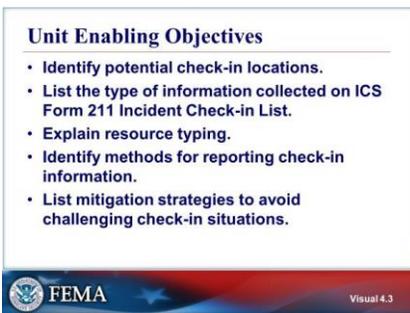
UNIT 4: OVERVIEW OF THE CHECK-IN FUNCTION

Through this unit, you will gain a general understanding of the Check-in function. Through discussion of the check-in process and information gathering, organization, and distribution, students will gain insight into the pivotal role that the Check-in function plays in the ICS.

Visual 4.2

UNIT TERMINAL OBJECTIVE

Given a scenario, create an ICS Form 211 Incident Check-in List.

Visual 4.3

UNIT ENABLING OBJECTIVES

•   Identify potential check-in locations.

•   List the type of information collected on ICS Form 211 Incident Check-in List.

•   Explain resource typing.

•   Identify methods for reporting check-in information.

•   List mitigation strategies to avoid challenging check-in situations.

The Final Exam questions are based on the Unit Enabling Objectives.

Visual 4.4

ESTABLISHING CHECK-IN

Visual 4.5
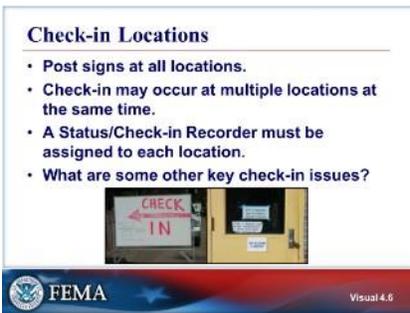
CHECK-IN IMPORTANCE

The Resources Unit Leader and Status/Check-in Recorder play a key role in the success of the incident; a large part of that role is check-in.

Check-in sets up the incident for success or adversity, impacting the safety, finance, and record-keeping functions.

Visual 4.6

CHECK-IN LOCATIONS

It is very important to clearly mark check-in locations with signs. The images on this visual show two signs for the same check-in location—the photo on the left points to stairs that lead to the entrance; the photo on the right shows the signs on the entrance door.

Consider whether a Status/Check-in Recorder will be able to be at all check-in locations. If not, the Staging Area Manager or Division Supervisor may end up gathering check-in information. Regardless of staffing, the right questions must be asked.

The Resources Unit Leader should use all available resources:

- For example, the local Department of Transportation may have light-up message boards that could very clearly mark check-in locations, the Incident Command Post, and so forth

- The Resources Unit Leader or Status/Check-in Recorder could also use a marker board or spray paint on a large piece of plywood.

Visual 4.7

CHECK-IN LOCATION CONSIDERATIONS

On the visual map, there are a couple of check-in locations. The check-in location should be next to the parking lot to catch responders right away. They should not have to walk through the entire Incident Command Post to find check-in.

In this example, there is also a check-in location by the helibase. Because such a location is often missed, those responders do not check in. They may never get to the Incident Command Post. There should be a check-in location positioned wherever there is an inflow of personnel, but this must be balanced with making sure that traffic coming onto the incident site is not disrupted.

Visual 4.8

ICS FORM 211 CHECK-IN LIST
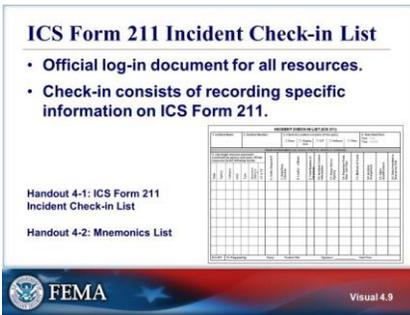
Visual 4.9

ICS FORM 211 INCIDENT CHECK-IN LIST

Personnel and equipment arriving at the incident site check in at various locations. Check-in consists of reporting specific information, which is recorded on ICS Form 211 Incident Check-in List.

The Incident Check-in List is used for:

• Recording the arrival times of all overhead personnel and equipment.

• Recording the initial location of personnel and equipment.

• Supporting demobilization by recording the home base, method of travel, and so forth for all resources checking in.

Refer to Handout 4-1: ICS Form 211 Incident Check-in List and Handout 4-2: Mnemonics List

The most recent version of the Mnemonics List is available as a downloadable Excel file at https://gacc.nifc.gov/nrcc/dispatch/dispatch.htm. Select the link titled "Position Code Table 'Mnemonics'" to download the file.
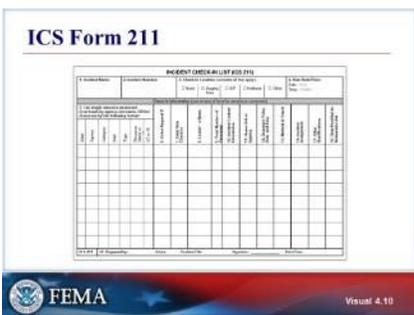
Visual 4.10

ICS FORM 211

The Status/Check-in Recorder may have an ICS Form 211 for each kind of resource, which should be noted in the top left-hand corner.

Some Resources Unit Leaders have a job aid with information that they want gathered at check-in. This helps to quickly bring new Status/Check-in Recorders, or others performing the check-in function, up to speed.

Order/Request number: The order/request number will be assigned by the ordering point for the incident in consultation with the Logistics Sections. A common system for creating this order/request number is to number them sequentially, using the following categories:

- O – Overhead
- E – Equipment
- C – Crews
- A – Aircraft
- S – Supplies
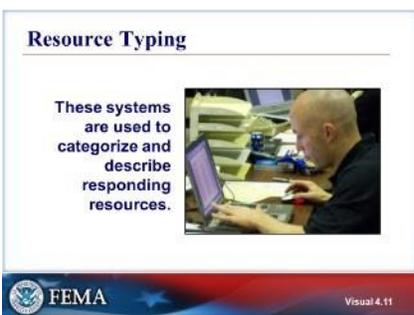
Visual 4.11

RESOURCE TYPING

The purpose of resource typing is to define the resources. A resource typing system is a categorization and description of commonly exchanged resources. It may not outline the exact sizes, but it will have a minimum.

Resource typing definitions provide Emergency Managers with the information that they need to request and receive resources during an incident.

Different organizations have different resource typing definitions. It is important to determine whether your jurisdiction has a resource typing system. An example of NIMS resource typing can be found at: https://rtlt.preptoolkit.org/Public.
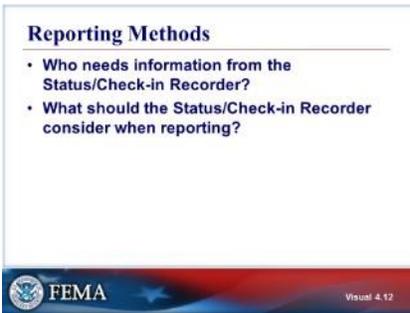
Visual 4.12

REPORTING METHODS

Remember that if new arriving resources on an incident are documented on an ICS Form 213, then the Status Check-in Recorder/RESL must transcribe that information onto a new ICS Form 211.

Transmittal methods may vary depending on the incident situation and the needs. Some options are:

• Runner pick-up

• Radio

• Telephone or cell phone

• Computer or other electronic means

• Face-to-face at the Incident Command Post or incident base

Visual 4.13

UNREQUESTED RESOURCES

During incidents, responders sometimes come to an incident area without being requested. Such personnel converging on a site, commonly referred to as self-dispatching or self-deploying, may interfere with incident management and place an extra logistical and management burden on an already stressed system.

Find out whether self-deployments are to be handled by Status/Check-in Recorders or the Liaison Officer. The Resources Unit Leader plays a major part in the determination of whether to keep self-deployments. The Status/Check-in Recorder has a responsibility to the Resources Unit Leader, depending on the parameters given in their work tasks.
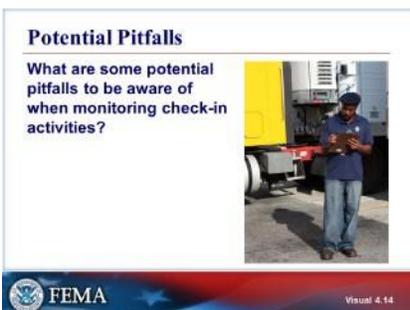
POTENTIAL PITFALLS

To avoid pitfalls, you may need to take some or all the following actions:

• Reduce the number of check-in locations or order more staff.

Visual 4.14

- Be aware of staff personal space and supply needs.
- Ensure that check-in locations operate efficiently.
- Ensure that channels of communication are established.
- Have an Equipment Manager inspect equipment prior to check-in.

Visual 4.15

ACTIVITY 4.1: CHECK-IN

The instructor will explain Activity 4.1.

You will have 45 minutes to complete the activity.
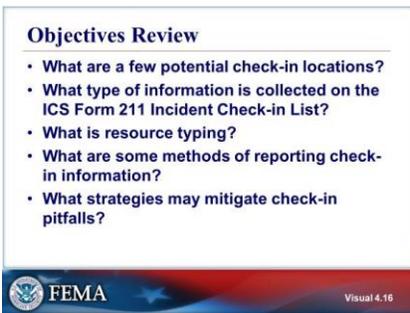
Visual 4.16

OBJECTIVES REVIEW

Unit Enabling Objectives

- Identify potential check-in locations.
- List the type of information collected on ICS Form 211 Incident Check-in List.
- Explain resource typing.
- Identify methods for reporting check-in information.
- List mitigation strategies to avoid challenging check-in situations.

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Supplemental Materials

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Handout 4-1: ICS Form 211 Incident Check-in List

Refer to EL_965_HO_4-1_ICS_Form_211.pdf

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Handout 4-2: Mnemonics List

The most recent version of the Mnemonics List is available as a downloadable Excel file at
https://gacc.nifc.gov/nrcc/dispatch/dispatch.htm.

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
AAGS	Avian Aviation Group Supervisor	Air Ops	CARP	Carpenter	Tech Spec
AALD	Avian Aviation Taskforce Leader	Air Ops	CART	Cartographer	Tech Spec
AAML	Agency Aviation Military Liaison	Operations	CASC	Cache Supply Clerk	Tech Spec
ABIO	Avian Biologist	Tech Spec	CASR	Cave Search and Rescue Specialist	Tech Spec
ABRO	Aircraft Base Radio Operator	Air Ops	CAST	Supervisory Supply Clerk	Tech Spec
ACAC	Area Command Aviation Coordinator	Air Ops	CCRT	"C" Faller Certifier	Operations
ACCO	Accountant	Finance	CDER	Computer Data Entry Recorder	Tech Spec
ACCT	Accounting Technician	Finance	CDSP	Cache Demobilization Specialist	Tech Spec
ACDP	Aircraft Dispatcher	Dispatch	CHSP	Computer Hardware Specialist	Tech Spec
ACDR	Area Commander	Command	CISD	Critical Incident Stress Debriefer	Tech Spec
ACLC	Assistant Area Commander, Logistics	Logistics	CISL	Critical Incident Stress Management Team Leader	Tech Spec
ACMR	Assistant Cache Manager	Tech Spec	CISM	Critical Incident Stress Management Team Member	Tech Spec
ACPC	Assistant Area Commander, Plans	Planning	CLIR	Climber	Tech Spec
ADOC	Certifying Officer for Disbursement	Finance	CLMS	Claims Specialist	Finance
ADOM	Administrative Disbursing Officer Team Member	Finance	CMGR	Computer Manager	Tech Spec
AFUL	Aviation Fuel Specialist	Air Ops	CMSY	Commissary Manager	Finance
AFUS	Aerial Fusee Operator	Air Ops	CMTL	Comptroller	Finance
AIRB	Airboat Operator	Tech Spec	COCO	Computer Coordinator	Planning
ANPA	Para-Anthropologist	Tech Spec	COFB	Computer Specialist, Fire Behavior	Tech Spec
ANTH	Anthropologist	Tech Spec	COMC	Communications Coordinator	Tech Spec
AOBD	Air Operations Branch Director	Air Ops	COML	Communications Unit Leader	Logistics
AOBS	Aerial Observer	Air Ops	COMP	Compensation/Claims Unit Leader	Finance
APTL	Administrative Payment Team Leader	Finance	COMT	Incident Communications Technician	Logistics
APTM	Administrative Payment Team Member	Finance	CONO	Contracting Officer	Finance
AQSP	Air Quality Specialist	Tech Spec	COOK	Cook	Tech Spec
ARCH	Archaeologist	Tech Spec	CORD	Expanded Dispatch Coordinator	Dispatch
AREP	Agency Representative	Command	COST	Cost Unit Leader	Finance
ARPA	Para-Archaeologist	Tech Spec	COTR	Contracting Officer's Technical Representative	Logistics
ASGS	Air Support Group Supervisor	Air Ops	CREP	Crew Representative	Operations

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
ATBM	Air Tanker Base Manager	Tech Spec	CRNW	Contract Representative Northwest	Tech Spec
ATCO	Air Tanker/Fixed Wing Coordinator	Air Ops	CRWB	Crew Boss	Operations
ATGS	Air Tactical Group Supervisor	Air Ops	CS1M	Contracting Specialist, One Million	Finance
ATIM	Aircraft Time Keeper	Air Ops	CS25	Contracting Specialist, Twenty-Five Thousand	Finance
ATVO	All Terrain Vehicle Operator	Tech Spec	CS99	Contracting Specialist, One Hundred Thousand	Finance
AVGS	Avian Group Supervisor	Tech Spec	CTSP	Computer Technical Specialist	Tech Spec
AVIN	Aviation Inspector	Air Ops	CULS	Cultural Specialist	Planning
BABI	BAER Biologist	Tech Spec	DECK	Deck Coordinator	Air Ops
BABO	BAER Botanist	Tech Spec	DINS	Damage Inspection Specialist	Logistics
BACS	BAER Cultural Resources Specialist	Tech Spec	DIVS	Division/Group Supervisor	Operations
BADO	BAER Documentation Specialist	Tech Spec	DMOB	Demobilization Unit Leader	Planning
BAEL	BAER Team Leader	Tech Spec	DOCL	Documentation Unit Leader	Planning
BAEN	BAER Environmental Specialist	Tech Spec	DOSP	NEPA/Documentation Specialist	Planning
BAES	Burned Area (Emergency) Response Specialist	Planning	DOZB	Dozer Boss	Operations
BAFO	BAER Forester	Tech Spec	DPRO	Display Processor	Planning
BAGE	BAER Geologist	Tech Spec	DPSP	Disaster Prepare/Relief Specialist	Tech Spec
BAHY	BAER Hydrologist	Tech Spec	DRCL	Driver, Commercial Driver License	Logistics
BASS	BAER Soil Scientist	Tech Spec	DRIV	Driver/Operator	Tech Spec
BCMG	Base/Camp Manager	Logistics	DRVA	Driver Class A	Logistics
BHAV	BEHAVE Specialist	Planning	DRVB	Driver Class B	Logistics
BIOL	Biologist	Tech Spec	DZIA	Dozer Operator, Initial Attack	Operations
BIOM	Biometrician	Tech Spec	DZOP	Dozer Operator	Operations
BIOT	Biological Science Technician	Planning	ECOL	Ecologist	Tech Spec
BNML	Battalion Military Liaison	Operations	ECOT	Ecological Technician	Planning
BOTA	Botanist	Tech Spec	EDRC	Expanded Dispatch Recorder	Dispatch
BT25	Boat Operator, Craft Greater Than 25 Feet Length	Operations	EDSD	Support Dispatcher	Dispatch
BTOP	Boat Operator, Craft Less Than 25 Feet Length	Operations	EDSP	Supervisory Dispatcher	Dispatch
BUYL	Buying Team Leader	Finance	ELEC	Electrician, High Voltage	Tech Spec
BUYM	Buying Team Member	Finance	ELEC	Electrician	Tech Spec
CACB	Camp Crew Boss	Logistics	EMTA	Emergency Medical Technician, Advanced	Logistics
CAMP	Camp Help	Tech Spec	EMTB	Emergency Medical Technician, Basic	Logistics
CANH	Canine Handler	Tech Spec	EMTI	Emergency Medical Technician, Intermediate	Logistics
EMTP	Emergency Medical Technician, Paramedic	Logistics	GPSP	Global Position System Specialist	Tech Spec
ENGB	Engine Boss	Operations	GSUL	Ground Support Unit Leader	Logistics
ENGI	Engineer	Tech Spec	HAZM	Hazardous Material Specialist	Operations

Code	Position Title	Category	Code	Position Title	Category
2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
ENOP	Engine Operator	Operations	HCCS	Helicopter Cargo Letdown Check Spotter	Operations
ENSP	Environmental Specialist	Tech Spec	HCLS	Helicopter Cargo Letdown Spotter	Operations
EOCC	Emergency Operations Center Coordinator	Tech Spec	HDSP	Heavy Drop Specialist	Air Ops
EPID	Epidemiologist	Tech Spec	HEB1	Helibase Manager, 4 or more Helicopters	Air Ops
EQPI	Equipment Inspector	Logistics	HEB2	Helibase Manager, 1 to 3 Helicopters	Air Ops
EQPM	Equipment Manager	Logistics	HECM	Helicopter Crewmember	Air Ops
EQTR	Equipment Time Recorder	Finance	HEIN	Helicopter Inspector	Air Ops
ESFA	FEMA Emergency Support Function #4 Admin Support	Tech Spec	HELR	Helicopter Long Line/Remote Hook Specialist	Air Ops
ESFL	FEMA Emergency Support Function #4 Primary Leader	Tech Spec	HEQO	Heavy Equipment Operator	Tech Spec
ESFS	FEMA Emergency Support Function #4 Structure Support	Tech Spec	HERS	Helicopter Rappel Spotter	Air Ops
ESFW	FEMA Emergency Support Function #4 Wildland Support	Tech Spec	HESM	Helispot Manager	Air Ops
EUWP	Expeditionary Unit Water Purifier Operator	Tech Spec	HESP	Helicopter Operations Specialist	Air Ops
EXAD	Explosives Advisor	Operations	HETM	Helicopter Timekeeper	Air Ops
FAAS	First Aid Station Assistant	Logistics	HIAR	Historical Architect	Tech Spec
FAAT	First Aid Station Attendant	Logistics	HIOP	Hand-Held Infrared Operator	Tech Spec
FACL	Facilities Unit Leader	Logistics	HLCO	Helicopter Coordinator	Air Ops
FALA	Faller, Class A	Operations	HMGB	Helicopter Manager, Single Resource Boss	Air Ops
FALB	Faller, Class B	Operations	HPIL	Helicopter Pilot	Air Ops
FALC	Faller, Class C	Operations	HRAP	Helicopter Rappeler	Air Ops
FARS	FARSITE Specialist	Planning	HRSP	Human Resource Specialist	Planning
FASP	First Aid Station Specialist	Logistics	HSTD	Helicopter Support Truck Driver	Air Ops
FBAN	Fire Behavior Analyst	Planning	HTCM	Helitorch Crew Member	Air Ops
FCMG	Fire Cache Manager	Tech Spec	HTMG	Helitorch Manager	Air Ops
FDUL	Food Unit Leader	Logistics	HTMM	Helitorch Mixmaster	Air Ops
FELB	Felling Boss	Operations	HTPT	Helitorch Parking Tender	Air Ops
FEMO	Fire Effects Monitor	Planning	HYDR	Hydrologist	Tech Spec
FFT1	Firefighter, Type 1	Operations	IADP	Initial Attack Dispatcher	Dispatch
FFT2	Firefighter, Type 2	Operations	IADS	Infrastructure Assessment; Dam Safety Inspector	Tech Spec
FHAS	Fire Helicopter Assistant Supervisor	Air Ops	IARR	Interagency Resource Representative	Command
FHCM	Fire Helicopter Crewmember	Air Ops	IBA1	Incident Business Advisor, Type 1	Finance
FHCS	Fire Helicopter Supervisor	Air Ops	IBA2	Incident Business Advisor, Type 2	Finance
FHSL	Fire Helicopter Squad Leader	Air Ops	ICA3	All-Hazards Incident Commander Type 3	Command
FIRB	Firing Boss	Operations	ICSA	Incident Command System Advisor	Command
FIRL	Firing Leader	Operations	ICT1	Incident Commander, Type 1	Command
FLEA	Fireline Explosive Advisor	Operations	ICT2	Incident Commander, Type 2	Command

Code	Position Title	Category	Code	Position Title	Category
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FLEB	Fireline Blaster	Operations	ICT3	Incident Commander, Type 3	Command
FLEC	Fireline Explosives Crewmember	Operations	ICT4	Incident Commander, Type 4	Command
FLEI	Fireline Explosives, Initial Attack	Operations	ICT5	Incident Commander, Type 5	Command
FLIR	Forward Looking Infrared Operator	Planning	IHCA	Assistant Hotshot Superintendent	Operations
FLOP	Fork Lift Operator	Tech Spec	IHCS	Hotshot Superintendent	Operations
FMNT	Facilities Maintenance Specialist	Tech Spec	IMET	Incident Meteorologist	Planning
FOBS	Field Observer	Planning	IMSA	Incident Medical Specialist Assistant	Logistics
FORS	Forester	Tech Spec	IMSM	Incident Medical Specialist Manager	Logistics
FOTO	Photographer	Tech Spec	IMST	Incident Medical Specialist Technician	Logistics
FQCO	Frequency Coordinator	Logistics	INCM	Incident Communications Manager	Logistics
FRWS	Fire Remote Automated Weather Station Technician	Planning	INJR	Compensation-for-Injury Specialist	Finance
FSC1	Finance/Administration Section Chief, Type 1	Finance	INLO	International Liaison Officer	Tech Spec
FSC2	Finance/Administration Section Chief, Type 2	Finance	INSP	Construction and Contract Inspector	Tech Spec
FSC3	Finance/Administration Section Chief Type 3	Finance	INTL	Intelligence Lead	Dispatch
FUEL	Fueling Specialist	Tech Spec	INTM	Wildland Fire Investigation Team Member	Tech Spec
FWBM	Fixed Wing Base Manager	Operations	INTS	Intelligence Support	Dispatch
FWCO	Fixed Wing Coordinator	Air Ops	INVC	Investigator, Criminal	Tech Spec
FWPT	Fixed Wing Parking Tender	Operations	INVF	Wildland Fire Investigator	Tech Spec
GEOL	Geologist	Tech Spec	INVS	Investigator, Search	Tech Spec
GSAN	Geospatial Analyst	Tech Spec	INVT	Investigator, Tort	Tech Spec
GISA	All-Hazard Geographic Information System Specialist	Tech Spec	IRCN	Infrared Coordinator, National	Planning
GISS	GIS Specialist	Planning	IRCR	Infrared Coordinator, Regional	Planning
GMEC	General Mechanic	Tech Spec	IRDL	Infrared Downlink Operator	Planning
IRFS	Infrared Field Specialist	Planning	PSC3	Planning Section Chief Type 3	Planning
IRIN	Infrared Interpreter	Planning	PSDP	Public Safety Dispatcher	Tech Spec
IWF1	Investigator, Wildland Fire, Type 1	Tech Spec	PTIN	Pilot Inspector	Operations
IWF2	Investigator, Wildland Fire, Type 2	Tech Spec	PTRC	Personnel Time Recorder	Finance
IWF3	Investigator, Wildland Fire, Type 3	Tech Spec	PUMP	Pump Operator	Tech Spec
LEAS	Law Enforcement Analysis Specialist	Tech Spec	PUSP	Public Health Specialist	Tech Spec
LEIS	Law Enforcement Investigation Specialist	Tech Spec	RADO	Radio Operator	Logistics
LEO1	Law Enforcement Officer Level 1	Tech Spec	RAMP	Ramp Manager	Operations
LEO2	Law Enforcement Officer Level 2	Tech Spec	RAVT	Radio Avionics Technician	Operations
LGPA	Paralegal	Tech Spec	RAWS	Remote Automated Weather Station Technician	Tech Spec
LOAD	Loadmaster	Air Ops	RCDM	Receiving/Distribution Manager	Logistics
LOFR	Liaison Officer	Command	READ	Resource Advisor	Operations

Code	Position Title	Category	Code	Position Title	Category
colspan — 2012 "MNEMONICS"					

| — OVERHEAD POSITION CODES | | | | | |

Code	Position Title	Category	Code	Position Title	Category
LSC1	Logistics Section Chief, Type 1	Logistics	RECY	Recycle/Land Monitor Specialist	Tech Spec
LSC2	Logistics Section Chief, Type 2	Logistics	RESC	Resource Clerk	Planning
LSC3	Logistics Section Chief Type 3	Logistics	RESE	Remote Sensing Specialist	Operations
LTAN	Long Term Fire Analyst	Planning	RESL	Resources Unit Leader	Planning
MABM	MAFFS Air Tanker Base Manager	Air Ops	RESP	Rehabilitation Specialist	Operations
MABS	MAFFS Tanker Base Specialist	Air Ops	RIRE	River Rescue Specialist	Operations
MAFC	MAFFS Clerk	Air Ops	RMAC	MAC Representative, Regional	Planning
MAFF	MAFFS Liaison Officer	Air Ops	RRAP	RERAP Specialist	Planning
MAFI	MAFFS Information Officer	Air Ops	RTCM	Retardant Crewmember	Operations
MAOC	Military Air Operations Coordinator	Operations	RXB1	Prescribed Fire Burn Boss, Type 1	Operations
MCAD	Military Crew Advisor	Operations	RXB2	Prescribed Fire Burn Boss, Type 2	Operations
MCCO	Multi-Agency Coordinating Group Coordinator	Tech Spec	RXB3	Prescribed Fire Burn Boss, Type 3	Operations
MCIF	MAC Group Information Officer	Tech Spec	RXCM	Prescribed Fire Crewmember	Operations
MCOP	Message Center Operator	Logistics	RXM1	Prescribed Fire Manager, Type 1	Command
MEDL	Medical Unit Leader	Logistics	RXM2	Prescribed Fire Manager, Type 2	Command
MHEC	Military Helicopter Crewmember	Air Ops	SASP	Snow/Avalanche Specialist	Operations
MHMS	Military Helicopter Manager Supervisor	Air Ops	SCKN	Status/Check-In Recorder	Planning
MILO	Military Liaison Officer	Operations	SCRD	Security Guard	Logistics
MORE	Mountain Rescue, High Altitude	Operations	SCUB	Scuba Diver	Tech Spec
MXMS	Mixmaster	Tech Spec	SEC1	Security Specialist, Level 1	Logistics
NMAC	MAC Representative, National	Tech Spec	SEC2	Security Specialist, Level 2	Logistics
OCSP	Oil Containment Specialist	Logistics	SEC4	Security Specialist, Level 4	Logistics
OPBD	Operations Branch Director	Operations	SECG	Security Guard (not Law Enforcement)	Logistics
ORDM	Ordering Manager	Logistics	SECM	Security Manager	Logistics
ORPA	Orthophoto Analyst	Planning	SEMG	Single Engine Air Tanker Manager	Air Ops
OSC1	Operations Section Chief, Type 1	Operations	SESP	Sewage Treatment Specialist	Planning
OSC2	Operations Section Chief, Type 2	Operations	SIAL	All-Hazards Situation Unit Leader	Planning
PA10	Purchasing Agent, Ten Thousand	Finance	SITL	Situation Unit Leader	Planning
PA25	Purchasing Agent, Twenty-Five Thousand	Finance	SMEC	Small Engine Mechanic	Tech Spec
PA50	Purchasing Agent, Fifty Thousand	Finance	SMKJ	Smokejumper	Operations
PACK	Packer	Tech Spec	SOCI	Social Science Specialist	Planning
PARK	Parking Tender	Air Ops	SOCT	Social Science Technician	Planning
PCSP	Paracargo Specialist	Operations	SOF1	Safety Officer, Type 1	Command
PETL	Prevention Education Team Leader	Tech Spec	SOF2	Safety Officer, Type 2	Command
PETM	Prevention Education Team Member	Tech Spec	SOFO	Safety Officer Occupational Health	Command

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
PHSP	Photogrammetry Specialist	Planning	SOFR	Safety Officer, Line	Command
PILO	Fixed or Rotor Wing Pilot	Air Ops	SOIL	Soil Science Specialist	Tech Spec
PIO1	Public Information Officer, Type 1	Command	SOPL	Strategic Operational Planner	Operations
PIO2	Public Information Officer, Type 2	Command	SOSP	Soil Conservation Specialist	Tech Spec
PIOF	Public Information Officer	Command	SPAG	Special Agent	Tech Spec
PLDO	Plastic Sphere Dispenser Operator	Operations	SPUL	Supply Unit Leader	Logistics
PMEC	Pump Mechanic	Tech Spec	SRT1	Swiftwater Rescue, Technician 1	Operations
PREV	Prevention Technician	Tech Spec	SRT2	Swiftwater Rescue, Technician 2	Operations
PROC	Procurement Unit Leader	Finance	SRTM	Search Team Member	Operations
PROS	Procurement Specialist	Finance	STAM	Staging Area Manager	Operations
PSA2	All-Hazards Planning Section Chief Type 2	Planning	STCR	Strike Team Leader, Crew	Operations
PSC1	Planning Section Chief, Type 1	Planning	STDZ	Strike Team Leader, Dozer	Operations
PSC2	Planning Section Chief, Type 2	Planning	STEN	Strike Team Leader, Engine	Operations
STLM	Strike Team Leader, Military	Operations	TTOP	Terra Torch Operator	Operations
STPL	Strike Team Leader, Tractor/Plow	Operations	UDQA	Debris Quality Assurance Team Member	Tech Spec
STPS	Structural Protection Specialist	Operations	VESP	Vegetation Specialist	Tech Spec
SUBD	Support Branch Director	Logistics	VIDO	Video Camera Operator	Tech Spec
SVBD	Service Branch Director	Logistics	WEBM	Incident Webmaster	Tech Spec
SWRM	Shower Manager	Logistics	WHHR	Materials Handler	Tech Spec
TAES	Technical Assistance; Engineering Support	Logistics	WHLR	Materials Handler Leader	Tech Spec
TCSP	Telecommunications Specialist	Logistics	WHMG	Warehouse Manager	Tech Spec
TESP	Tool and Equipment Specialist	Logistics	WHSP	Water Handling Specialist	Operations
TFLD	Task Force Leader	Operations	WLBD	Wildlife Branch Director	Tech Spec
THSP	Technical Specialist	Tech Spec	WLGS	Wildlife Group Supervisor	Tech Spec
TIME	Time Unit Leader	Finance	WLLD	Wildlife Taskforce Leader	Tech Spec
TNSP	Training Specialist	Planning	WMGR	Wildlife Manager	Tech Spec
TOLC	Take-Off and Landing Coordinator	Air Ops	WMSP	Watershed Management Specialist	Tech Spec
TOOL	Tool Attendant	Logistics	WOBS	Weather Observer	Planning
TOWR	Certified Tower Climber	Tech Spec	WRED	Writer/Editor	Tech Spec
TPIA	Tractor Plow Operator, Initial Attack	Operations	WTOP	Water Tender Operator	Tech Spec
TPOP	Tractor Plow Operator	Operations	WTSP	Water Treatment Specialist	Tech Spec
TRPB	Tractor/Plow Boss	Operations	XEDO	Xedar Operator	Planning
TRQA	Temporary Roofing Quality Assurance Inspector	Tech Spec			

Activity 4.1: Check-in

Purpose

The purpose of this activity is to provide students with an opportunity to begin tracking resources and to practice using two of the basic forms of documentation used in the Resources Unit (ICS Forms 201 and 211).

Objectives

Students will:

- Demonstrate proficiency in correctly completing ICS Form 211s.
- Identify information missing and needed to complete ICS Form 211s.

Activity Structure

This activity is scheduled to last approximately 45 minutes. Each group will receive an instruction form, an ICS Form 201, area maps, blank ICS Form 211s, and a mnemonics table. As a group, the students will ensure that all resources from the ICS Form 201 are checked in on an ICS Form 211. Once most resources from the ICS Form 201 have been checked in on the 211 (approx. 15 minutes), the Instructor will distribute an ICS Form 213 with additional resources to be checked in on the ICS Form 211. This will occur twice. Student will be lacking some needed information to complete the ICS Form 211s. After the 211s are completed, the students will be asked to identify the missing information and discuss where the information might be obtained.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the activity:

1. Within your work group, select a group spokesperson.

2. Review the scenario and the ICS Form 201. Using the resources summary as well as the mnemonics table in your book, check in the resources on the incident on the ICS Form 211.

3. The Instructor will then give you an ICS Form 213 with additional resources that need to be checked in. Use the ICS Form 211 to check them in. (This will happen twice.)

4. Throughout the activity, identify any missing information that is necessary to complete the ICS Form 211. As a group, discuss where you could obtain the missing information.

5. Write the missing information and potential sources on an easel pad. Discuss with the larger group.

Instructors moderate discussions, answer questions and provide additional information as required.

Refer to EL_965_ACT_4.1_ICS_Form_201.pdf

Refer to EL_965_ACT_4.1_ICS_Form_213.pdf

Activity 4.1 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	35 minutes	Small Group
Debrief/Review	5 minutes	Classroom

Activity 4.1 Scenario

At 0400 hours on Monday, August 13, a freight train on the Great Atlantic & Pacific Railroad line (GA&P RR) derailed near the Roaring River in Central City in the state of Columbia. Ten cars of the 42-car freight train derailed. Of the 10 derailed cars, one is a tank car of gasoline another is a tanker of liquefied vinyl chloride, both of which were damaged. The gasoline car was ruptured and is leaking at a rate of about 20 gallons per minute. The gasoline is traveling down a hill toward the Roaring River approximately 100 feet away and the gasoline reaches the river before any responders reached the scene. The vinyl chloride car was punctured near the top and the vinyl chloride vapors are escaping from the tank car.

The first responders from Central City Fire (CO-CCF) and Police Departments (CO-CCP) arrive at 0415 hours and take action to assess and isolate the derailment. Nearby roads are closed and control points are established to keep the public away. Additional resources from the fire department arrive shortly after and begin an extinguishing effort. The Central City HAZMAT Team arrives and requests assistance from the regional team and the State.

The engines establish a water supply and operate water streams away from the spill to disperse vapors. The Unified Command requests a regional foam response. The GA&P RR representative arrive on site at 0500 hours and joins the Unified Command. After discussion with the other commanders she immediately arranges to bring in a contractor from Apple Valley to boom the stream and create a dike to confine the leaking gasoline, and vacuum equipment to recover the spilled fuel. A decision is also made to begin evacuating everyone within a half mile radius. Evacuated residents will be taken to the relocation center located at P Street and 35th Street about 2 miles south of the incident.

Regional fire, police and hazardous materials resources are requested. Air monitoring in the vicinity and at downwind locations have begun. An additional contractor is requested to set up an air sampling network and water sampling along the Roaring River.

The railroad's contractor (North Tree) from Apple Valley arrives on scene at approximately 0745 with a backhoe, a front-end loader, two booms with operators, and a HAZMAT crew. The railroad has also requested a crane to be brought in to move the undamaged cars, a Technical Specialist to evaluate methods to stop the releases, and a Public Affairs Representative.

The Liberty County Emergency Plan has been activated and the Central City and Liberty County EOCs opened to support the incident. Current conditions are 78°F with an expected high of 84°F. Winds are out of the northwest at 8 mph with a relative humidity of 66%.

You are B. Jensen. You were ordered as a Resources Unit Leader and assigned to this incident. It is 1130 hours and you have just arrived at the incident base. You have just attended the incident briefing and G. Montgomery, Planning Section Chief, has given you the Incident Briefing (ICS Form 201), which includes a summary of resources currently on scene. He requests you to begin setting up your Unit and tells you that your first priority is to check-in and identify all resources currently on the incident.

Use this space to take notes on the scenario.

Activity 4.1 Question

1. What information is missing that is needed to complete the ICS Form 211?

Unit 5: Tracking Resource Status

STUDENT MANUAL

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Visual 5.1
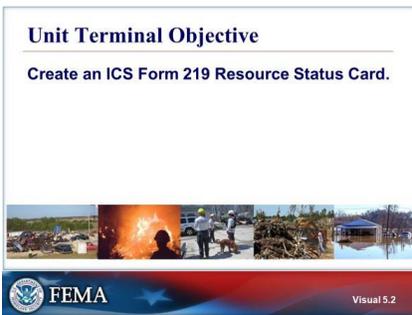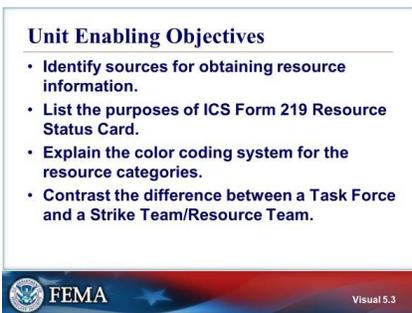
UNIT 5: TRACKING RESOURCE STATUS

Through this unit, students will learn how to use a resource tracking system and how to gather the necessary information to effectively track resource status. Students will gain an understanding of an effective resource tracking system and useful sources of information.

Visual 5.2

UNIT TERMINAL OBJECTIVE

Create an ICS Form 219 Resource Status Card.

Visual 5.3

UNIT ENABLING OBJECTIVES

- Identify sources for obtaining resource information.

- List the purposes of ICS Form 219 Resource Status Card.

- Explain the color coding system for the resource categories.

- Contrast the difference between a Task Force and a Strike Team/Resource Team.

The Final Exam questions are based on the Unit Enabling Objectives.
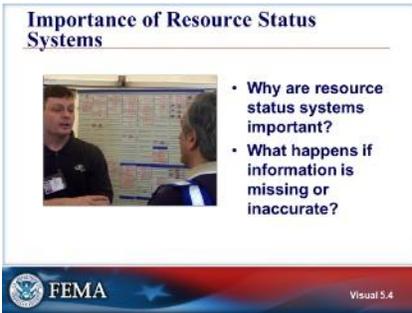
Visual 5.4

IMPORTANCE OF RESOURCE STATUS SYSTEMS

The Resources Unit is responsible for gathering information and tracking the status of incident equipment and personnel using a resource status system. This can be in the form of T-cards or a computerized system.

Visual 5.5

e-ISUITE

e-ISuite is an example of a computerized system (currently used by NWCG). It is a software program used to manage incident resources.

This software application can be used for all-risk incidents from Type 4-5 through Type 1.
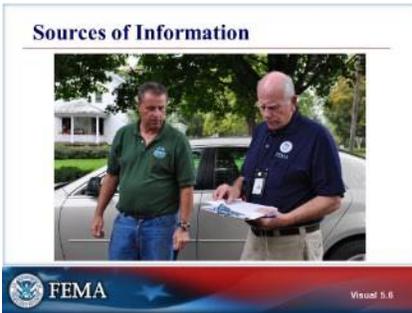
Visual 5.6
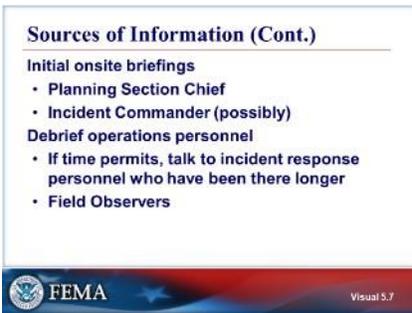
Visual 5.7

SOURCES OF INFORMATION

SOURCES OF INFORMATION (CONT.)

Initial Onsite Briefings

- Planning Section Chief

  - ICS Form 201 Initial Briefing.

  - General questions.

  - Questions about the Incident Commander Briefing.

- Incident Commander (possibly)

  - Briefing or one-on-one conversation.

  - May get documentation (Tactical Worksheet).

Debrief Operations Section Personnel

- Keep in mind potential limitations, including:

  - Potential for erroneous information: Need to fact-check.

  - Limited information: Could be incomplete.

  - May only have one agency checked in and not the other agencies that may be assisting: Probably not too aware of personnel from other agencies and jurisdictions or private contractors.

  - May be physically or mentally exhausted and not able to sit down and go over a list of subordinates.

- Field Observers: While Field Observers work for the Situation Unit Leader they can try to identify resources when they are out on the incident performing their tasks.
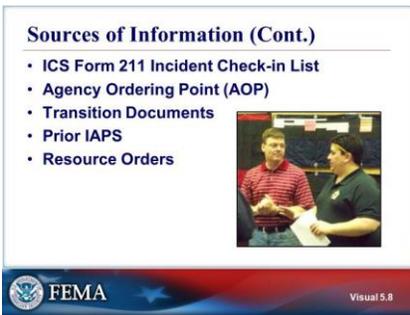
Visual 5.8

SOURCES OF INFORMATION (CONT.)

ICS Form 211 Incident Check-in List

Identifies what resources have arrived.

Agency Ordering Point (AOP)

The AOP can provide information on the identity of the resources sent to the incident prior to the staffing of the Resources Unit. The RESL's and DMOB's first priority is to make sure that check-in is set up.

Transition Documents

These include delegation documents and the Agency Administrator Briefing.

The Resources Unit Leader needs to know what resources are still in operation, what is on site and working.

Prior Incident Action Plans

The IAP may be a cumbersome way to gather information, but it is there as a resource. With resource orders, it is important to keep in mind that resources that were ordered may not have arrived on the scene. However, it is a good way to get an idea of potentially available resources.

The IAP is not laid out like T-cards or quantities on an ICS Form 215, but you can see Divisions and Groups and identify their resources.

Resource Orders

These are received from the Logistics Section.

The information might also be found on a Tactical Worksheet if they've previously requested a resource.
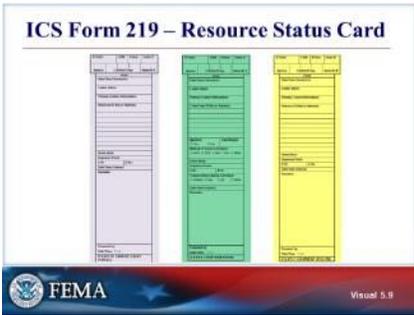
Visual 5.9

ICS FORM 219 RESOURCE STATUS CARD
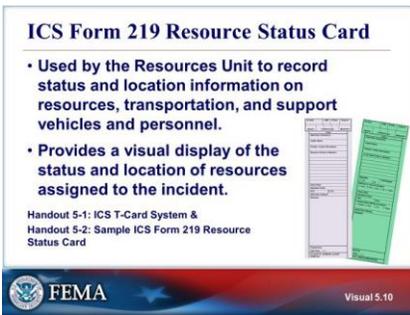
Visual 5.10

ICS FORM 219 RESOURCE STATUS CARD

Resource Status Cards are also referred to as T-cards. T-cards provide a format for identifying incident resources and recording and documenting their status, location, and demobilization.

Each T-card has space available for the following:

- Resource identification information
  - Data summary from ICS Form 211.
  - Information about the resource (for example, type, kind).
- Demobilization information
  - Data summary from the Demobilization Unit.
- Incident information
  - Summarizes data about the assignments and status.
  - Records chronological changes in the status of the resource.

If you run out of room on a T-card, use a new one. Fill out the resource identifier information and write "2" or "3" in the lower left-hand corner of the top portion of the identification information block and staple it to the back of the previous card to provide a history of where that resource has been.

If the resource is assigned to a new Division or Group, or placed out of service, add the details on the provided lines and move the T-card to the appropriate location on the T-card rack.

Refer to Handout 5-1: ICS T-Card System and Handout 5-2: Sample ICS Form 219 Resource Status Card.

Resource Color Coding		
219-1	GRAY	Header Card
219-2	GREEN	Crew/Team
219-3	ROSE	Engine
219-4	BLUE	Helicopter
219-5	WHITE	Personnel
219-6	ORANGE	Fixed-Wing
219-7	YELLOW	Equipment
219-8	TAN	Misc. Equipment/Task Force
219-10	LT PURPLE	Generic

FEMA   Visual 5.11

Visual 5.11

RESOURCE COLOR CODING

ICS Form 219-9 is an Accountable Property Assignment Record. It is a white T-card with red lettering, which is generally used by the Logistics Section to track non-expendable property.
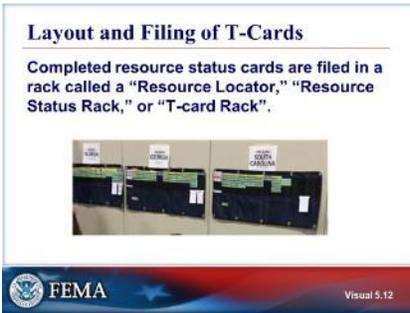
Visual 5.12

LAYOUT AND FILING OF T-CARDS

The T-Card rack may be a fabric material with pockets or metal with slots to hold the cards. When filed in the rack, the T-cards provide a visual display of the status and location of the resources assigned to the incident.

Several displays may be required to adequately portray the status and location of all incident resources.

The T-card rack may be used by all incident personnel as a visual indicator of the status and location of the incident resources, but the Status/Check-in Recorder or Resources Unit Leader needs to maintain control over the handling of the cards, including changing information on the cards, moving the cards in the rack, and so forth.

The organization of the T-card racks will vary depending on the type and size of the incident, as well as the style of the Resources Unit Leader or the agency that the Resources Unit Leader works for.

It is helpful to have two T-Card displays. One represents resource status for the current operational period and the other represents the next or planned operational period.

The T-cards are retained by the Resources Unit for easy reference and ultimately are given to the Documentation Unit Leader of addition to the incident file.

Incident locations and categories are recorded on the gray header cards. They include, but are not limited to:

- Incident base
- Camps
- Sections, Branches, Divisions, and Groups
- Staging areas
- En route status
- Other locations

Visual 5.13

STRIKE TEAMS/RESOURCE TEAMS AND TASK FORCES

Visual 5.14

STRIKE TEAMS/RESOURCE TEAMS

Strike Teams/Resource Teams can be formed at the incident site for ease of assignment or to address the span-of-control.

The important things to remember about Strike Teams are that they have (1) a predetermined number of similar resources, (2) common communications, and (3) a leader.

Visual 5.15

INCIDENT-FORMED STRIKE TEAMS

When a Strike Team comes in already formed, it is best to give each individual resource its own appropriate T-card and then staple them together to form the Strike Team. It is easier to track the individual resources and change the status in case they are split.

Keep these records in case the Strike Team is disbanded and they go back to being individual resources.

Maintain a list of incident-formed Strike Teams:

- Include the number, the Leader, and the identifiers of individual resources when created and disbanded.

- Distribute copies to the Operations Section, the Communications Unit, and other Units as appropriate.

An incident-formed Strike Team of law enforcement resources can alternatively be called a Resource Team. Resource Teams are managed using the same procedures as Strike Teams.

Visual 5.16

TASK FORCE

Visual 5.17

INCIDENT-FORMED TASK FORCES

Task Forces can be labeled with numbers, rather than names, if they are not pre-defined. It is difficult to assign a descriptive name because they are made up of unlike, mixed resources. It is up to the jurisdiction or IMT as to what the naming convention will be. As an example, a Public Works Task Force might consist of a Task Force Leader, a front-end loader and two dump trucks. Similar Task Forces, with specific resources, for different tasks could be developed. The key is to standardize the nomenclature and resources.

When completing the T-cards for these resources, it is best to give each individual resource its own appropriate T-card and then staple them together to form the Task Force. It is easier to track the individual resources and change the status in case they are split up.

Keep these records in case the Task Force is disbanded, and they go back to being individual resources.

Maintain a list of incident-formed Task Forces:

- Include the number, the Leader, and the identifiers of individual resources when created and disbanded.

- Distribute copies to the Operations Section, the Communications Unit, and other Units as appropriate.

STRIKE TEAMS AND TASK FORCES
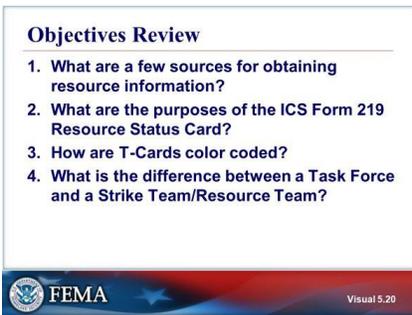
Visual 5.18

Visual 5.19

ACTIVITY 5.1: RESOURCE TRACKING

The instructor will explain Activity 5.1.

You will have 1 hour and 30 minutes to complete the activity.

Visual 5.20

OBJECTIVES REVIEW

Unit Enabling Objectives

- Identify sources for obtaining resource information.

- List the purposes of ICS Form 219 Resource Status Card.

- Explain the color coding system for the resource categories.

- Contrast the difference between a Task Force and a Strike Team/Resource.

Supplemental Materials

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Handout 5-1: ICS T-Card System

ICS T-Card System

The ICS T-Card system is often viewed as obsolete in light of the available computer based information tracking systems. Agencies that have been using ICS for many years have often asked this question, but continually decide to keep the system for its many advantages, even though they also use computer programs to track resources in various formats.

- Usually there is not a single computer program that compiles information on ALL resources on the incident. The T-Cards do.

- It is not easy or possible for anyone to get an overview of the incident when viewing only one page of a computer program. You just can't get a feel or oversight of the whole thing. With the T-Cards you do.

- Computer systems are not always up to date or match each other. The T-Cards are up to date and are usually the master inventory. Once the system is set up, people often use it to verify their computer information.

- The T-Cards are quick and easy to access.

- A T-Card is created for every person on the incident, not just the positions displayed in the IAP.

- All tactical resources such as contractor equipment and crews are displayed and status determined.

- The cards should be constantly updated as the status of resources change throughout the day. Anyone who needs information can easily get the most up to date information available at any time.

Most of the information on the T-Card system is also in some computer program. But it is not as easily and quickly obtained.

In order to be of value, T-Cards must be kept up to date. On a large incident, this duty is usually assigned to a dedicated Resources Unit Leader (RESL) who has been trained in the system at the RESL training session. Other people can be taught to do it at the incident. Second, Command & General Staff members and Unit Leaders must learn to read the T-Cards and work with the RESL to use the information. This should take about 10 minutes.

Once the system is accurate it can be used for a wide variety of things by many people on the incident. Examples:

- Instead of time consuming data entry, Operations Section overhead often work with the RESL to use the cards to set up the organization for the next operational period. Once the T-Cards are set, the Ops Chief can go about other business while the Planning Section uses the T-Cards and ICS Form 215 to assign specific staffing to on the 204s.

- Ops Chiefs often use the cards to quickly search for a specific resource or look for unassigned resources that are needed on the incident.

- The Situation Unit can use the cards to get an accurate count of all resources by type and agency on for the situation report.

- Anyone can track resources such as where they are, who they are, who they work for, which shift are they on etc.

- The color code system on the cards allows anyone to quickly obtain an overview of the incident and the distribution of resources by type and status (i.e. assigned, available, or out of service.)

- Quickly ascertain where resources are assigned by agency or contractor and quickly evaluate if resources are in the appropriate assignment or other relative information.

- Quickly locate personnel in the event of an emergency at home.

- The IC can quickly ascertain how many resources are unassigned as an indicator of the need to begin demobilization discussions.

- Logistics personnel can use the information for feeding and housing needs and any other purpose when an accurate count is required.

- In the event of power loss or other impacts to the electronic system, the T-Cards can be a valuable back up.

- T-Cards have been used to convey resource information to dignitaries and important visitors who want a quick overview of assigned resources.

- Command and Staff members often use the cards to verify who has arrived on the incident and been assigned to their functional area.

- In a significant event such as moving an incident base, evacuations etc., the cards are a way to confirm that all resources have been accounted for.

- Phone numbers and other contact info on the cards so someone has a source of information if they need to contact someone.

- Confirming that people are actually on the incident and have actually checked in.

Handout 5-2: Sample ICS Form 219 Resource Status Card (T-Card)

Purpose

ICS Form 219 Resource Status Cards are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation

Each Resource Status Card has space available for recording the following types of information.

- Resource identification information (data summary from ICS Form 211)

- Demobilization information (data summary from Demobilization Unit)

- Incident information (data summary about assignments and status)

Information to be placed on the cards may be obtained from several sources including, but not limited to:

- ICS Form 201 Incident Briefing

- ICS Form 204 Division Assignment List

- ICS Form 211 Incident Check-In List

- ICS Form 213 General Message

- ICS Form 215 Operational Planning Worksheet

- ICS Form 220 Air Operations Summary Worksheet

- Agency-supplied information or electronic resource management systems.

Information blocks on the Resource Status Cards are set up to allow easy transfer of data from these sources.

- A change in status or assignment should be noted on the Resource Status Card utilizing blocks relating to the incident information printed on the front and/or back of the card. This provides a chronological record during the course of the incident.

- When all boxes on the Resource Status Card are completed, begin a new Resource Status Card by placing "2", "3" ... in the lower left corner of the top portion of the identification information block. Staple the new Resource Status Card behind the original card.

LAYOUT AND FILING OF RESOURCE STATUS CARDS:

- Resource locator display racks are available in different sizes, having slots to file individual Resource Status Cards vertically.

- Several displays may be required to adequately portray the status and location of all incident resources (day and night operational period resources, incident base resources, etc.).

- Space on the displays should be arranged to allow for resource assignments, including but not limited to the following locations/categories:

  - Incident base (by name)

  - Camps (by name)

  - Sections, branches, divisions and groups

  - Staging areas (by name)

  - En route status

  - Other locations (e.g., helibase)

  - Unassigned resources by incident assignment

- Incident locations/categories are recorded on the gray header cards (ICS Form 219-1).

- Assigned incident resources are recorded on the appropriate colored ICS Forms 219 Resource Status Card (219-2 through 219-8).

- Resource Status Cards are filed vertically below each header card as to assignment during each operational period.

- Review and revision of the Resource Status Cards each operational period provides an up-to-date visual display of the status and location of each resource.

Distribution

ICS Form 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes

There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and

content of information on each card varies depending upon the intended use of the card.

ICS Form Designation	Used to Record Information About:	Card Color
ICS Form 219-1	Header Card (used only as label cards for T-Card racks)	Gray
ICS Form 219-2	Crew/Team Card	Green
ICS Form 219-3	Engine Card	Rose
ICS Form 219-4	Helicopter Card	Blue
ICS Form 219-5	Personnel Card	White
ICS Form 219-6	Fixed-Wing Card	Orange
ICS Form 219-7	Equipment Card	Yellow
ICS Form 219-8	Miscellaneous Equipment/Task Force Card	Tan
ICS Form 219-10	Generic Card	Light Purple

Acronyms

Abbreviations utilized on the cards are listed below:

AOV: Agency-owned vehicle
ETA: Estimated time of arrival
ETD: Estimated time of departure
ETR: Estimated time of return
O/S Mech: Out-of-service for mechanical reasons
O/S Pers: Out-of-service for personnel reasons
O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
POV: Privately owned vehicle

ICS Form 219-1: Header Card

Refer to EL_965_HO_5-2_ICS_Form_219-1.pdf

ICS Form 219-2: Crew/Team Card

Refer to EL_965_HO_5-2_ICS_Form_219-2.pdf

ICS Form 219-3: Engine Card

Refer to EL_965_HO_5-2_ICS_Form_219-3.pdf

ICS Form 219-4: Helicopter Card

Refer to EL_965_HO_5-2_ICS_Form_219-4.pdf

ICS Form 219-5: Personnel Card

Refer to EL_965_HO_5-2_ICS_Form_219-5.pdf

ICS Form 219-6: Fixed-Wing Card

Refer to EL_965_HO_5-2_ICS_Form_219-6.pdf

ICS Form 219-7: Equipment Card

Refer to EL_965_HO_5-2_ICS_Form_219-7.pdf

ICS Form 219-8: Miscellaneous Equipment/Task Force Card

Refer to EL_965_HO_5-2_ICS_Form_219-8.pdf

ICS Form 219-10: Generic Card

Refer to EL_965_HO_5-2_ICS_Form_219-10.pdf

PROCESSING RESOURCE STATUS CARDS

Agency-Formed Strike Teams (also used for law enforcement Resource Teams)

- Engines, dozers, and crews may be sent to an incident in pre-formed Strike Teams of similar resources. The Strike Team Resource Status Card is differentiated from a single resource card for the same kind of resource simply by **blotting the right tab** of the Strike Team card with a black felt pen. This allows Resources Unit personnel to readily distinguish Strike Teams from single resources of the same kind.

- The Resources Unit is notified of Strike Teams that are en route to an incident by agency dispatchers via the incident communication center and prepares cards for each Strike Team. Resources dispatched as a Strike Team by the sending agency are numbered by that agency. Note: the code for kind and type of Strike Teams is the same on the Resource Status Card and ICS Form 211 Check-in List. The information required by the incident Resources Unit is as follows:

    - Three-letter agency identifier preceded by two-letter state identifier Strike Team kind/type identifier

    - Agency-assigned Strike Team identification number

    - Name of Strike Team leader

    - List of the individual equipment numbers for equipment resources within the Strike Team

- The above information items are verified upon check-in of the Strike Team at the incident. The initial check-in information is then relayed to the Resources Unit.

- If an agency-formed Strike Team is broken into individual resources for a special purpose, the Strike Team Resource Status Card should be pulled from the file and a new Resource Status Card prepared for each resource. The new Resource Status Cards should indicate the new assignment, location, status, and the original Strike Team identifier and leader name.

Example of Ordered Engine Strike Team Resource Status Card

ST/Unit: CO-CCF		LDW: 9/7	# Pers: 21	Order #: E-14
CCFD	ST	E	1	9210
Agency	Cat/Kind/Type			Name/ID #

Front

Date/Time Checked In:
8/24 1800

Leader Name:
T Campbell

Primary Contact Information:
444-555-6666

Resource ID #(s) or Name(s):

9211 Campbell

CO-CCF-ENG-1 Chapman +3

CO-CCF-ENG-4 Borch + 3

CO-CCF-ENG-7 Blazes + 3

CO-CCF-ENG-5 Molloy + 3

CO-CCF-ENG 9 Brooks + 3

Home Base: Central City

Departure Point: Central City

ETD:1500	ETA:1800

Date/Time Ordered:8/23 1300

Remarks:
Engine personnel are listed on strike team manifest

Prepared by: R. Page

Date/Time: 8/23 1800

ICS 219-3 ENGINE (ROSE)

Incident-Formed Strike Teams

- The formation of a Strike Team on the incident can be done by the Operations or Planning sections. When a Strike Team is formed on the incident, a Strike Team number is requested from the Resources Unit, which is responsible for assigning all incident Strike Team numbers. Numbers are sequentially assigned, beginning with number one for Strike Teams and/or Task Forces. Incident-formed Strike Teams use the name of the incident as part of their identification. For example, "Sunset Strike Team E-2 #1" -Incident-Formed Strike Team Showing Resource Identification Information Portion of Resource Status Card

ST/Unit: Sunset ST 1		LDW: 9/7	# Pers: 21	Order #:	
Sunset	ST	E	2	1	
Agency	Cat/Kind/Type			Name/ID #	

- When resources are formed into incident-formed Strike Teams, the individual Resource Status Cards are collected, and the unit numbers are recorded on the front of the appropriate new Resource Status Card (dozers, engines, and crews). This new Resource Status Card is differentiated by blotting out the right tab with a black felt pen (see Figure 25). A white personnel Resource Status Card is also filled out for the Strike Team leader.

- The following Resource Status Card shows a format for a Strike Team assembled at the Sunset Incident composed of Type 2 engines from Los Angeles County (LAC) and the cities of Montclair, Monrovia and Pomona under the direction of Strike Team leader Rose of LAC.

- The Resources Unit will maintain a separate list of incident-formed Strike Teams and Task Forces showing the Strike Teams'/Task Forces' number, leader, and identifiers of individual resources. This list is provided to the incident communications center and operations personnel, so the newly formed Strike Team/Task Force can be identified. This list is updated as new Strike Teams/Task Forces are created and existing Strike Teams/Task Forces are disbanded.

- When individual Resource Status Cards are combined into a Strike Team, the information should be noted on each individual Resource Status Card by recording the Strike Team number in the "REMARKS" block. These individual Resource Status Cards are then attached to the Strike Team Resource Status Card.

Incident-Formed Strike Team Resource Status Card

ST/Unit:		LDW:	# Pers:	Order #:
Sunset	ST	E	2	1
Agency		Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:
Rose - LAC

Primary Contact Information:

Resource ID #(s) or Name(s):
LAC 144
LAC 66
PCM 41
MRV 103
MTC 221

Home Base:

Departure Point:

ETD:	ETA:

Date/Time Ordered: 8/23 1300

Remarks:
STEN Rose relieved
Foster 8/30 2000

Prepared by: R Page

Date/Time: 8/23 1800

ICS 219-3 ENGINE (ROSE)

ST/Unit:		LDW:	# Pers:	Order #:
Sunset	ST	E	2	1
Agency		Cat/Kind/Type		Name/ID #

Back

Incident Location:	Time:
Division A	8/31 1700

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

Notes:
Will assist night operational until 2200

Incident Location:	Time:
Division C	9/3 2000

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

Notes:
Moved ST from Div A to Div C for Mop-up

Incident Location:	Time:
Strike Team Disbanded	9/5 2130

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

Notes:
Engines return to single resource status Sunset
E-2#1 retired

Incident Location:	Time:

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

Notes:

Prepared by:

Date/Time:

ICS 219-3 ENGINE (ROSE)

- When the Strike Team is disbanded or demobilized, the Strike Team Resource Status Card is kept and filed with the Documentation Unit and the individual Resource Status Cards are again used to track the individual resources.

- Some agencies may elect to replace Strike Team leaders and other personnel comprising engine and dozer Strike Teams, but with no change in equipment, status or assignment/location. **In these cases, the assigned Strike Team identifier is retained.** The new Strike Team leader's name should be placed on a white personnel Resource Status Card and noted on the existing Strike Team Resource Status Card along with the time and date the personnel change was made. The relieved Strike Team leader's Resource Status Card is

transferred appropriately in the resource locator showing current status (e.g., available or O/S). Other personnel changes would be noted on the individual Resource Status Cards.

Incident-Formed Task Forces

• The formation of a Task Force on the incident can be done by the Operations or Planning Sections. When a Task Force is formed on the incident, a Task Force number is requested from the Resources Unit, which is responsible for assigning all incident Task Force numbers. Numbers are sequentially assigned, beginning with the number one for Strike Teams/Resource Teams and/or Task Forces. Incident formed Task Forces use the name of the incident as part of the identification. For example, "Sunset Task Force #3." Note: the kind and type codes do not apply to Task Forces.

Resource Identification Portion of Resource Status Card for Incident-Formed Task Force

ST/Unit: Sunset TF 3		LDW:	# Pers:	Order #:
Sunset	TF			3
Agency	Cat/Kind/Type			Name/ID #

• Individual Resource Status Cards for incident-formed Task Forces are collected and the unit numbers are recorded on the front of the miscellaneous equipment/Task Force Resource Status Card. This new Resource Status Card is differentiated by **blotting out the left tab** with a black felt pen. A white personnel Resource Status Card is also filled out for the Task Force leader.

• The Resources Unit will maintain a separate list of incident-formed Strike Teams/Resource Teams and Task Forces showing the Strike Teams'/Task Forces' number, leader, and identifiers of individual resources. This list is provided to the incident communications center and operations personnel, so the newly formed Strike Team/Task Force can be identified. This list is updated as new Strike Teams/Resource Teams and Task Forces are created or disbanded.

• When individual Resource Status Cards are combined into a Task Force, the information should be noted on each individual Resource Status Card by recording the Task Force number in the "REMARKS" block. These individual Resource Status Cards are then attached to the Task Force Resource Status Card.

- When the Task Force is disbanded or demobilized, the Task Force's Resource Status Card is kept and filed with the Documentation Unit and the individual Resource Status Cards are again used to track the individual resource.

- The following Resource Status Card show a format for a Task Force assembled at the incident composed of three Type 2 engines from Los Angeles County (LAC) and a Type 1 crew under the direction of Task Force Leader Scott of LAC.

Example of Resource Status Card for Incident-Formed Task Force

UPDATING RESOURCE LOCATOR DISPLAYS

The Status/Check-in Recorder may be required to update the resource locator display.

- One of the primary functions of the Resources Unit is to supply the Incident Command and General Staff information about the resources assigned to the incident.

- The Situation Unit Leader relies on the Resources Unit to provide information about the type and number of resources currently assigned to the incident for preparation of ICS Form 209, Incident Status Summary.

- The Resources Unit Leader must track and provide up-to-date information on resource status relating to assignments and availability.

- To maintain current and accurate records on assigned resources, the Resources Unit utilizes information from several sources:
    - ICS Form 203 Organization Assignment List provides names of personnel assigned to Unit Leader positions and above.
    - ICS Form 204 Division Assignment List provides names of resources and types of equipment assigned to a specific division or group on the incident.
    - ICS Form 207 Incident Organization Chart provides names of personnel responsible for managing positions listed on the chart.
    - ICS Form 210 Status Change Card provides information of status changes on resources occurring on the incident during the operational period.
    - ICS Form 211 Check-In List provides information on resources that checked-in.
    - ICS Form 215 Operational Planning Worksheet provides information on resources available and needed to carry out required operational work assignments.
    - ICS Form 220 Air Operations Summary Worksheet provides number, type, location, and specific assignments for aircraft on the incident.
    - Unit Organization Chart, if available, provides all names of personnel assigned to positions within each unit.
    - Division/Group supervisors, Ground Support Unit, agency dispatch center, communications center, message center operator; and staging area, camp, incident base, and helibase managers provide personnel and equipment data on new arrivals reporting to these locations.

- Dependent on procedures established per incident, updates and revisions of Resource Locators occur by moving Resource Status Cards to reflect the current location of the assigned resources as described below:

  - After each Planning/Strategy Meeting- which documents the incident resources work assignments on ICS Form 215 Operational Planning Worksheet- the Resource Locator needs updating.
    Example:

    Prior to the Planning/Strategy Meeting the current work assignments for the day operational period on 7/29/95 are shown on ICS Form 215, Operational Planning Worksheet (see Figure 28). The corresponding Resource Locator for the same operational period is shown in Figure 29.

    After the Planning/Strategy Meeting the proposed work assignments for the day operational period on 7/30/95 are shown on ICS Form 215, Operational Planning Worksheet (see Figure 30) which moves T.O. #21 Handcrew and FOBS Finn from Division A to Division B and Group E (with two type 2 Engine Strike Teams) is added. The corresponding updated Resource Locator for the same operational period is shown in Figure 31 which moves T.O. #21 Handcrew and FOBS Finn from Division A to Division B and Group E (with two type 2 Engine Strike Teams) is added.

  - After development of each completed Incident Action Plan (IAP) utilizing the appropriate forms (e.g., ICS Forms 203, 204, 220) the Resource Locator is then updated to reflect the work assignments these forms indicate.

  - After each operational period briefing, changes, additions, or deletions are documented as a corrected IAP, and are reflected in the updated Resource Locator to document this information.

  - After notification from other sources identifying changes relating to resource location and/or status (e.g., ICS Form 210 General Message) update the Resource Locator as necessary to reflect these changes.

  - As part of the incident demobilization process the Resource Status Cards are removed from the Resource Locator and given to the Documentation Unit to be filed in the final Incident Package.

Refer to EL_965_HO_5-2_ICS_Form_215_1_of_2.pdf

Refer to EL_965_HO_5-2_ICS_Form_215_2_of_2.pdf

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Shovel Fire

| OPERATION | ← ──────── Header Cards or T-cards |

| Brandau OSC2 |

Indicates filing slots for cards

| Div A |
| Shank DIVS |
| Piechura STCR |
| San Carlos #75 |
| San Carlos #77 |
| T.O #21 |
| Anderson FOBS |
| Finn FOBS |
| Conner SOFR |

| Div A |
| Riepe DIVS |
| Sacramento IHC |
| Scurry SOFR |

Shovel Fire

		Header Cards or T-cards
OPERATION		
Brandau OSC2		Indicates filing slots for cards

Div A		Div A	Group E
Shank DIVS		Riepe DIVS	Parrish DIVS
Piechura STCR		Sacramento IHC	Shovel ST E-2#1
San Carlos #75	T.O.#21	Scurry SOFR	Shovel ST E-2#2
San Carlos #77	Finn FOBS		
▮			
Anderson FOBS			
▮			
Conner SOFR			
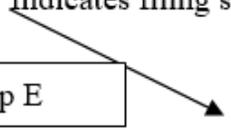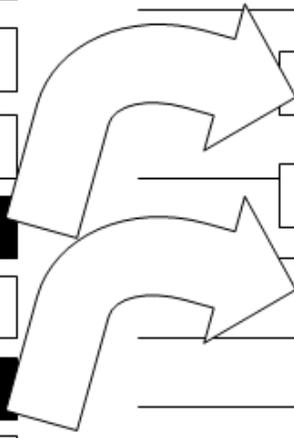
INCIDENT INFORMATION TRACKING

KEEPING CURRENT STATUS

The Status/Check-in Recorder may be required to update the incident information on assigned resources:

- Resource Status Cards are the primary method to track resource incident information. They should be filed by assigned location and updated as required.

- The initial status of an individual resource may be obtained from ICS Form 211 Check-in List; ICS Form 201 Incident Briefing; or from historical documents, e.g., Incident Action Plans (IAPs) relating to the incident.

- The change in status of an individual resource may occur at any time during the incident. The Resource Status Card provides spaces for recording current status, as well as status changes, for that resource.

- The information to be recorded in this section is as follows:

  - Incident Location:
    The location on the incident where the resource is presently located (e.g., Division B, incident base, staging area, helibase).

  - Time:
    The time and date the resource reported to that location/assignment.

  - Status:
    Although there are several items listed, there are only three general status categories. A resource is either considered assigned, available, or out-of-service.
    The additional items identify more specifically why a resource is out-of-service. For example:
    > O/S Rest, out-of-service for rest
    > O/S Mech, out-of-service for mechanical reasons
    > O/S Pers, out-of-service for personnel reasons
    The ETR space is used for recording estimated date and time of return for out-of-service resources if this information is available.
    NOTE: Use this space to document additional information pertinent to that resource or its status. Example: Can be reached at Diddy Wells Forest Fire Station (916) 243-1905.

- Sources for obtaining change in resource status include ICS Form 210 Status Change Card, ICS Form 213 General Message Form, and/or direct communication with other incident personnel. The Status Change Card is designed to supply the Resources Unit with sufficient information to record the change in status of a given resource.

- The status change card is used by the Communications Unit to record status change information received on resources assigned to the incident.

- The form is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams/Resource Teams, and division/group supervisors. Status information could also be reported by staging area and helibase managers, and fixed-wing facilities.

- The ICS Form 210, Status Change Card, is a two-part form. The original is given to the Resources Unit and the second (pink) copy is retained by the Communications Unit.

Refer to EL_965_HO_5-2_ICS_Form_210.pdf

ICS FORM 210
Resource Status Change

Purpose

The ICS Form 210 Resource Status Change is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with an ICS Form 213 General Message. The form could also be used by Operations as a worksheet to track entry, etc.

Preparation

The ICS Form 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams/Resource Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution

The ICS Form 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:
- The ICS Form 210 is essentially a message form that can be used to update ICS Form 219 Resource Status Cards (T-Cards) for incident-level resource management.
- If additional pages are needed, use a blank ICS Form 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Resource Number**	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	**New Status** (Available, Assigned, Out of Service)	Indicate the current status of the resource: • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	**From** (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	**To** (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	**Time and Date of Change**	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	**Comments**	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	**Prepared by** Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ORDERED RESOURCES

Based on direction from the Resources Unit Leader the Status/Check-in Recorder may establish communications with the Ordering Manager, Supply Unit Leader or expanded dispatch and agree on a process to notify the Resources Unit when ordered resources have been confirmed. This may be on an as-confirmed basis, hourly or daily, and may be via runner with written message, telephone, radio or E-Mail. The information desired may be name, ETA, filled or killed, substitutions, etc. The objective is to stay reasonably current on the status of ordered resources so that plans for their utilization can be accurately made by the ordering unit.

KEEPING STATUS ON TRANSPORTATION AND SUPPORT VEHICLES

- Transportation and support vehicles such as buses, tenders, transports~ pickups, sedans, utility vehicles, graders, and tow trucks are administratively assigned to the Ground Support Unit. The Ground Support Unit maintains an inventory of all these vehicles by identifying and recording description information on ICS Form 218 Support Vehicle Inventory Form (see Figure 34).

- Copies of the forms are provided to the Resources Unit by Ground Support personnel.

- The Resources Unit maintains status information on all transportation and support vehicles on the incident by recording the following identification information on the miscellaneous equipment/Task Force (buff) Resource Status Card.

    - Type of vehicle (bus, sedan, etc.)

    - ID. No. (only for vehicles)

    - Amplifying information such as size (e.g., I-ton, 50-passenger, etc.)

- Request for status of support vehicles will be received by the Resources Unit. Requests for support vehicles will go directly to the Ground Support Unit. When this occurs, the Ground Support Unit must inform the Resources Unit of its actions; thus, the Resources Unit can maintain current status of all resources.

- The Ground Support Unit will inform the Resources Unit when out-of-service vehicles are again available.

Refer to EL_965_HO_5-2_ICS_Form_218.pdf

ICS FORM 218
Support Vehicle/Equipment Inventory

Purpose

The ICS Form 218 Support Vehicle/Equipment Inventory provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation

The ICS Form 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution

Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:
- If additional pages are needed, use a blank ICS Form 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	**Vehicle/Equipment Category**	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	**Vehicle/Equipment Information**	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only

		during the incident, if this system if used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).
	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	**Prepared by** Name Position/Title Signature	Enter the name, ICS position/title, and signature of the person preparing the form.

KEEPING STATUS OF UNASSIGNED PERSONNEL RESOURCES

• The Resources Unit maintains the status of all personnel without an incident assignment. The recommended method for maintaining status is to use personnel (white) Resource Status Cards.

• Initial information on unassigned personnel may be received by the Communications Unit on ICS Form 210 Status Change Cards or ICS Form 211 Check-in Lists received from the staging area, incident base, camp, helibase manager, and Resources Unit. Status change cards and check-in lists are the most common sources. However, it may be necessary to obtain this information through direct communications with other incident personnel.

• File Resource Status Cards in resource locator by location (e.g., incident base, camp) and within location by qualification.

- When individuals are assigned, remove their Resource Status Cards and record the assignment, date and time, and place the Resource Status Card in the appropriate location.

- The Resource Status Card provides spaces for recording current status, as well as status changes, for that resource.

PLANNING AND PREPARING FOR DEMOBILIZATION

Based on direction from the Resources Unit Leader the Status/Check-in Recorder may assist the Demobilization Unit Leader in activities necessary to plan and prepare for the demobilization effort, such as:

- Setting up the physical needs of the Demobilization Unit (e.g., telephone extension(s), desks, information center, bulletin board(s), public address system, FAX machine, identifying transportation pick-up points, etc.).

- Grouping resources by similar characteristics (e.g., final destination, home state, logical travel routes, shared transportation means, common excess times, etc.).

- Preparing ICS Form 221 Demobilization Checkout for each resource with as much information as is known at the time and filing in alphabetical or sequential order by request number.

- Collecting demobilization plan information (e.g., telephone numbers of ICP, expanded dispatch, radio frequencies for travel check-in purposes, local offices to contact en route if an emergency arises, restricted travel information for wide loads, staging center location and contact information, moving hazardous materials, etc.).

- Collating grouped information into logical lists that display tentative releases by date, time, location, travel method, etc.

- Transferring approved and scheduled resource departure information onto bulletin board displays, announcing via public address system or searching out and personally contacting resources to notify them of release plans.

RESOURCE CHECK-OUT

Based on direction from the Resources Unit Leader you may assist the Demobilization Unit Leader in activities necessary in checking out resources, such as:

- Staffing the demobilization desk and providing completed ICS Form 221 Demobilization Checkout forms to release resources along with specific instructions regarding contact points at the ICP or incident base to complete the check-out process.

- Interviewing resources having their own transportation to document estimated time of departure, estimated stops en route and estimated time of arrival at home unit so that the home agency dispatcher can be notified.

- Confirming travel information for resources not having their own transportation, such as type of travel, connecting travel types and times, estimated time of departure, estimated time of arrival, etc.

- Informing resources of any travel concerns or restrictions such as arriving at the destination before a certain time of day, not driving more than a certain number of hours, maintaining an awake passenger to keep the driver alert, mandatory rest breaks and/or check-in calls, need for sack lunches etc.

- Documenting actual time of departure and collecting completed ICS Form 221 Demobilization Checkout.

- Notifying the Resources Unit, expanded dispatch and the resource's home unit of actual time of departure, travel method and times and estimated time of arrival at home base by the communication method requested by the Demobilization Unit Leader.

Activity 5.1: Resource Tracking

Activity 5.1: Resource Tracking
Overview—Unit 5

Purpose

The purpose of this activity is to provide students with an opportunity to practice using the T-Card (ICS Form 219) and to display the T-Cards in a locator rack to illustrate the incident organization.

Objectives

Students will:

- Demonstrate proficiency in correctly completing T-Cards.

- Demonstrate proficiency displaying the T-Card (ICS Form 219) in the locator rack in a format that resembles the incident organization.

Activity Structure

This activity scenario continues from Activity 4.1, Unit 4. It is designed to last approximately 1 hour, 30 minutes. The Instructor will give completed ICS Form 211s to students. Students will transfer resources that have checked in on the incident to the appropriate T-Card (ICS Form 219) using the information provided on the ICS Form 211. Once the T-cards are completed, students will be asked to organize the completed T-Cards in a display on a T-Card rack utilizing the ICS Form 201 for the current organization.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

- Review the completed ICS Form 211s given to you by the Instructor. Use the information from the ICS Form 211s to transfer resources that have been checked in to the appropriate T-Card (ICS Form 219).
- Organize the completed T-Cards in a display on the T-Card rack, using the ICS Form 201 for the current organization.

Instructors moderate discussions, answer questions and provide additional information as required.

Refer to EL_965_ACT_5.1_ICS_Form_211_1_of_6.pdf

Refer to EL_965_ACT_5.1_ICS_Form_211_2_of_6.pdf

Refer to EL_965_ACT_5.1_ICS_Form_211_3_of_6.pdf

Refer to EL_965_ACT_5.1_ICS_Form_211_4_of_6.pdf

Refer to EL_965_ACT_5.1_ICS_Form_211_5_of_6.pdf

Refer to EL_965_ACT_5.1_ICS_Form_211_6_of_6.pdf

Activity 5.1 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	1 hour	Small Group
Debrief/Review	25 minutes	Classroom

Unit 6: Incident Action Planning

STUDENT MANUAL

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Visual 6.1
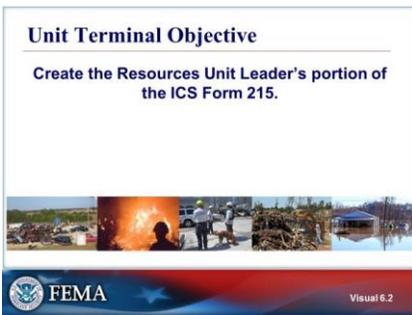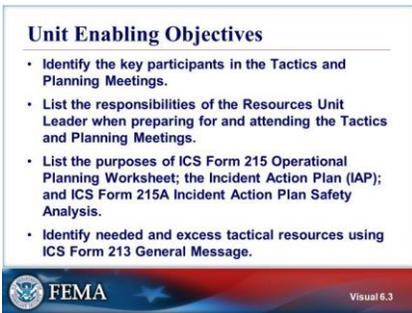
UNIT 6: INCIDENT ACTION PLANNING

Through this unit, you will learn the Resources Unit Leader's responsibilities in key meetings during the incident action planning process. This will cover tasks performed before, during, and after the meetings, as well as required documents and interactions with other IMT staff.

Visual 6.2

UNIT TERMINAL OBJECTIVE

Create the Resources Unit Leader's portion of the ICS Form 215.

Visual 6.3

UNIT ENABLING OBJECTIVES

- Identify the key participants in the Tactics and Planning Meetings.

- List the responsibilities of the Resources Unit Leader when preparing for and attending the Tactics and Planning Meetings.

- List the purposes of ICS Form 215 Operational Planning Worksheet; the Incident Action Plan (IAP); and ICS Form 215A Incident Action Plan Safety Analysis.

- Identify needed and excess tactical resources using ICS Form 213 General Message.

The Final Exam questions are based on the Unit Enabling Objectives.

Visual 6.4

TACTICS MEETING
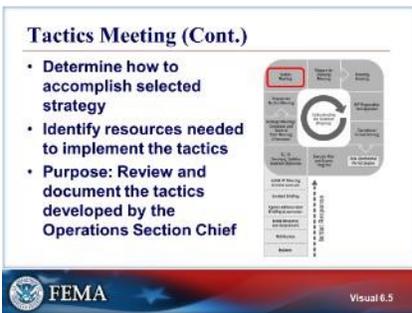
Visual 6.5

TACTICS MEETING (CONT.)

The Incident Commander sets the initial objectives. The Operations Section Chief provides direction regarding how the resources will be deployed to complete the Incident Commander's objectives.

The decisions are documented on ICS Form 215, Operational Planning Worksheet. This blueprint for tactical deployment for the next operational period will be developed and revised before the Planning Meeting where formal deployment of resources and work assignments will be approved.
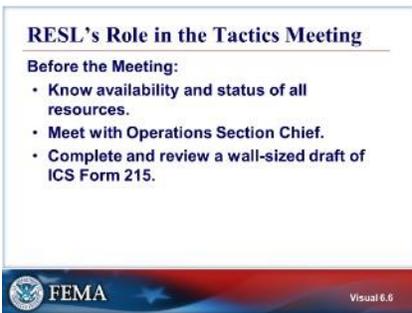
Visual 6.6

RESL'S ROLE IN THE TACTICS MEETING

The Operations Section Chief completes ICS Form 215 with the assistance of the Resources Unit Leader. The Operations Section Chief develops the Tactical Plan, which identifies the Operations Section's organization, work assignments, and type and quantity of required resources. The Resources Unit Leader, using the resource tracking system, identifies the resources for the Have row on ICS 215.

It is important for the Resources Unit Leader to meet with the Operations Section Chief before the Tactics Meeting.

When completing the draft prior to the meeting, the Operations Section Chief can take a smaller ICS Form 215 out into the field, make notes on it, and then give it to the Resources Unit Leader when he or she returns from the field. Then, the Resources Unit Leader can clean it up and get it ready for the meeting.
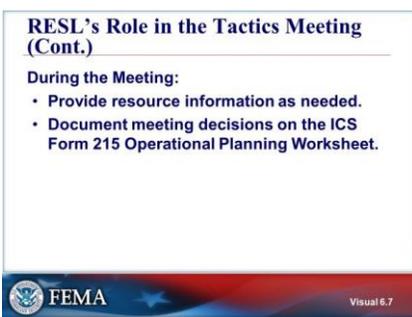
Visual 6.7

RESL'S ROLE IN THE TACTICS MEETING (CONT.)

The Resources Unit Leader should also be gathering information regarding the resources needed for the next operational period and what resources the incident has on hand.

The Resources Unit Leader should be prepared to provide resource information as needed. He or she should have this information readily available.

Before coming to the Tactics Meeting, the Resources Unit Leader might want to check the T-card racks to determine the number of various resources that are currently available. With this information in hand, the Resources Unit Leader can quickly determine the ordering required.

Visual 6.8

KEY PARTICIPANTS

The key players in the Tactics Meeting are the Operations Section Chief, the Safety Officer, the Planning Section Chief, Resources Unit Leader and representative(s) of Logistics as required, e.g., the LSC, Communication Unit Leader, Supply Unit Leader.).

The Operations Section Chief provides direction regarding how the kind, type, and quantity of resources that are deployed to meet the Incident Commander's objectives. The decisions are documented on ICS Form 215A.
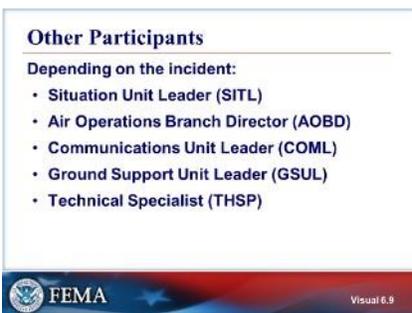
Visual 6.9

OTHER PARTICIPANTS

Other positions (Planning Section Chief, the Situation Unit Leader, and the Air Operations Branch Director) may attend the meeting, but this is not mandatory and may vary by incident.

Visual 6.10

ICS FORM 215 OPERATIONAL PLANNING WORKSHEET

Visual 6.11

PURPOSE OF THE ICS FORM 215

ICS Form 215 documents the decisions made during the Tactics Meeting and agreed to at the Planning Meeting.

The Operational Period Planning Cycle (Planning P) diagram on this visual illustrates that finalizing the ICS Form 215 is part of preparing for the Planning Meeting.

Refer to Handout 6-1: ICS Form 215.

Visual 6.12

COMPLETING THE ICS FORM 215

Visual 6.13

ICS FORM 215

Record information accurately, completely, and legibly.

Include non-operational line resources (for example, Safety Officer, Field Observer, EMT).

The intent is for the Division Supervisor to quickly get the information that he or she needs.

Check the span of control as you fill in ICS Form 215.

Work with the Operations Section Chief to determine the required resources. Determine shortages or excesses of the required resources by comparing what you have and what the Operations Section requires. If there are resource requirements that cannot be met, ask the Operations Section if they would like to change the required quantity.
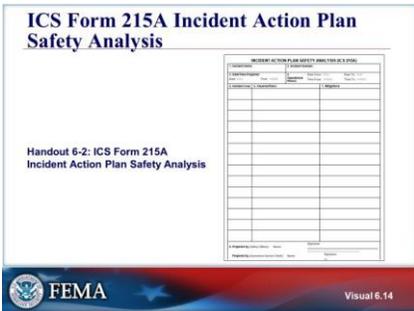
Visual 6.14

ICS FORM 215A INCIDENT ACTION PLAN SAFETY ANALYSIS

Prepared by the Safety Officer, the ICS Form 215A is used by the Resources Unit Leader to complete ICS Form 204 Assignment List.

Refer to Handout 6-2: ICS Form 215A Incident Action Plan Safety Analysis.

Visual 6.15

PLANNING MEETING

Visual 6.16

PLANNING MEETING (CONT.)

The Planning Meeting provides the opportunity for the Command and General Staff to review the ICS Form 215 and the ICS 215A as well as to support and approve the plan for the next operational period.

The Operations Section Chief describes the quantity, kind and type of resources that will be needed to perform the identified work assignment need to accomplish the Incident Objectives. The Resources Unit Leader works with the Logistics Section Chief to fulfill the resource needs. At the end of the meeting, the Planning Section Chief indicates when all components of the plan and the support documents must be submitted to the Resources Unit so that the plan can be completed, approved, collated, duplicated, and made ready for the Operational Period Briefing.

Visual 6.17

RESL'S ROLE IN THE PLANNING MEETING

If not done prior to the Tactics Meeting, prior to the Planning Meeting, transfer information from the draft paper ICS Form 215 to the wall-sized ICS Form 215 Operational Planning Worksheet and display it during the meeting. This wall-sized visual allows attendees to see and Operations Section Chief to refer to the tactical organization and resources assigned.

The Resources Unit Leader may not be very involved during the Planning Meeting. If the Planning Section Chief is preparing to present, the Resources Unit Leader must give him or her the necessary information ahead of time.

Visual 6.18

KEY PARTICIPANTS AND TASKS

The Planning Meeting is a very important part of the incident action planning process, and it is equally critical that the Resources Unit Leader knows the key players.

Visual 6.19

RESL'S ROLE AFTER THE PLANNING MEETING

The Resources Unit Leader's role after the Planning Meeting.

- Resource inventory and assignments:
  - ▪ Notify DMOB after confirming with Operations Section Chief of surplus tactical resources.
  - ▪ Order needed tactical resources as identified on the ICS Form 215 if not already ordered by Operations Section Chief.
  - ▪ Clarify with Operations Section Chief how they want resources assigned.
- IAP Updates - Clarify info needed to develop work products and then develop work products to include in the IAP.
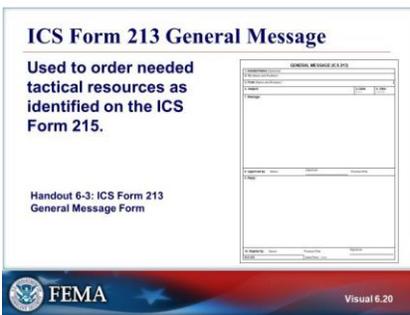
Visual 6.20

ICS FORM 213 GENERAL MESSAGE

The Operations Section or the Planning Section could order these resources. The Operations Section Chief reviews and approves.

Official approval for ICS Form 213 General Message Form, does not occur until during or after the Planning Meeting; therefore, the order for additional resources is not placed yet.

To order additional operational/tactical resources, the Resources Unit Leader submits the ICS Form 213 General Message to the Logistics Section Chief or Supply Unit Leader.

Refer to Handout 6-3: ICS Form 213 General Message Form.
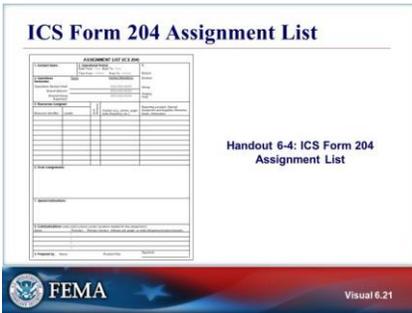
Visual 6.21

ICS FORM 204 ASSIGNMENT LIST

ICS Form 204 is used to capture the information from both ICS Form 215 and ICS Form 215A.The Safety Officer may ask the Resources Unit Leader to write special instructions on ICS Form 204. Much of that information comes from ICS Form 215A.

The Operations Section Chief is responsible for determining which resource works in each Division or Group. This responsibility may be delegated to the Resources Unit Leader. — It is a good idea to ask the Operations Section if there is a specific resource that they would like to assign to a particular Division or Group. If a resource has worked in a particular Division or Group before, it may be beneficial to assign them to the same Division or Group because they have helpful institutional knowledge.

Refer to Handout 6-4: ICS Form 204 Assignment List.
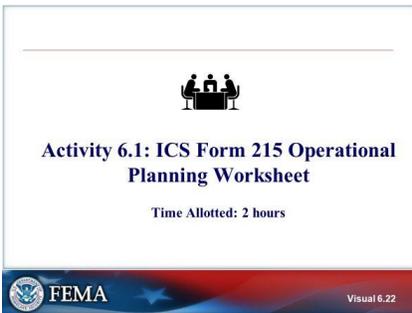
Visual 6.22

ACTIVITY 6.1: ICS FORM 215 OPERATIONAL PLANNING WORKSHEET

The instructor will explain Activity 6.1.

You will have 2 hours to complete the activity.

Visual 6.23

OPERATIONAL PERIOD BRIEFING

Visual 6.24

OPERATIONAL PERIOD BRIEFING (CONT.)

An Operational Period Briefing is held just before the start of each operational period to present the Incident Action Plan to the supervisors of the tactical resources assigned to that operational period.

If needed, each member of the Command and General Staff who has a part in the IAP makes a short presentation to clarify procedures. All supervisors of the tactical resources to be employed during that period should attend an Operational Period Briefing. In some cases, all tactical personnel should also attend if they can be accommodated.

The Planning Section Chief and Operations Section Chief share the responsibility for the Operational Period Briefing. The Planning Section Chief is responsible for conducting the briefing. The Operations Section Chief has the responsibility for ensuring that all operations personnel are adequately briefed. This may require additional briefings after the primary Operational Period Briefing.

The role of the Resources Unit Leader at an Operational Period Briefing is to:

1. Determine if there are any unassigned or resources that missed the Briefing.

2. Manage the corrected copy of the IAP.

Where possible, the OSC will conduct a roll call of the resources listed in the IAP. The RESL must take note of any resource not answering the roll call and after the briefing go about trying to locate those resources. The OSC should also make an announcement for any unassigned to see the RESL after the briefing. The RESL will get their identity and share with the OSC for review and possible assignment.

During the Briefing, using a copy of the IAP the RESL will make a notation using a pen of any adjustments, errors or changes to the IAP that was distributed at the Briefing. This "corrected copy" is then placed in the Incident File.

The Resources Unit Leader may or may not attend the Operational Period Briefing but ensure someone for the Resources Unit attends to complete the Unit's tasks.

Visual 6.25

Visual 6.26

KEY PARTICIPANTS

OBJECTIVES REVIEW

Unit Enabling Objectives

- Identify the key participants in the Tactics and Planning Meetings.

- List the responsibilities of the Resources Unit Leader when preparing for and attending the Tactics and Planning Meetings.

- List the purposes of ICS Form 215 Operational Planning Worksheet; the Incident Action Plan (IAP); and ICS Form 215A Incident Action Plan Safety Analysis.

- Identify needed and excess tactical resources using ICS Form 213 General Message.

Supplemental Materials

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Handout 6-1: ICS Form 215 Operational Planning Worksheet

Refer to EL_965_HO_6-1_ICS_Form_215.pdf

Handout 6-2: ICS Form 215A IAP Safety Analysis

Refer to EL_965_HO_6-2_ICS_Form_215a.pdf

Handout 6-3: ICS Form 213 General Message

Refer to EL_965_HO_6-3_ICS_Form_213.pdf

Handout 6-4: ICS Form 204 Assignment List

Refer to EL_965_HO_6-4_ICS_Form_204.pdf

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Activity 6.1: ICS Form 215 Operational Planning Worksheet

Activity 6.1: ICS 215 – Operational Planning Worksheet Overview—Unit 6

Purpose

The purpose of this activity is to provide the students with experience working with the ICS Form 215 to determine resource shortages, surpluses, and needs.

Objectives

Students will:

- Demonstrate proficiency in correctly completing the ICS Form 215.

Activity Structure

This activity is designed to last approximately 2 hours. Students will complete the have and need blocks on the ICS Form 215 based on the resources listed as on scene and available. After they have done this they will make a list of additional resource information needed to complete the ICS Form 215. Students will then record the operational information on the wall-sized ICS Form 215 in preparation for the Planning Meeting.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

- Review the partially completed ICS Form 215 and, using the Resources on Scene template, develop this list by referring to the T-card display and comparing the Kind, Type and Quantity to the resources required by the OSC on the draft ICS 215 and then determine the excess or shortages. Complete the "have" and "need" blocks on the ICS Form 215 based on the resources listed as on scene and available.

- As a group, identify what additional resource information is needed to complete the ICS Form 215 and make a list.

- Record the operational information on the wall-sized ICS Form 215 in preparation for the Planning Meeting.

Instructors moderate discussions, answer questions and provide additional information as required.

Activity 6.1 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	1 hour, 30 minutes	Small Groups
Debrief/Review	30 minutes	Classroom

Activity 6.1 – Resources on Scene

Crews					
Personnel					
Equipment					

Activity 6.1: ICS Form 215 and ICS Form 214A

Refer to EL_965_ACT_6.1_ICS_Form_215.pdf

Refer to EL_965_ACT_6.1_ICS_Form_215a.pdf

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Unit 7: Resources Unit Products/Outputs

STUDENT MANUAL

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Unit 7:
Resources Unit Products / Outputs

Visual 7.1

UNIT 7: RESOURCES UNIT PRODUCTS / OUTPUTS

This unit describes the purpose and structure of the IAP.

Unit Terminal Objective

Create the required forms, documents, and components to support the incident.

Visual 7.2

UNIT TERMINAL OBJECTIVE

Create the required forms, documents, and components to support the incident.

Unit Enabling Objectives

· Explain the Resources Unit Leader's responsibilities in the preparation of the Incident Action Plan.
· Identify the required as well as optional components of an Incident Action Plan.
· Explain the approval, distribution, and revision of an Incident Action Plan.
· Create the Incident Resource Commitment Summary.
· Assemble an IAP for a given scenario.
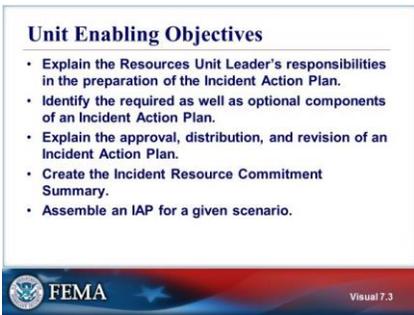
Visual 7.3

UNIT ENABLING OBJECTIVES

• Explain the Resources Unit Leader's responsibilities in the preparation of the Incident Action Plan.

• Identify the required as well as optional components of an Incident Action Plan.

• Explain the approval, distribution, and revision of an Incident Action Plan.

• Create the Incident Resource Commitment Summary.

• Assemble an IAP for a given scenario.

The Final Exam questions are based on the Unit Enabling Objectives.

Incident Action Plan
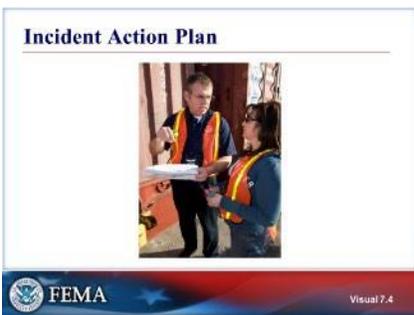
Visual 7.4

INCIDENT ACTION PLAN

The IAP is the written document which ensures that all personnel have a common understanding of the approved incident objectives, operational strategies, and tactics.

Visual 7.5

Visual 7.6

Visual 7.7

IAP (CONT.)

The Operational Period Planning Cycle was developed to facilitate the development of an IAP in an orderly and systematic manner.

An IAP is completed following each formal Planning Meeting. Planning Meetings are facilitated by the PSC. The plan must be approved by the Incident Commander prior to distribution. The RESL should have copies of the IAP made for all supervisory personnel plus 10% extra.

An IAP must be prepared for each operational period and distributed prior to the Operational Period Briefing.

PURPOSE OF THE IAP

The establishment of the Planning Cycle and the completion of an IAP changes the incident response from reactive to proactive. It documents what can be expected in the next operational period and the identity/location of the resources performing the work. Additionally, it identifies the incident location, facilities, how resources will communicate, and acquire medical assistance if required.

WHEN DO YOU NEED AN IAP?

Although every incident has an action plan, not all have them written down in an IAP. Particularly on shorter duration incidents, there is not enough time to produce an IAP.

The Incident Commander or the Agency Administrator ultimately decides whether there will be an IAP.

Visual 7.8

RESL AND THE IAP

The Planning Section Chief will generally announce input responsibilities and timeframes for IAP components at the end of the Planning Meeting, but it is the Resources Unit Leader's job to track down, collect, and review all components of the IAP.
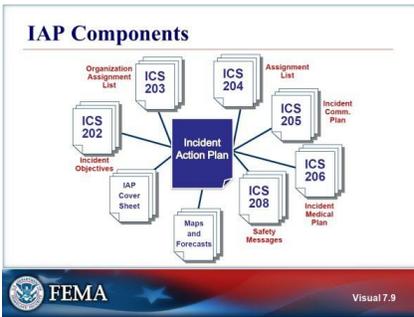
Visual 7.9

IAP COMPONENTS

Visual 7.10

IAP COVER

Not all IMTs use covers on their IAPs; the first page is then the ICS Form 203. Each team has a process; ensure to adhere to your teams' procedure.
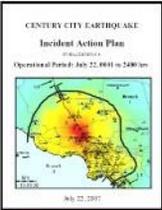
Refer to Handout 7-1: Sample IAP.
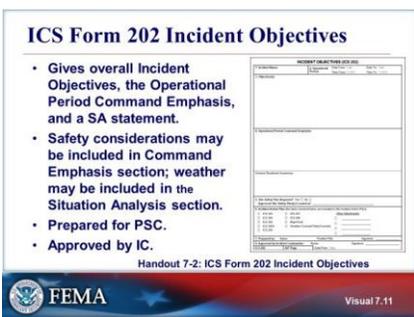
Visual 7.11

ICS FORM 202 INCIDENT OBJECTIVES

ICS Form 202 Incident Objectives is the first page of the IAP. The Incident Objectives provides for the overall Incident Objectives (what needs to be accomplished), the Operational Period Command Emphasis, and a Situational Awareness statement. Safety considerations may be included with the Command Emphasis section and weather may be included in the Situation Analysis section.

The Resources Unit Leader may prepare ICS Form 202 for the Planning Section Chief.

Refer to Handout 7-2: ICS Form 202 Incident Objectives.
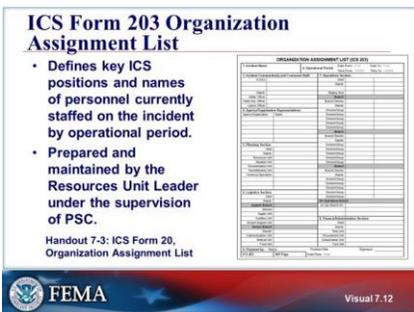
Visual 7.12

ICS FORM 203 ORGANIZATION ASSIGNMENT LIST

ICS Form 203 Organization Assignment List provides ICS personnel with information on the Units that are currently staffed and the names of the personnel staffing each position or Unit. It is used to complete ICS Form 207 Incident Organization Chart which is posted at the Incident Command Post.

The Resources Unit Leader needs to pay attention to detail. For example, it is important that the incident name is consistent across all forms. Operational period dates and resource numbers must also remain consistent.

Refer to Handout 7-3: ICS Form 203 Organization Assignment List.
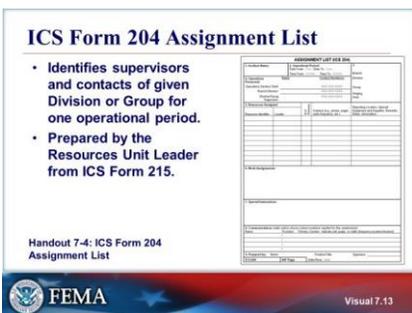
Visual 7.13

ICS FORM 204 ASSIGNMENT LIST

ICS Form 204 Assignment List is used to inform Operations Section personnel of incident assignments. Completing this form is the bulk of the workload when creating the IAP.

Once the assignments are agreed upon by the Incident Commander and General Staff, the assignment information is given to the appropriate Division and Group. Each Division or Group will have its own ICS Form 204.

The approved ICS Form 215 and the completed T-card provide information for preparing ICS Form 204. The Operations Section Chief will likely not be very hands-on regarding this task. The PSC may or may not want to see the ICS Form 204s before they are published.

Emphasize: The ICS 215 and 215A are not a part of the IAP.

Refer to Handout 7-4: ICS Form 204 Assignment List.
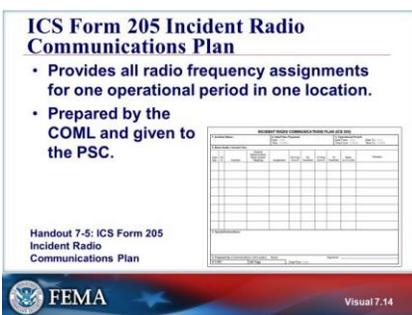
Visual 7.14

ICS FORM 205 INCIDENT RADIO COMMUNICATIONS PLAN

ICS Form 205, Incident Radio Communications Plan, provides all radio frequency assignments for that operational period in one location. This plan is a summary of the information obtained from ICS Form 216 Radio Requirements Worksheet and ICS Form 217 Radio Frequency Assignments Worksheet (note that ICS Form 216 and 217 are not included in the FEMA ICS Forms booklet but are included in the course materials). Frequency assignments on the Incident Radio Communications Plan are typically placed on the appropriate ICS Form 204 Assignment List. Ensure the ICS Form 205 frequencies are correctly transcribed onto the respective ICS Form 204.

Refer to Handout 7-5: ICS Form 205 Incident Radio Communications Plan.
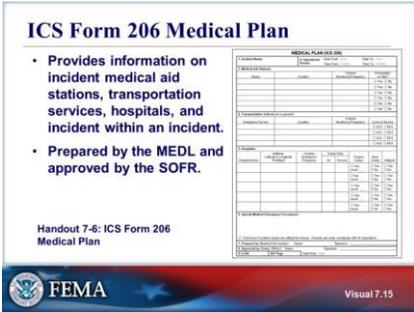
Visual 7.15

ICS FORM 206 MEDICAL PLAN

ICS Form 206 Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures or responders.

The ICS Form 206 Medical Plan is for emergency service personnel. Medical issues for civilians are covered by the Operations Section with a Medical Branch or Group.

Refer to Handout 7-6: ICS Form 206 Medical Plan.
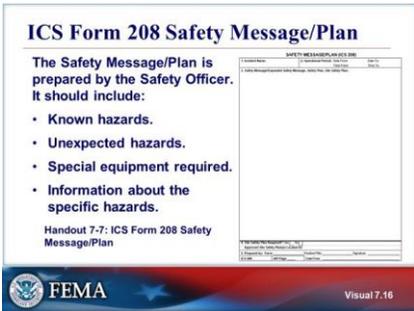
Visual 7.16

ICS FORM 208 SAFETY MESSAGE/PLAN

The Safety Message/Plan is prepared by the Safety Officer. It should include:

- Known hazards.

- Unexpected hazards.

- Special equipment required

- Information about the specific hazards

Refer to Handout 7-7: ICS Form 208 Safety Message/Plan.

Visual 7.17

INCIDENT MAP

The IAP map is prepared by the Situation Unit Leader, the Display Processor (DPRO), or the GIS Technical Specialist (GISS). It provides detailed incident information, which may include:

- Areas of impact
- Clean-up process
- Recovery
- Areas sampled
- Areas being monitored and their status
- Restoration status
- Search status
- Debris removal status
- Reoccupation status
- Plume dispersion

Visual 7.18

EXTERNAL TRAFFIC PLAN MAP

The Ground Support Unit Leader prepares the Traffic Plan, which describes routes of travel. The Situation Unit often prepares a map based on this information.
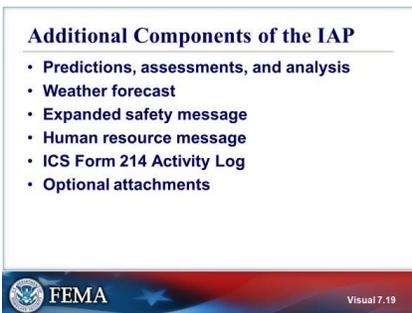
Visual 7.19

ADDITIONAL COMPONENTS OF THE IAP

Optional attachments include tentative demobilization lists, TNSP messages, phone lists, etc.

A blank ICS Form 214 Activity Log is often the last page of the IAP.
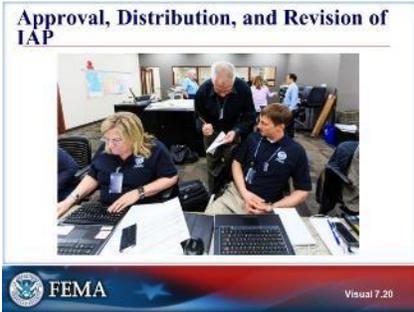
Visual 7.20
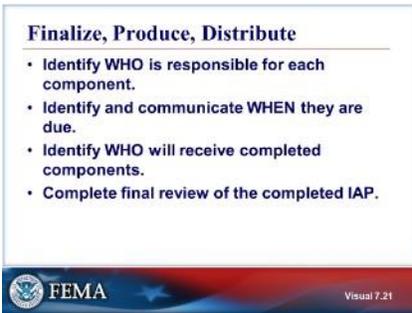
Visual 7.21

APPROVAL, DISTRIBUTION, AND REVISION OF IAP

FINALIZE, PRODUCE, DISTRIBUTE

The Planning Section Chief, with the approval of the Incident Commander, determines what components will be included in the IAP during each operational period. The Planning Section Chief is then responsible for the completion and distribution of the IAP. This task is generally delegated to the Resources Unit Leader.

Review the IAP prior to the Operational Briefing for:

- Completeness

- Last-minute changes

- Up-to-date information

- Dropped pages

- Other errors

Approval for the IAP

- Assemble documents in order as directed by Planning Section Chief – some teams match to OPS Briefing Agenda.
- OSC reviews ICS Form 204s Assignment Lists ensure compliance with their intent.
- Have at least two other people proofread document.
- Provide completed original for approval by Planning Section Chief.
- Planning Section Chief gives IAP to Incident Commander for final approval.

FEMA   Visual 7.22

Visual 7.22

Early Distribution of IAP

Distribute IAP as soon as it is produced, if possible, to allow preparation time to the following:
- Ground Support Unit
- Food Unit
- Supply Unit
- Air Operation
- Agency Ordering Point
- Medical Unit
- Communications Unit

FEMA   Visual 7.23

Visual 7.23

APPROVAL FOR THE IAP

There is a general outline for the order of the component parts, but different Planning Section Chiefs may vary on how they want it assembled.

Although IMT-decided, the preference of some teams is to assemble the IAP in the order of the Operational Briefing Agenda.

It is necessary to have several reviewers, usually the Planning Section Chief and the Operations Section Chief, to ensure the accuracy of the entire IAP. The Operations Section Chief, at least, reviews all ICS Form 204s Assignment Lists.

The Incident Commander approves the IAP. Be aware of the time that it will take the Planning Section Chief, the Operations Section Chief, and the Incident Commander to review and approve the IAP and plan accordingly.

EARLY DISTRIBUTION OF IAP

Visual 7.24

DISTRIBUTE IAP FOR OPERATIONAL BRIEFING

Remember to keep an original copy and a corrected copy for the Documentation Unit.

Once the IAPs have been distributed, evaluate the procedures with your staff. Make improvements or adjustments as necessary.

Helpful methods for how to distribute the IAP:

- It is possible to send the approved IAP to remote or off-incident locations by fax or electronically via the internet.

- Another practice where there is internet connectivity is to post a QR Code in various locations near the Briefing area where the IAP can be accessed and downloaded to a phone, tablet, etc.

- You can also present a briefing by conference call.
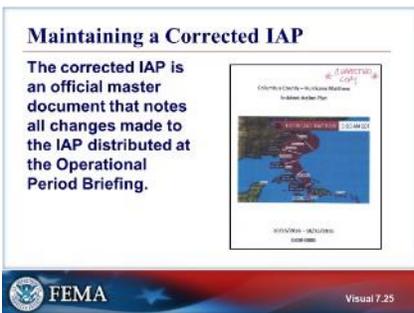
Visual 7.25

MAINTAINING A CORRECTED IAP

In conjunction with the Operations Section Chief, gather all corrections (deletions and additions) to the IAP at the Operational Period Briefing. Use an editing method that allows users to view the original material and identify what changes were made during the Operational Period Briefing. Any subsequent resources who need an IAP throughout the operational period must be given a copy with all corrections.
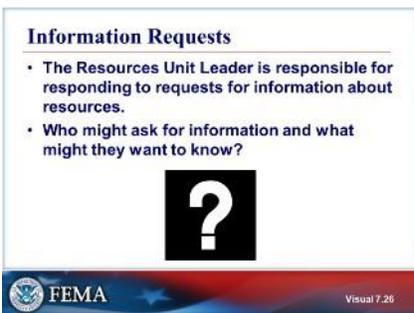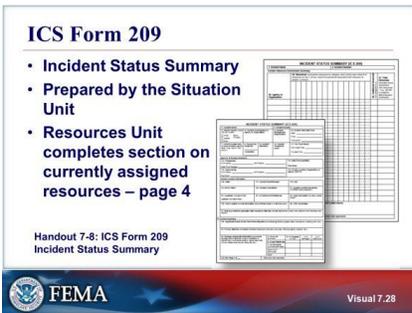

Visual 7.26

INFORMATION REQUESTS
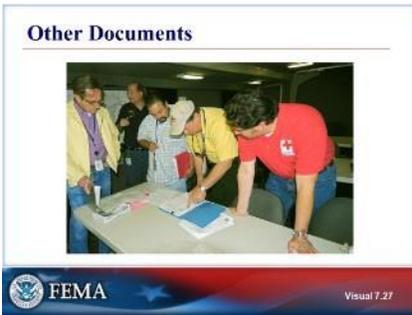
Visual 7.27

OTHER DOCUMENTS

Visual 7.28

ICS FORM 209 INCIDENT STATUS SUMMARY

ICS Form 209 is a way to communicate up the chain to personnel who are in control and to notify them of risks and expected containment or control. The Emergency Operations Center and/or the Agency Administrator should receive a copy of the ICS Form 209 at a specific time, normally the first item of business at the beginning of the day. This helps them to make informed decisions.

Page 4 of the ICS Form 209 is the Incident Resource Commitment Summary.

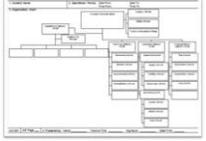Refer to Handout 7-8: ICS Form 209 Incident Status Summary.
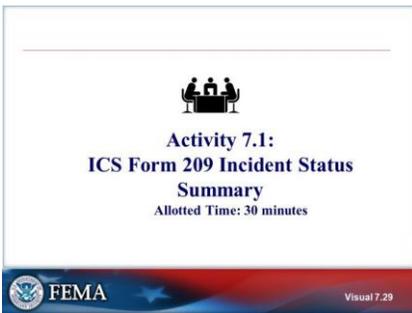
Visual 7.29

ACTIVITY 7.1: ICS FORM 209 INCIDENT STATUS SUMMARY

The instructor will explain Activity 7.1.

You will have 30 minutes to complete the activity.

Visual 7.30

ICS FORM 207 INCIDENT ORGANIZATION CHART

Refer to Handout 7-9: ICS Form 207 Incident Organization Chart.

Visual 7.31

ACTIVITY 7.2: INCIDENT ACTION PLAN

The instructor will explain Activity 7.1.

You will have 1 hour and 20 minutes to complete the activity.

Visual 7.32

OBJECTIVES REVIEW

Unit Enabling Objectives

• Explain the Resources Unit Leader's responsibilities in the preparation of the Incident Action Plan.

• Identify the required as well as optional components of an Incident Action Plan.

• Explain the approval, distribution, and revision of an Incident Action Plan.

• Create the Incident Resource Commitment Summary.

• Assemble an IAP for a given scenario.

Supplemental Materials

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Handout 7-1: Sample IAP

INCIDENT ACTION PLAN

Ellicott City

HOCOWX30 July20xx

Operational Period

August 6 - 7, 20xx

0700 – 0700

Refer to EL_965_HO_7-1_ICS_Form_202.pdf

Refer to EL_965_HO_7-1_ICS_Form_203.pdf

Refer to EL_965_HO_7-1_ICS_Form_204_1_of_5.pdf

Refer to EL_965_HO_7-1_ICS_Form_204_2_of_5.pdf

Refer to EL_965_HO_7-1_ICS_Form_204_3_of_5.pdf

Refer to EL_965_HO_7-1_ICS_Form_204_4_of_5.pdf

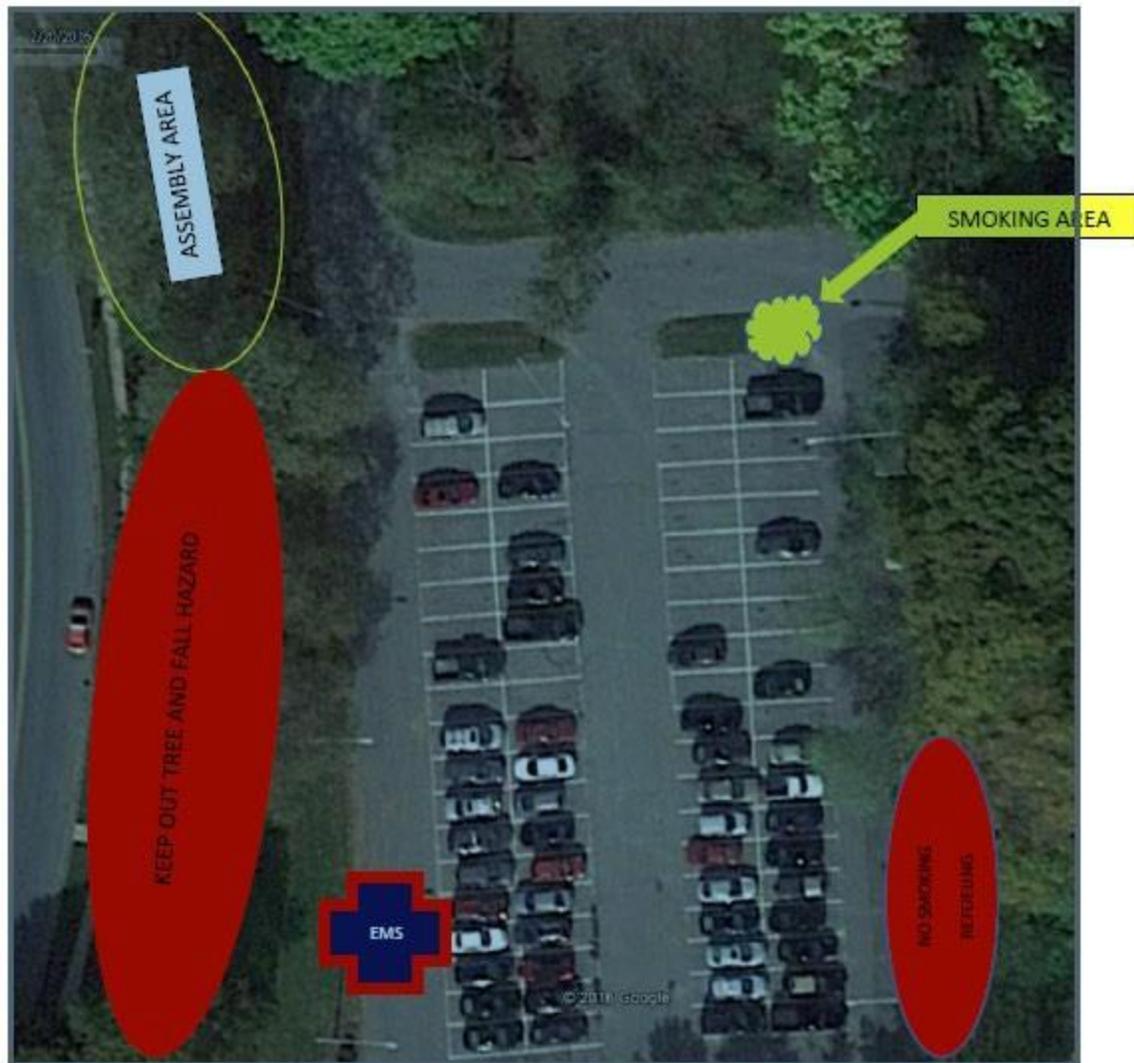Refer to EL_965_HO_7-1_ICS_Form_204_5_of_5.pdf

Refer to EL_965_HO_7-1_ICS_Form_205.pdf

Refer to EL_965_HO_7-1_ICS_Form_206.pdf

Refer to EL_965_HO_7-1_ICS_Form_208_1_of_3.pdf

Refer to EL_965_HO_7-1_ICS_Form_208_2_of_3.pdf
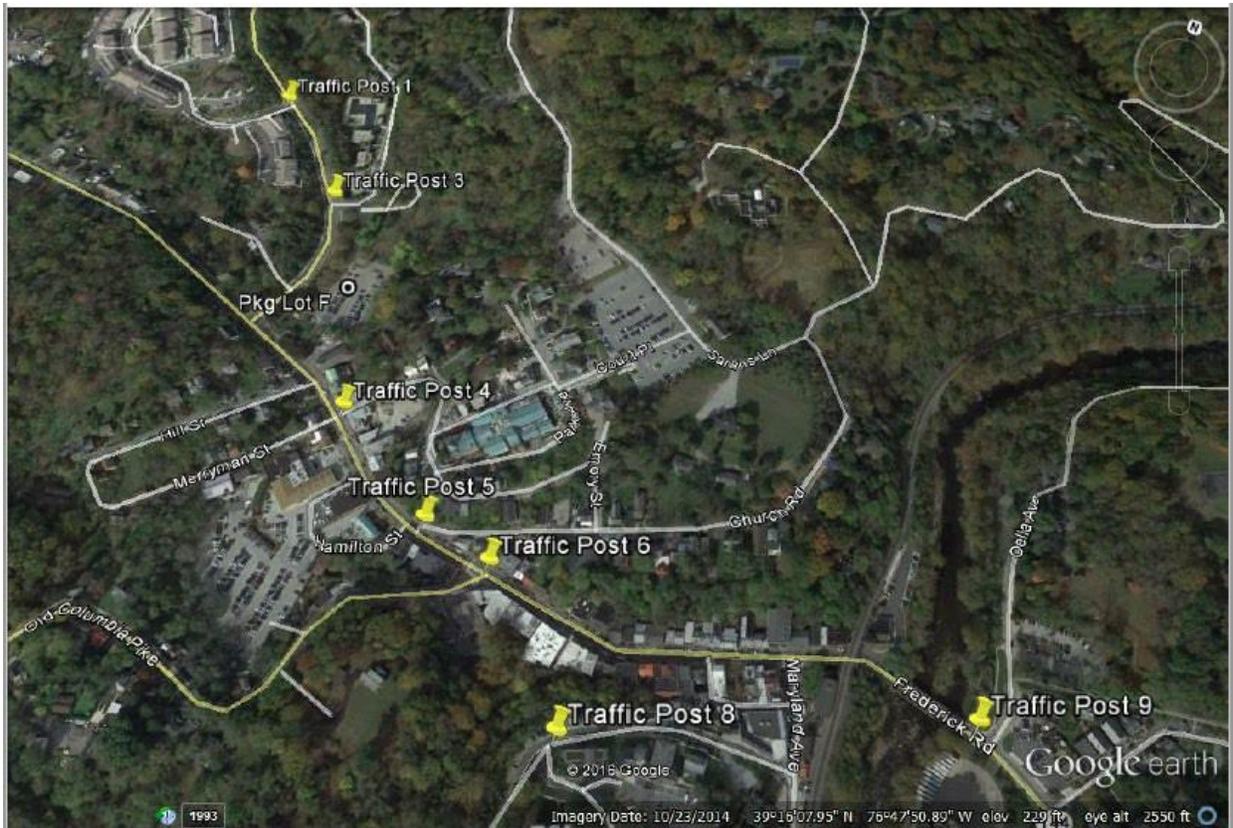
Refer to EL_965_HO_7-1_ICS_Form_208_3_of_3.pdf

SITE SAFETY PLAN 8/6/20xx ELLICOTT LOT F.

IF AREA EVAC IS NEEDED, ALL PERSONNEL SWIFTLY MOVE TO THE ASSEMBLY AREA MARKED IN YELLOW. TAKE ACCOUNTABILITY AND NOTIFY IC OF ANY MISSING UNACCOUNTED PERSONNEL. ONLY THE IC OR SOFR WILL GIVE THE ORDER TO RETURN.

DAVID CARICHNER PA-IMT SOFR1

Handout 7-2: ICS Form 202 Incident Objectives Form

Refer to EL_965_HO_7-2_ICS_Form_202.pdf

Handout 7-3: ICS Form 203 Organization Assignment List

Refer to EL_965_HO_7-3_ICS_Form_203.pdf

Handout 7-4: ICS Form 204 Assignment List

Refer to EL_965_HO_7-4_ICS_Form_205.pdf

Handout 7-5: ICS Form 205 Incident Radio Communications Plan

Refer to EL_965_HO_7-5_ICS_Form_205.pdf

Handout 7-6: ICS Form 206 Medical Plan

Refer to EL_965_HO_7-6_ICS_Form_206.pdf

Handout 7-7: ICS Form 208 Safety Message/Plan

Refer to EL_965_HO_7-7_ICS_Form_208.pdf

Handout 7-8: ICS Form 209 Incident Status Summary

Refer to EL_965_HO_7-8_ICS_Form_209.pdf

Handout 7-9: ICS Form 207 Incident Organization Chart

Refer to EL_965_HO_7-9_ICS_Form_209.pdf

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Activity 7.1: ICS Form 209 Incident Status Summary

ICS Form 209 Incident Status Summary
Activity 7.1 Overview—Unit 7

Purpose

The activity is designed to allow students to complete page 4 of the ICS Form 209 Incident Resource Commitment Summary. This form is an additional product required of the RESL.

Objectives

Students will:

- Complete a count of Resources by Agency and Kind (i.e. Engines, Ladders, Dump Trucks, Loaders, Cruisers, etc.)

- Fill out the ICS 209 Incident Status Summary page 4.

Activity Structure

This activity is scheduled to take approximately 30 minutes. Student groups will use their completed T-card rack to tally the number of like resources and record these resources based on the agency or organization that provided them. The activity sheet has been pre-filled for the "kind" of resources to speed the process. An example of a completed ICS Form 209 is also provided.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

1. Students will work in their groups. Due to the size of the T-card rack and the detail needed to complete the ICS Form 209, they may have to divide the work load.

2. The resources that are "tallied" are those that are currently assigned at the time of the "count" regardless of whether they are assigned, available or unassigned awaiting demobilization.

3. Report out your "totals" by kind and total personnel on the incident.

4. Complete page 4 of the ICS Form 209.

Instructors moderate discussions, answer questions and provide additional information as required.

Activity 7.1 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Activity	30 minutes	Student Groups
Debrief/Review	10 minutes	Classroom

Activity 7.1: ICS Form 209 –
Agency and Resources Filled in for Students

Refer to EL_965_ACT_7.1_ICS_Form_209_SM_ONLY.pdf

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Activity 7.2: Incident Action Plan

Incident Action Plan
Activity 7.2 Overview—Unit 7

Purpose

The purpose of this activity is to provide the students with the opportunity to practice assembling a completed Incident Action Plan (IAP).

Objectives

Students will:

- Prepare the forms for which the Resources Unit Leader is responsible in the IAP.

- Assemble an IAP.

Activity Structure

This activity is designed to last approximately 1 hour, 20 minutes. This scenario picks back up on the Roaring River Train Derailment scenario from earlier modules.

Students will use materials from the train derailment scenario to complete the forms for which the RESL is responsible in the IAP and assemble a completed IAP.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

1. Review the scenario.

2. Prepare the ICS Form 202 Incident Objectives for IC signature.

3. Prepare an ICS Form 203 Organization Assignment List for the current organization.

4. On an easel pad, prepare an Incident Organizational Chart (ICS Form 207) to reflect the current organization for posting in the Incident Command Post (ICP).

5. Prepare the ICS Form 204 Assignment Lists as needed for the IAP based on the ICS Form 215 Operational Planning Worksheet that has been developed during the Tactics Meeting and approved during the Planning Meeting.

6. Request the other forms or attachments that need to be a part of the IAP from the appropriate individuals. Request through use of an ICS Form 213 General Message.

7. Prepare a cover for the IAP.

8. Move your T-Cards around to reflect the ICS Form 204s and the operational assignments for the operational period.

Instructors moderate discussions, answer questions, and provide additional information as required.

Refer to EL_965_ACT_7.2_ICS_Form_211.pdf

Activity 7.2 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	10 minutes	Classroom
Discussion/Documentation	60 minutes	Small Groups
Debrief/Review	10 minutes	Classroom

IC Objectives Roaring River Derailment
Operational Period 8/14 0600 hours to 1800 hours

- Provide for the safety of the public and responders.

- Identify all hazards from the railcar derailment. Mitigate those hazards and risks that pose a threat to human health, safety, and the environment.

- Maintain the established perimeter. Deny entry to unauthorized persons.

- Keep the affected public and the community informed on the status of the response in their neighborhood.

- Maintain accountability and financial integrity of incident costs.

Activity 7.2: Agency Identifiers

Capital City, Columbia
Police – CO-CPP
Fire – CO-CPF
Health – CO-CPH
Public Works – CO-CPW

Fisherville, Columbia
Police – CO-FVP
Fire – CO-FVF
Health – CO-FVH
Public Works – CO-FVW

Apple Valley, Columbia
Police – CO-AVP
Fire – CO-AVF
Health – CO-AVH
Public Works – CO-AVW

Central City, Columbia
Police – CO-CCP
Fire – CO-CCF
Health – CO-CCH
Public Works – CO-CCW

Metropolis, Columbia
Police – CO-MTP
Fire – CO-MTF
Health – CO-MTH
Public Works – CO-MTW

Harvest Junction, Columbia
Police – CO-HJP
Fire – CO-HJF
Health – CO-HJH
Public Works – CO-HJW

Deep River, Columbia
Police – CO-DRP
Fire – CO-DRF
Health – CO-DRH
Public Works – CO-DRW

Crows Point, Columbia
Police – CO-CTP
Fire – CO-CTF
Health – CO-CTH
Public Works – CO-CTW

State of Columbia
Police – CO-STP
Fire – CO-STF
Health – CO-STH
Public Works – CO-STW

Activity 7.2 Materials

The following IAP components should be made available to students as needed and upon receipt of a completed ICS Form 213 General Message addressed to the appropriate individual.

The instructor should make sufficient copies to accommodate anticipated student requests.

Refer to EL_965_ACT_7.2_ICS_Form_205.pdf

Refer to EL_965_ACT_7.2_ICS_Form_206.pdf

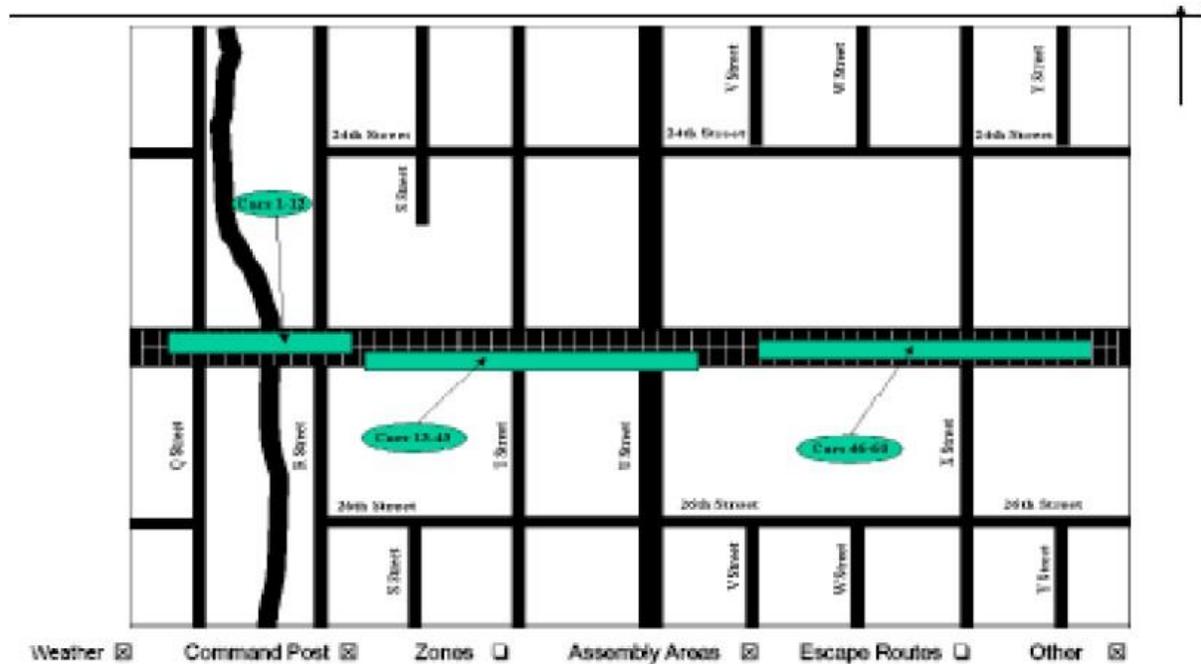Refer to EL_965_ACT_7.2_ICS_Form_208.pdf

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Roaring River Derailment   **Operational Period 8/14 0600 to 1800**

Incident Map

Weather ☒   Command Post ☒   Zones ☐   Assembly Areas ☒   Escape Routes ☐   Other ☒

Central City Four-Day Forecast

Tuesday Day	Tuesday Night	Wednesday Day	Wednesday Night	Thursday Day	Thursday Night	Friday Day	Friday Night
8/13	8/13	8/14	8/14	8/15	8/15	8/16	8/16
Mostly Sunny	Slight Chance T-Storms	Slight Chance T-Storms	Chance T-Storms	Chance T-Storms	Chance T-Storms	Partly Cloudy	Mostly Clear
Hi 83°F	Lo 59°F	Hi 83°F	Lo 61°F	Hi 83°F	Lo 60°F	Hi 75°F	Lo 54°F

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Unit 8: Demobilization and the Demobilization Unit

STUDENT MANUAL

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Visual 8.1
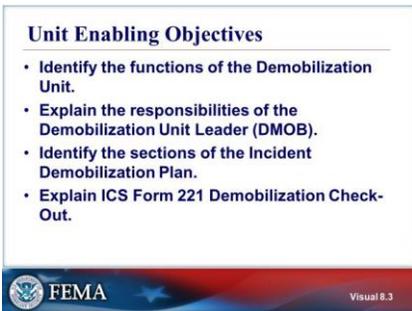
UNIT 8: DEMOBILIZATION AND THE DEMOBILIZATION UNIT

Through this unit, you will gain an understanding of the functions and responsibilities of the Demobilization Unit Leader.

Visual 8.2

UNIT TERMINAL OBJECTIVE

Create the required forms and documents to facilitate resource demobilization.

Visual 8.3

UNIT ENABLING OBJECTIVES

- Identify the functions of the Demobilization Unit.

- Explain the responsibilities of the Demobilization Unit Leader (DMOB).

- Identify the sections of the Incident Demobilization Plan.

- Explain ICS Form 221 Demobilization Check-Out.

The Final Exam questions are based on the Unit Enabling Objectives.

Visual 8.4

RESL AND DMOB

Resources and Demobilization are two different units. The RESL and DMOB can be led by two different unit leaders. In some cases, a common leader may be assigned to supervise both units. Under a common leader there would normally still be separate personnel working on distinct resources unit and demobilization unit tasks.

As the incident de-escalates, the resource check-in function slows. The personnel working for the Resources Unit Leader are now potentially available to work on demobilization activities.

Because the Resources Unit Leader has a close relationship with the Operations Section Chief, they are equally knowledgeable about the Operations Section Chief's glide path for the anticipated release of resources.
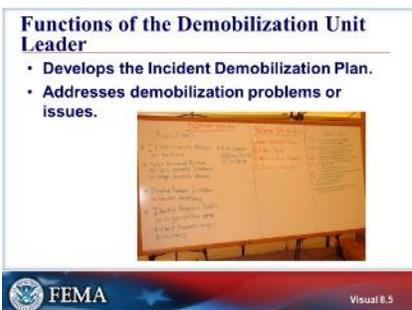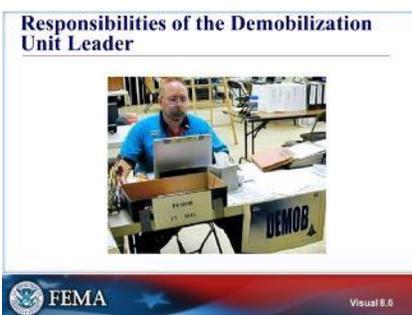

Visual 8.5
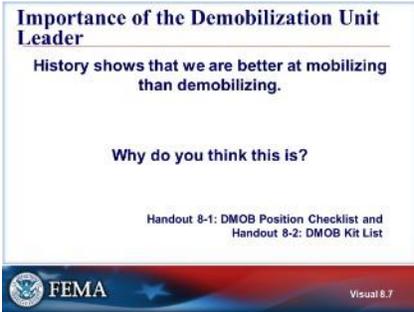
FUNCTIONS OF THE DEMOBILIZATION UNIT LEADER

During an all-hazards incident, the Resources Unit Leader may perform the duties of the Demobilization Unit Leader.

To many people, demobilization may seem like the anti-climactic part of the incident. Everyone is ready to go home. It is the Demobilization Unit Leader's task to keep everyone motivated to get things back in their place and complete the required documentation.

Visual 8.6

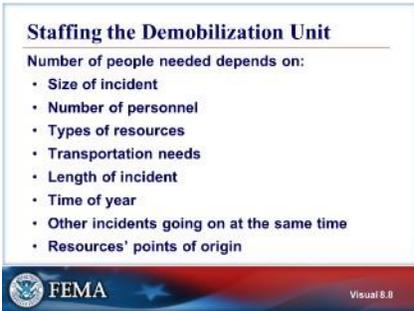## RESPONSIBILITIES OF THE DEMOBILIZATION UNIT LEADER

Visual 8.7

IMPORTANCE OF THE DEMOBILIZATION UNIT LEADER

The Demobilization Unit Leader is responsible for the safe and orderly release of all resources from the incident.

Refer to Handout 8-1: DMOB Position Checklist and Handout 8-2: DMOB Kit List.

Visual 8.8

STAFFING THE DEMOBILIZATION UNIT

Review the incident resources records to determine the likely size and extent of the demobilization effort. Add additional personnel as needed.

Staffing the Demobilization Unit (Cont.)

Simple
- One DMOB working with support from SCKN.

Moderately Complex
- One lead DMOB for busiest shift with one assistant DMOB or trainee to help cover additional operational periods with support from the SCKN.

Very Complex
- One lead DMOB with 2-3 assistant DMOBs to provide qualified coverage 24 hours/day with support from SCKN.

FEMA   Visual 8.9

Visual 8.9

STAFFING THE DEMOBILIZATION UNIT (CONT.)

These are general rules for staffing, but every incident will be different in what it requires. Generally, though, for efficiency in the field during a simple incident, the DMOB Unit Leader will work at Check-in to gain an understanding of what resources are assigned and will ultimately go through the DMOB process.

Simple

- One Demobilization Unit Leader working with support from Status/Check-in Recorder(s), SCKN.

Moderately Complex

- One lead Demobilization Unit Leader for busiest shift with one assistant Demobilization Unit Leader or trainee to help cover additional operational periods with support from the Status/Check-in Recorder(s).

Very Complex

- One lead Demobilization Unit Leader with 2-3 assistant Demobilization Unit Leaders to provide qualified coverage 24 hours/day with support from Status/Check-in Recorder(s).

Internal Interactions

- Monitor ongoing Operations Section needs.
- Coordinate with logistics for transportation capabilities to support demobilization.

FEMA   Visual 8.10

Visual 8.10

INTERNAL INTERACTIONS

Coordinate with other IMT members to make sure that the demobilization occurs safely and efficiently.

The Demobilization Unit Leader provides updated lists of currently assigned resources to Section Chiefs, including the tour limit date. This information is assembled by the Resources Unit.

Visual 8.11

EXTERNAL INTERACTIONS

When the Demobilization Unit Leader is getting ready to demobilize a resource, he or she must connect back to the Agency Ordering Point (AOP) and tell them the estimated time at which the resource will arrive home and request the AOP to advise the Demobilization Unit when the unit arrives home.

Visual 8.12

OTHER RESPONSIBILITIES OF DMOB

Release priorities and procedures are determined by the Agency Administrator with input from AHIMT guidelines, or the Incident Commander, and local and national guidelines.

One important reference for addition to the Incident Demobilization Plan is a phone directory, which includes who to call if problems arise (for example, if a responder's vehicle breaks down during demobilization).

Visual 8.13

INCIDENT DEMOBILIZATION PLAN

When writing the Incident Demobilization Plan, it is essential that the Demobilization Unit Leader coordinate with:

- Agency Dispatch/Coordination Center for concurrence.

- Command and General Staff members.

- Agency Representatives.

Visual 8.14

DEMOBILIZATION PLAN: GENERAL SECTION

Administrative Units that may coordinate with the incident for the release of resources include firefighting, law enforcement, or State police.

The Incident Commander's expectations are generally the desire to get everyone home safely from the incident.

Refer to Handout 8-3: Sample Demobilization Plan.

Visual 8.15

DEMOBILIZATION PLAN: RELEASE PRIORITIES SECTION

Agencies may provide direction regarding which resources to release.

Contractual obligations could include heavy equipment limitations or union contracts.

Cost containment requirements are very high profile. However, the most important priority is meeting the needs of the incident.

Visual 8.16

DEMOBILIZATION PLAN: RESPONSIBILITIES SECTION

The Demobilization Unit Leader coordinates with Section Chiefs to determine the specific demobilization procedures that are necessary to meet each Section's needs.

Visual 8.17

RESPONSIBILITIES SECTION (CONT.)

Visual 8.18

DEMOBILIZATION PLAN: RELEASE PROCEDURES SECTION

Explain: The Release Procedures Section is a detailed outline of the incident's resource releasing procedures.

Visual 8.19

DEMOBILIZATION PLAN: TRAVEL INFORMATION SECTION

Travel information and plans for reassignment are arranged for by the Demobilization Unit Leader through the Agency Ordering Point (AOP).

It is a good idea to conduct an inspection during the demobilization process to determine whether there was any damage done to a vehicle between check-in and demobilization. Damage occurring during demobilization, on the way home, needs to be handled on a case-by-case basis.

Visual 8.20

DEMOBILIZATION PLAN: EMERGENCY DEMOBILIZATION PROCEDURES SECTION

Ask the Agency Administrator what their procedures are for emergency demobilization.

Sometimes emergency demobilization is necessary for disciplinary reasons. If a person cannot operate in a team environment, it is best for them to go home. One person can cause problems for the entire operation. If this happens, be sure to send them home with an evaluation.
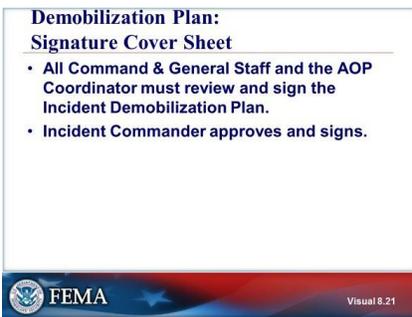
Visual 8.21

DEMOBILIZATION PLAN: SIGNATURE COVER SHEET
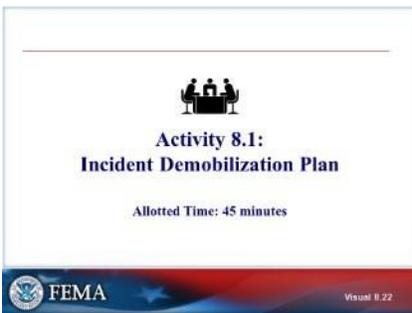
Visual 8.22

ACTIVITY 8.1: INCIDENT DEMOBILIZATION PLAN

The instructor will explain Activity 8.1.

You will have 45 minutes to complete this activity.
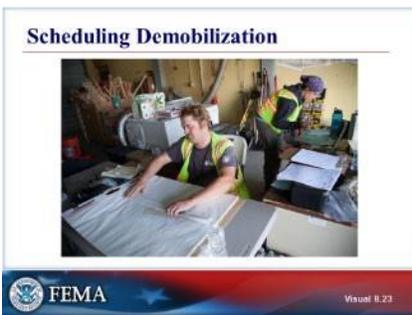
Visual 8.23

SCHEDULING DEMOBILIZATION

Visual 8.24

SCHEDULING DEMOBILIZATION (CONT.)

The decline of resource needs in the Operations Section can serve as an indicator of what the overall incident demobilization glide path will be.

All other functions key off the decreasing operational needs to begin planning the release of their own sectional resources.

For the scheduling process to be successful, the Section Chiefs need to be responsive to the lead time guidelines and rest requirements stated in the Incident Demobilization Plan.

When scheduling demobilization, consider the necessary transition time. Your IMT is unsuccessful if you walk out without the appropriate transition.

Visual 8.25

SCHEDULING DEMOBILIZATION (CONT.)

This visual shows a sample worksheet that was used for demobilization of the large-scale Columbia Shuttle recovery effort.

About 600 crews were employed, each with approximately 20 persons. There was an IMT that oversaw mobilizing and demobilizing resources. This worksheet listed the crew name, transportation method, projected demobilization time, number of persons in each crew, and the bus that they came in on.

Visual 8.26

TENTATIVE DEMOBILIZATION INFORMATION

Tentative demobilization information may be provided in a variety of ways. Examples include making notes on the Currently Assigned Resources List provided by the Resources Unit Leader or Demobilization Unit Leader, or completing an ICS Form 213 General Message, with tentative demobilization information.

Visual 8.27

CONSOLIDATION OF TENTATIVE DEMOBILIZATION INFORMATION

The Resources Unit Leader needs to be aware of the responders' qualifications and what qualifications are needed at the incident site. There is no point in ordering a new resource if one who would fit the need is demobilizing.

Visual 8.28

COMMUNICATING THE DEMOBILIZATION SCHEDULE

If you must change the demobilization schedule, be prepared to take some heat. It may not be popular, but the most important thing is meeting the needs of the incident.

Visual 8.29

DEMOBILIZATION ACTIVITIES

Visual 8.30

RELEASE CATEGORIES

- Demobilization to home unit
- Reassignment
- Unplanned demobilization
- Cancelled or rescheduled demobilization

Visual 8.31

Visual 8.32
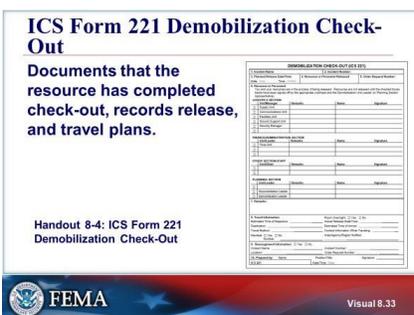
Visual 8.33

TRANSPORTATION METHODS

There are several transportation methods that may be used for demobilization, as well as some considerations for each mode. For example, some resources may not want to fly home. If so, they can take a bus, but they should only charge as much time as it would take to fly home. This is a personal preference for them and should not be an added expense for the incident.

ADDITIONAL DEMOBILIZATION CONSIDERATIONS

ICS FORM 221 DEMOBILIZATION CHECK-OUT

The Demobilization Unit Leader is responsible for developing an incident checkout function for all units as described in the Demobilization Plan.

In the Remarks section, document flight information, travel plans, a detailed itinerary, or information about a missing item.

If the resource needs to see the Comp/Claims Unit before leaving, note this on the ICS Form 221.

Use the resource's original resource number for their demobilization number.

Refer to Handout 8-4: ICS Form 221 Demobilization Check-Out.

Visual 8.34

ACTIVITY 8.2: DEMOBILIZING RESOURCES

The instructor will explain Activity 8.2.

You will have 45 minutes to complete this activity.
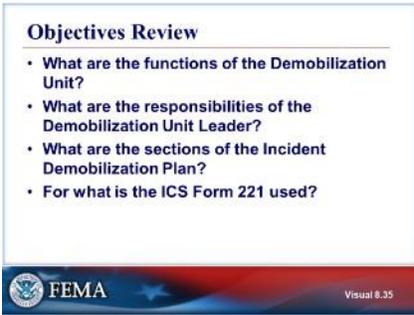
Visual 8.35

OBJECTIVES REVIEW

Unit Enabling Objectives

- Identify the functions of the Demobilization Unit.
- Explain the responsibilities of the Demobilization Unit Leader (DMOB).
- Identify the sections of the Incident Demobilization Plan.
- Explain ICS Form 221 Demobilization Check-Out.

Visual 8.36

REVIEW COURSE EXPECTATIONS
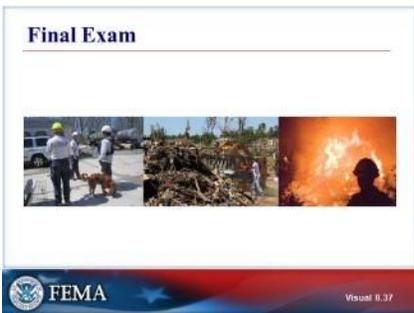
Visual 8.37

FINAL EXAM

END OF COURSE

Supplemental Materials

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Handout 8-1: DMOB Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	***Task***

1. Obtain briefing from Planning Section Chief:

   ▪ Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

   ▪ Resource tracking system.

   ▪ Check-in forms.

   ▪ Master resource list.

3. Meet with agency representatives to determine:

   ▪ Agencies not requiring formal demobilization.

   ▪ Personnel rest and safety needs.

   ▪ Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

☐ 7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

☐ 8. Determine de-briefing requirements.

☐ 9. Establish communications links with off-incident organizations and facilities.

☐ 10. Prepare Demobilization Plan:

- General - Discussion of demobilization procedure.

- Responsibilities - Specific implementation responsibilities and activities.

- Release Priorities - According to agency and kind and type of resource.

- Release Procedures - Detailed steps and process to be followed.

- Directories - Maps, telephone numbers, instructions and other needed elements.

- Continuity of operations (follow up to incident operations):

  - Public Information.

  - Finance/Administration.

  - Other.

- Designate to whom outstanding paperwork must be submitted.

- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:

  - Incident activity and work load are at the level the agency can reasonably assume.

  - Incident is controlled.

  - On-scene personnel are released except for those needed for final tactical assignments.

  - Incident Base is reduced or in the process of being shut down.

- Planning Section has organized final incident package.

- Finance/Administration Section has resolved major known finance problems and defined process for follow-up.

- Rehabilitation/cleanup accomplished or contracted.

- Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan from Planning Section Chief.

12. Distribute Demobilization Plan to processing points both on and off incident.

13. Monitor implementation of Demobilization Plan.

14. Assist in the coordination of the Demobilization Plan.

15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on ICS Form 214 Activity Log.

17. Give completed incident files to Documentation Unit Leader for addition to the final incident package.

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Handout 8-2: DMOB Kit List

Modify to fit your needs and the needs of your incident.

Basic items include:

- Field Operations Guide (FOG), ICS 420-1
- Incident-specific management procedures
- DMOB vest
- Laptop Computer with internet connection
- Necessary ICS forms:
    - ICS Form 203 Organization Assignment List
    - ICS Form 204 Assignment List
    - ICS Form 207 Organization Chart
    - ICS Form 213 General Message
    - ICS Form 215 Operation Planning Worksheet
    - ICS Form 221 Demobilization Check-Out
- General supplies
    - 3-hole punch
    - Highlighters
    - Notebooks (some waterproof)
    - Lined paper tablets (5x8 and 8x14)
    - Index Tabs (#1-10)
    - Post It Notes (2x3 and 3x3); Post It Flags
    - Bull Dog clips (various sizes)
    - Clear tape
    - Pens – blue and black
    - Stapler (regular and heavy duty); Staples (regular and heavy duty); Staple Remover
    - Dry erase markers (wide and thin line)
    - Push pins
    - Pencils (lead and grease)
    - Erasers
    - Reference materials (DMOB job aid, ICS position codes, unit identifier list, U.S. atlas)
    - Demobilization Plan example/template

- ▪ Additional forms (tentative release forms)

- ▪ Support manual for incident automation software

- ▪ Gaffers tape, 2" wide

- ▪ Carbon paper

- • Nice to have items include:

- ▪ Laminated location signs (Demobilization)

Handout 8-3: Sample Demobilization Plan

SAMPLE DEMOBILIZATION PLAN

Incident: _____

Location: _____

Date and Time Prepared: _____

Prepared by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

Approved by: _____   Title: _____

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Gap Fire Incident Demobilization Plan

GENERAL INFORMATION

All functional units (Operations, Logistics, Finance, Command & General Staff) will advise the Planning Section of resources that are surplus to their sections/units. The Planning Section will identify resources surplus to the incident's needs and obtain approval from the Incident Commander for release. The Demobilization Unit will manage the release, return or reassignment of all surplus resources. The Demobilization process requires close coordination between the Incident Demobilization Unit Leader and (Incident Dispatch Center(s) Location).

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel while in the demobilization process.

GENERAL GUIDELINES

A   NO resources will leave the Incident until authorized to do so by the Incident Commander facilitated through the Demobilization Unit.

B   All releases and travel home or to a reassignment will be in compliance with the National Work/Rest Guidelines. Emphasis will be placed to ensure that all released personnel arrive home no later than 2200 hours local time or as authorized by the Incident Commander. Resources will have a minimum of at least 8 consecutive hours off duty before beginning a shift or demobilization (re; Sec 23. 1.1 R5 Mob Guide).

C   All Vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home or reassignment. In addition, all vehicles will be washed to prevent the spread of noxious weeds.

D   All Party Chiefs, Crew Supervisors, and Strike Team/Resource Team Leaders will be briefed by the Demobilization Unit prior to leaving the incident. The briefing will include: 1) method of travel 2) itinerary 3) manifests with destinations.

E   All personnel flying commercial airlines will be given time to shower and dress in clean clothes prior to departure. A photo I.D. and travel authorization number (if necessary) is required by all personnel. The Demobilization Unit and/or Expanded Dispatch will make all flight arrangements unless another process is agreed upon.

F   Notification of Incident personnel will be by posting of "Tentative Releases" in advance. Crew supervisors will be paged when the Demobilization process is to begin.

G   Resources that have been reassigned within Geographic Areas will always be released on the original order and request number.

H   Contractors/Operators of oversize vehicles (e.g. transports) are responsible for obtaining required permits for the return trip back to their point of hire.

I   Actual departure times and estimated time of arrival (ETA) at final destination will be relayed to Expanded Dispatch upon departure of all resources from the incident base. This includes all contract equipment and services.

J   Performance Ratings are required for:
   a. Trainees
   b. Outstanding performance
   c. Deficient performance
   d. By personal request

RESPONSIBLITIES

Section Chiefs are responsible for determining resources surplus to their needs and submitting a written list to the Planning Section with destination, travel needs and Request Numbers.

The Demobilization Unit Leader is responsible for:

- Preparing the Demobilization Plan with input from the TNF Center Manager or Expanded Dispatch.

- Providing Expanded Dispatch with "Tentative" releases.

- Providing Expanded Dispatch with confirmation of departing resources (including contract equipment) with their departure time and ETD at their final destination (if they have their own transportation).

- Making advance notification to incident personnel regarding tentative and final releases.

- Ensuring that all signatures are obtained on the Demobilization Check-Out Form (ICS-221).

- Monitoring the Demobilization process and making necessary adjustments in the process to maintain an orderly and safe release of all resources and ensure accurate and timely flow of release information.

The Incident Commander is responsible for:

- Establishing Incident release priorities in concert with the Geographic Area Coordinator.

- Review and approval of the Demobilization Plan

- Review and approval of tentative release lists.

The Safety Officer is responsible for:

- Identifying any special safety considerations for the Demobilization Plan.

- Approval of tentative surplus resources

The Planning Section Chief is responsible for:

- Review and approval of the Demobilization Plan

- Review and approval of the tentative release lists.

The Logistics Section Chief is responsible for:

- Ensuring through the Facilities Unit, that all sleep and work areas are cleaned up prior to release.

- Ensuring, through the Supply Unit, that all non-expendable property items are returned or accounted for prior to release.

- Ensuring, through Ground Support, that there will be adequate ground transportation during the release process and that all vehicles receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected. Prevention of the spread of Noxious Weeds, by vehicles, will be followed as per (Location)

- Ensuring through the Communications Unit that all communications equipment has been returned or accounted for.

- Ensuring, through the Food Unit, that there will be adequate meals for those being released and for those remaining in camp.

- Follow the Hazardous Material Haulback Guide (R-5 letter dated 5/24/2000)

- Review and approval of the Demobilization Plan.

- Approval of tentative surplus (Logistics) resources.

The Finance Section Chief is responsible for:

- Completion of all time and equipment reports for released resources.

- Coordination for any ADO payoff(s).

- Contract equipment payments.

- Reviewing and providing excessive shift length justification with IC's signature.

- Approval of tentative surplus (Finance) personnel.

- Review of the Demobilization Plan.

The Operations Section Chief is responsible for:

- Review of the Demobilization Plan.

- Approval of the tentative surplus (Operations) personnel.

The Liaison Officer is responsible for:

- Providing any agency specific requirements for the Demobilization Plan.

IV. RELEASE PRIORITIES

The following release priorities have been established by the IC in concert with TNF (Tahoe National Forest) Expanded Dispatch and the GACC (Northern California Redding):

1. Local Government and OES Engines (Type 1,2,& 3) (Priorities coordinated with OES Agency Representative)
2. CDF Engines (Priorities coordinated with CDF Agency Representative)
3. CDF Crews (Priorities coordinated with CDF Agency Representative)
4. State and Local Government Overhead
5. Forest Service Engines
6. Forest Service Type 2 crews
7. Federal Overhead

V. RELEASE PROCEDURES

Section Chiefs and Command & General Staff will identify surpluses within their units and submit a list (or lists) to the Demobilization Unit Leader in the Planning Section.

Demobilization will combine lists and form a "Tentative Release" list to be submitted to the Planning Section Chief and Incident Commander for review and approval. The Demobilization Unit will coordinate with the Resources Unit so that the resource status board(s) can be kept current. All incident formed Strike Teams/Resource Teams and/or Task Forces must be disbanded before IC approval and release from the incident.

After IC approval, Demobilization will notify Expanded Dispatch of the tentative releases and obtain approval. **Demobilization will provide a minimum of 24 hours' notice for all resources**. Demobilization will also give Ground Support sufficient time to arrange for ground transportation for crews and overhead from the incident base to the departure point.

Demobilization will advise Expanded Dispatch of all surplus resources available for release, specifying those needing air transportation and identifying the nearest commercial airport to their home unit.

Expanded Dispatch will notify the appropriate GACC (Redding or Riverside) of all State and Federal surplus resources.

Expanded Dispatch will notify GVECC/OES R-4 Dispatch (Grass Valley) of all surplus/released OES 5 Party resources.

If the resource is to be reassigned, Expanded Dispatch will so advise the Demobilization Unit. The resource will be released to the new assignment and Expanded Dispatch advised of the ETD & ETA.

If there is no reassignment for the resources and the resource has transportation, Expanded Dispatch will advise Demobilization to release the resource back to the home unit. If the resource requires ground transportation, the Ground Support Unit will arrange transportation and coordinate with the Demobilization Unit.

When the Demobilization Unit receives confirmation of the release from Expanded Dispatch, notification will be as follows:
- Personnel to be released and prepare transportation manifests,
- Provide the crew leader or individual the ICS Form 221 Demobilization Check-Out Form
- Crew leader or individual will take the ICS Form 221 Demobilization Check-Out to the destinations checked off to:
  - Communications U.L.   (if communications equipment has been issued).
  - Ground Support U.L.   (for vehicle safety inspection as needed)
  - Facilities U.L.   (to be sure all sleeping areas are clean)
  - Supply U.L.   (to return all non-expendable property)
  - Finance Unit   (to close our time and obtain Fire Time Report)
  - Documentation Unit   (i.e.: Activity Logs, performance ratings)
  - Demobilization U.L.   **(<u>WITH ALL SIGNATURES</u>)**

Demobilization Unit will be last stop in the release process. Demobilization will:

- Collect and sign-off the ICS Form 221 Demobilization Check-Out
- Brief the released personnel on method of travel, schedule, and time frames.
- Release the resource from the incident base.
- Advise Expanded Dispatch of estimated time of departure (ETD) & estimated time of arrival (ETA) to the home base or transportation point.
- Coordinate with the Resources Unit so that resource status is kept current.
- Coordinate with Security for inspection, if required by the Incident Commander.

VI. TRAVEL INFORMATION- Incident Directory

INCIDENT BASE PHONE NUMBERS

COMMUNICATIONS _____

DEMOB- _____

PLANS- _____

SUPPLY- _____

FINANCE- _____

PIO- _____

GROUND SUPPORT- _____

EXPANDED DISPATCH - _____

RADIO FREQUENCIES: _____

AGENCY DISPATCH: _____

FOREST NET: RX: _____

                   TX: _____

Activity 8.1: Incident Demobilization Plan

Activity 8.1: Incident Demobilization Plan Overview—Unit 8

Purpose

The purpose of this activity is to provide the students with the opportunity to practice completing a written Incident Demobilization Plan.

Objectives

Students will:

- Demonstrate proficiency completing a written Demobilization Plan.

Activity Structure

This activity is designed to take approximately 45 minutes. The activity scenario is a continuation from previous activities. Students will be given a template and asked to fill out the missing sections of the Demobilization Plan. They will also be asked to identify missing information and where it could be found.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

- Review the completed Demobilization Plan as an example.

- Review the template and the scenario update and determine what information is missing and where to find it. Request needed information from your instructor using an ICS Form 213.

- Fill in blanks in the template with missing information, using the completed Plan as a guide.

- Identify any information that is still missing and where you would go to find it.

Activity 8.1 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	30 minutes	Small Groups
Debrief/Review	10 minutes	Classroom

Activity 8.1 Scenario

You have been assigned as the Demobilization Unit Leader (DMOB) to the Roaring River Derailment Incident. You have set your Unit up near the Resources Unit and have established communication with the Resources Unit Leader (RESL). You have received copies of the Check-in Sheets and have been briefed on the resources assigned.

It is 8/14 at 1300 hours and the Planning Section Chief (PSC) has asked you to prepare a Demobilization Plan for the incident to be presented at the Command and General Staff Meeting. He has advised you that the Incident Commander (IC) has already established the resource release priorities and they are as follows:

1. Private Contractors
2. All out of county resources
3. Central City Fire
4. Central City Police
5. All other Central City resources

Activity 8.1: Roaring River Derailment Demobilization Plan

DEMOBILIZATION PLAN

**Roaring River Derailment
Demobilization Plan**

Location: _____

Date and Time Prepared: _____

Prepared by: _____ Title: <u>Demobilization Unit Leader</u>

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

Approved by: _____ Title:_____

DEMOBILIZATION PLAN

This Demobilization Plan contains five (5) sections:

1.

2.

3.

4.

5.

1. General Information:

All releases of resources from the Incident will be initiated in the Demobilization Unit after the approval of Unified Incident Command (list members of the Unified Commanders):

No resources are to leave the Incident until authorized to do so.

At this time, no off-Incident Demobilization center will be activated.

The Logistics Section will provide for all ground transportation of released personnel and equipment.

All property, including rental vehicles shall be properly returned and appropriate records forwarded to Finance.

The following are general guidelines to be followed for resources that are leaving the Incident:

   A. No person(s) will be released without having a MINIMUM of ____ hours rest (unless specifically approved by Unified Command or delegated authority.)

   B. All vehicles leaving the incident will have a safety inspection. (Any deficiencies noted or corrected)

   C. If applicable, all oversize vehicles (e.g., mobile command posts, I-Tech vehicles, transports) MUST have appropriate permits to comply with State Vehicle Codes and State Road Department and Highway Patrol requirements.

   D. All resources MUST be able to arrive at their home base prior to 0100 hours (1:00 a.m.).

   E. All resources must meet their individual agency regulations pertaining to rest and travel.

2. Responsibilities:

Demobilization Unit Leader (or Planning Section) is responsible for:

The Incident Commander is responsible for:

The Safety Officer is responsible for:

The Planning Section Chief is responsible for:

The Logistics Section Chief is responsible for:

The Finance Section Chief is responsible for:

The Operating Section Chief is responsible for:

The Agency Ordering Point is responsible for:

3. Release Priorities:

The following release priorities have been established by Unified Command / Demobilization Unit:

4. Release Procedures:

Section Chiefs and Unit Leaders will identify surpluses within their Units and submit information to the Demobilization Unit leader in the Planning Section.

Demobilization Unit will form a "tentative release" list for approval by Unified Command.

Demobilization Unit will work with the Resources Unit Leader to ensure that resource status system is updated.

5. Travel Information:

All resources will have a minimum amount of rest prior to being released from the incident.

Any heavy or oversize equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways

All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel.

During travel resources should check in with the Agency Ordering Point (661) 333-1111 IMMEDIATELY should any problems occur.

All released resources will check-in with their home unit upon arrival.

Activity 8.1: Input 1 (ICS 213 Form)

Refer to EL_965_ACT_8.1_ICS_Form_213.pdf

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Handout 8-4: ICS Form 221

Refer to EL_965_HO_8-4_ICS_Form_221.pdf

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Activity 8.2: ICS Form 221 Demobilization Check-Out

Activity 8.2: ICS Form 221 Demobilization Check-Out Overview—Unit 8

Purpose

The purpose of this activity is to provide the students with the opportunity to practice completing the required documentation to demobilize resources on the ICS Form 221 Demobilization Check-Out.

Objectives

Students will demonstrate proficiency in demobilizing resources using the ICS Form 221.

Activity Structure

Each group of students will receive a different list of resources designated for demobilization. Students will complete a ICS Form 221 Demobilization Check-Out for all resources designated for demobilization. They will then update the T-card rack to reflect demobilized resources. The instructor will distribute more demobilization lists as the activity progresses.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the activity:

- Review list of resources designated for demobilization.
- For each resource, complete an ICS Form 221. If time is a limiting factor, teams can complete ICS Form 221s for a selection of the resources, as long as each team completes at least five (5) ICS Form 221s.
- If there is a DMOB separate from the RESL, the DMOB liaisons with the RESL and requests that the T-card rack be updated. In this case, update the T-card rack to reflect demobilized resources by moving T-cards to a column labeled "tentative demobilization" for all resources on the tentative demobilization list.

Instructors moderate discussions, answer questions and provide additional information as required.

Activity 8.2 Schedule

Activity	Duration	Participation Type
Activity Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	35 minutes	Small Groups
Debrief/Review	5 minutes	Classroom

Activity 8.2 Scenario

You have a final and approved Demobilization Plan.

At the Planning Meeting on the night of 8/16, the Operations Section Chief (OSC) stated that the containment and cleanup was almost completed. It was also discussed at the meeting that another derailment had occurred and that resources might be needed to respond to that incident. Resources will begin being available for demobilization at 0600 hours on 8/17. You remind the Command and General Staff (C&G) of the release priorities established in the Demobilization Plan.

At 2030 hours on 8/16, you receive the attached tentative release list.

Prepare the appropriate form for these resources to begin check-out.

Activity 8.2: Input 1 (ICS Form 213)

Refer to EL_965_ACT_8.2_ICS_Form_213_1_of_2.pdf

Activity 8.2: Input 2 (ICS Form 213)

Refer to EL_965_ACT_8.2_ICS_Form_213_2_of_2.pdf

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Activity 8.2: Input 3

The following resources are excess to our needs and are available for demobilization beginning at 1500 on 8/17:

E-15

E-20

E-21

E-22

E-23

E-24

O-13

E-27

Activity 8.2: Input 4

It is 8/17 at 1900 hours and the IC has advised the PSC and OSC of an emergency request from Central City to demobilize all remaining Central City resources, excluding overhead, in order to allow them to respond to the new incident. The PSC and OSC agree to do this and have advised you to begin demobilization of those resources.

You will need to go through and identify all resources that belong to Central City and process only those resources through demobilization.

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