

RESOURCE UNIT LEADER (RUL) JOB AID

Overview

Position: Resource Unit Leader

Personnel selected for this position need to have a good understanding of how the incident organization processes check-in, resource ordering, and resource tracking. They will need to have good communications and organizational skills. They must be able to use support personnel effectively throughout the organization, including check-in recorders and field observers. The RUL must be able to train support personnel to garner appropriate resource information from Division/Group supervisors while working in a field environment

Section: Planning Section

Mission:

To establish all incident check-in activities, prepare resource status information; maintain displays, charts and lists that reflect the current status and location of resources, transportation, and support vehicles; and to maintain a master check-in list of resources assigned to the incident. Key goals include:

- Track resources accurately
 - Document organizational assignments
 - Assemble Incident Action Plan
 - Demobilize unit
-

Duties:

- Report to the planning section chief for situation briefing.
 - Assemble resource display materials. Assign duties to resource unit personnel.
 - Establish check-in function at incident locations.
 - Establish the command post display on team organization and resources allocated based on incident briefing form (ICS Form 201).
 - Confirm dispatch and estimated time of arrival of response personnel.
 - Gather, post, and maintain incident resource status, as well as status of transportation and support vehicles and personnel.
 - Maintain master roster of all resources checked in at the incident.
 - Prepare organization assignment list (ICS Form 203) and organization chart (ICS form 207).
 - Prepare appropriate parts of division assignments lists (ICS form 204).
 - Provide resource summary information.
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Continued on Next Page

Overview (cont'd)

References

Below is a list of references that may be required while using this job aid:

- Oil Spill Field Operations Guide (ICS OS-420-1)
- NIIMS ICS Position Manual, Resource Unit Leader (ICS 221-3)
- NIIMS I-348 Resource Unit Leader Student Workbook
- NIIMS Task Book for Resource Unit Leader (RESL) (NFES 2337)

Materials

Ensure that these materials are available to the Resource Unit Leader during an incident, if not already provided in a unit or section specific support kit.

- ICS Forms Catalog
- Felt-tip pens/markers
 - Black (10 fine and 5 wide)
 - Assorted colors (10 fine and 5 wide)
- Ball point pens
 - Black or blue (5 to 10)
- Sharpened pencils
 - No. (2-5)
 - Mechanical with extra leads (3-5)
- Large erasers (2)
- Lined paper (2 tablets)
- Clipboard with name
- Envelopes – brown and/or messenger
 - Medium size (5-10)
 - Large size (5-10)
- Miscellaneous office supplies
 - Tape – clear and masking (1 roll of each)
 - White correction fluid (1-2 bottles)
 - Stapler with extra staples
 - Scissors (1 pair)
 - Large clips (6-10)
 - Paper clips and rubber bands
 - Carbon paper (5-10 sheets)
- Portable (cloth) or metal T-card holders or rack (1-2)
- T-Cards
 - White (50)
 - Rose and green (25 each)
 - Yellow (15)
 - Tan (25)
 - Blue and Orange (15)
 - Gray (50)

Continued on Next Page

Overview (cont'd)

The materials list is continued below.

Materials (Cont'd)

- Miscellaneous
 - Resource Unit Position Guide (ICS 221-3)
 - Resource Designation System (MACS 410-2)
 - Crew Time reports (SF-261)
 - Response Resource Inventory (RRI)
 - Blank roster for assisting/cooperating agency and agency representative information
 - Blank roster for stakeholder group and point of contact information
 - Local Area Contingency Plan (ACP)/Unit OPLANS
 - Portable computer, loaded with database of area stakeholder/political entities and ICS forms
 - Internet capabilities
-

General Information Use clear text and ICS terminology (no codes) in all radio transmissions.

All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".

Initial Actions

General Tasks

Below are responsibilities to be performed immediately by the Resource Unit Leader.

STEP	ACTION	✓						
1.	Receive assignment	<input type="checkbox"/>						
2.	Upon arrival at the incident, ensure check-in process has been set up at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none">• Incident Command Post• Base or Camps• Staging Areas• Helibases NOTE: Seeing that incident resources are properly checked in is the first responsibility of the Resource Unit Leader	<input type="checkbox"/> <input type="checkbox"/>						
3.	IMPORTANT! <table border="1"><thead><tr><th>IF</th><th>THEN</th></tr></thead><tbody><tr><td>The check-in process has not been established</td><td>Complete job aid for "Accurately Tracked Resources" page 6 Go to Step 4</td></tr><tr><td>Check-in has been established</td><td>Go to Step 4</td></tr></tbody></table>	IF	THEN	The check-in process has not been established	Complete job aid for "Accurately Tracked Resources" page 6 Go to Step 4	Check-in has been established	Go to Step 4	<input type="checkbox"/>
IF	THEN							
The check-in process has not been established	Complete job aid for "Accurately Tracked Resources" page 6 Go to Step 4							
Check-in has been established	Go to Step 4							
4.	Obtain initial brief from Planning Section Chief <ul style="list-style-type: none">• Size and complexity of incident• Expectations of the Incident Commander• Incident objectives• Agencies/organizations/stakeholders involved• Incident activities/situation• Special concerns• Most recent Incident Action Plan (IAP)	<input type="checkbox"/>						
5.	Begin/maintain Unit Activity Log (ICS 214)	<input type="checkbox"/>						
6.	Acquire work materials from pages 2 and 3	<input type="checkbox"/>						

Continued on Next Page

Initial Actions (Cont'd)

**General Tasks
(Cont'd)**

General tasks continue from the previous page

STEP	ACTION	✓						
7.	Determine the unit's resource needs and staff size. Adjust as necessary <table border="1" data-bbox="630 541 1263 865"> <thead> <tr> <th data-bbox="630 541 1000 596">IF</th> <th data-bbox="1000 541 1263 596">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 596 1000 781">Resources unit has not been established</td> <td data-bbox="1000 596 1263 781">Go to job aid for "Accurately Tracked Resources", page 6</td> </tr> <tr> <td data-bbox="630 781 1000 865">Resources unit is established</td> <td data-bbox="1000 781 1263 865">Go to Step 8</td> </tr> </tbody> </table>	IF	THEN	Resources unit has not been established	Go to job aid for "Accurately Tracked Resources", page 6	Resources unit is established	Go to Step 8	<input type="checkbox"/>
IF	THEN							
Resources unit has not been established	Go to job aid for "Accurately Tracked Resources", page 6							
Resources unit is established	Go to Step 8							
8.	Organize, assign, and brief subordinates	<input type="checkbox"/>						
9.	Complete forms and reports required of assigned position and send material through supervisor to Documentation Unit	<input type="checkbox"/>						

Accurately Tracked Resources

Resource Check-in Use this job aid to establish check-in and resource tracking and to order personnel to staff the Resource Unit.

STEP	ACTION	✓						
1.	Determine which facilities need CHECK-IN RECORDERS	<input type="checkbox"/>						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Setting up INITIAL check-in locations</td> <td> Post one Check-in Recorder at each: <ul style="list-style-type: none"> • Staging area • Boat ramp/helibase • Division/group location • Bases/camps • ICP • Other areas as needed </td> </tr> <tr> <td>Setting up additional check-in locations to support EXTENDED response</td> <td>Post one Check-in Recorder at each additional check-in location as they are needed</td> </tr> </tbody> </table>	IF	THEN	Setting up INITIAL check-in locations	Post one Check-in Recorder at each: <ul style="list-style-type: none"> • Staging area • Boat ramp/helibase • Division/group location • Bases/camps • ICP • Other areas as needed 	Setting up additional check-in locations to support EXTENDED response	Post one Check-in Recorder at each additional check-in location as they are needed	
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Setting up INITIAL check-in locations	Post one Check-in Recorder at each: <ul style="list-style-type: none"> • Staging area • Boat ramp/helibase • Division/group location • Bases/camps • ICP • Other areas as needed 							
Setting up additional check-in locations to support EXTENDED response	Post one Check-in Recorder at each additional check-in location as they are needed							
2.	Enter the total number of Check-in Recorders needed for incident as determined in Step 1	_____						
3.	If conducting 24 hour operations, multiply the result in Step 2 by 2; otherwise enter the number in Step 2	_____						
4.	Enter the number of check-in recorders currently assigned	_____						
5.	Subtract Step 4 from Step 3; enter the result here and in Step 12. This is the number of Check-in Recorders still needed.	_____						

Continued on Next Page

Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd)

The job aid to establish check-in and resource tracking continues from preceding page.

STEP	ACTION	✓								
6.	Determine the number of STATUS RECORDERS needed <table border="1" data-bbox="667 512 1230 747"> <thead> <tr> <th>IF number of Divisions is</th> <th>THEN you need</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1 Status Recorder</td> </tr> <tr> <td>5</td> <td>2 Status Recorders</td> </tr> <tr> <td>10 or more</td> <td>3 Status Recorders</td> </tr> </tbody> </table>	IF number of Divisions is	THEN you need	2	1 Status Recorder	5	2 Status Recorders	10 or more	3 Status Recorders	_____
IF number of Divisions is	THEN you need									
2	1 Status Recorder									
5	2 Status Recorders									
10 or more	3 Status Recorders									
7.	Enter the total number of Status Recorders determined in Step 6	_____								
8.	If conducting 24 hour operations, multiply the result in Step 7 by 2; otherwise enter the number in Step 7	_____								
9.	Enter the number of Status Recorders currently assigned	_____								
10.	Subtract Step 9 from Step 8; enter the result here and in Step 12. This is the number of Status Recorders still needed	_____								

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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION	✓								
11.	<table border="1"> <thead> <tr> <th data-bbox="667 472 894 556">IF Volunteer Coordinator</th> <th data-bbox="894 472 1227 556">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 556 894 793">Is not assigned and not needed</td> <td data-bbox="894 556 1227 793">RUL tracks volunteers Enter zero in Step 12 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities</td> </tr> <tr> <td data-bbox="667 793 894 1056">Is not assigned but needed</td> <td data-bbox="894 793 1227 1056">If conducting 24 hour ops, enter 2 in Step 12; otherwise enter 1 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities</td> </tr> <tr> <td data-bbox="667 1056 894 1402">Is assigned</td> <td data-bbox="894 1056 1227 1402">Volunteer Coordinator tracks volunteers If conducting 24 hour ops, enter 1 in Step 12; otherwise enter zero Pass Volunteer Check-in Sheets to Liaison Officer for informational purposes</td> </tr> </tbody> </table>	IF Volunteer Coordinator	THEN	Is not assigned and not needed	RUL tracks volunteers Enter zero in Step 12 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	Is not assigned but needed	If conducting 24 hour ops, enter 2 in Step 12; otherwise enter 1 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	Is assigned	Volunteer Coordinator tracks volunteers If conducting 24 hour ops, enter 1 in Step 12; otherwise enter zero Pass Volunteer Check-in Sheets to Liaison Officer for informational purposes	<p data-bbox="1295 478 1328 510">☐</p>
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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION	✓										
12.	Determine personnel still needed to staff Resource Unit <table border="1" data-bbox="630 510 1263 972"> <tr> <td data-bbox="630 510 1166 625">If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero</td> <td data-bbox="1166 510 1263 625">_____</td> </tr> <tr> <td data-bbox="630 625 1166 709">Enter number of Check-in Recorders still needed (from Step 5)</td> <td data-bbox="1166 625 1263 709">_____</td> </tr> <tr> <td data-bbox="630 709 1166 793">Enter number of Status Recorders still needed (from Step 10)</td> <td data-bbox="1166 709 1263 793">_____</td> </tr> <tr> <td data-bbox="630 793 1166 909">Enter number of Volunteer Coordinators still needed (from Step 11)</td> <td data-bbox="1166 793 1263 909">_____</td> </tr> <tr> <td data-bbox="630 909 1166 972">Add up numbers entered above</td> <td data-bbox="1166 909 1263 972">_____</td> </tr> </table>	If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero	_____	Enter number of Check-in Recorders still needed (from Step 5)	_____	Enter number of Status Recorders still needed (from Step 10)	_____	Enter number of Volunteer Coordinators still needed (from Step 11)	_____	Add up numbers entered above	_____	<input type="checkbox"/>
If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero	_____											
Enter number of Check-in Recorders still needed (from Step 5)	_____											
Enter number of Status Recorders still needed (from Step 10)	_____											
Enter number of Volunteer Coordinators still needed (from Step 11)	_____											
Add up numbers entered above	_____											
13.	Order personnel still needed (determined in Step 12) from SUL via Logistics	<input type="checkbox"/>										
14.	Obtain communication frequencies from Communications Unit Leader	<input type="checkbox"/>										
15.	Assign frequencies to Check-in Recorders in the field	<input type="checkbox"/>										
16.	Set up Communications method <table border="1" data-bbox="667 1308 1227 1497"> <thead> <tr> <th data-bbox="667 1308 938 1360">IF Radio Link is</th> <th data-bbox="938 1308 1227 1360">THEN Use</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1360 938 1413">Good</td> <td data-bbox="938 1360 1227 1413">Radio</td> </tr> <tr> <td data-bbox="667 1413 938 1497">Poor</td> <td data-bbox="938 1413 1227 1497">Runners, drivers, phones</td> </tr> </tbody> </table>	IF Radio Link is	THEN Use	Good	Radio	Poor	Runners, drivers, phones	<input type="checkbox"/>				
IF Radio Link is	THEN Use											
Good	Radio											
Poor	Runners, drivers, phones											

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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION	✓												
17.	Set up communications schedule <table border="1" style="margin-left: 20px;"> <tr> <td>IF</td> <td>THEN report check-in information to RUL</td> </tr> <tr> <td>Initial build-up</td> <td>Every 15-60 minutes</td> </tr> <tr> <td>Day 2+</td> <td>Upon request when directed</td> </tr> </table>	IF	THEN report check-in information to RUL	Initial build-up	Every 15-60 minutes	Day 2+	Upon request when directed	<input type="checkbox"/>						
IF	THEN report check-in information to RUL													
Initial build-up	Every 15-60 minutes													
Day 2+	Upon request when directed													
18.	Brief Check-in Recorders on their assigned locations and procedures <table border="1" style="margin-left: 20px;"> <tr> <td>IF check-in reporting location is</td> <td>THEN get information from</td> </tr> <tr> <td>Base or camp</td> <td>Manager</td> </tr> <tr> <td>Incident Command Post (ICP)</td> <td>Resources Status Recorder</td> </tr> <tr> <td>Helibase</td> <td>Helibase Manager</td> </tr> <tr> <td>Staging Area</td> <td>Staging Area Manger</td> </tr> <tr> <td>Division/group</td> <td>Division Supervisor</td> </tr> </table>	IF check-in reporting location is	THEN get information from	Base or camp	Manager	Incident Command Post (ICP)	Resources Status Recorder	Helibase	Helibase Manager	Staging Area	Staging Area Manger	Division/group	Division Supervisor	<input type="checkbox"/>
IF check-in reporting location is	THEN get information from													
Base or camp	Manager													
Incident Command Post (ICP)	Resources Status Recorder													
Helibase	Helibase Manager													
Staging Area	Staging Area Manger													
Division/group	Division Supervisor													
19.	Identify actual check-in locations with signs visible for 100 feet during both day and night	<input type="checkbox"/>												
20.	Mark travel route to check-in locations with arrows	<input type="checkbox"/>												
21.	Eliminate multiple reporting systems	<input type="checkbox"/>												
22.	Provide for reliefs	<input type="checkbox"/>												

Accurately Tracked Resources (Cont'd)

Resource Display

Use this job aid to create the Resource Status Display and to fulfill the RUL's responsibility to document organizational assignments.

STEP	ACTION	✓									
1.	Review status display and the following information sources: <ul style="list-style-type: none"> • First unit on scene or responding • IC briefing • Section Chief briefing • ICS 201 • IAP briefing • SITREPs, POLREPs or TACREPs • Line or on scene personnel • Check-in locations 	<input type="checkbox"/>									
2.	Create the status display using the decision table below <table border="1" data-bbox="607 1037 1289 1814"> <thead> <tr> <th data-bbox="607 1037 821 1157">IF</th> <th data-bbox="821 1037 1052 1157">THEN prepare the following forms</th> <th data-bbox="1052 1037 1289 1157">AND display them</th> </tr> </thead> <tbody> <tr> <td data-bbox="607 1157 821 1440">In initial response mode</td> <td data-bbox="821 1157 1052 1440"> ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources) </td> <td data-bbox="1052 1157 1289 1440"> Immediately Immediately When obtained </td> </tr> <tr> <td data-bbox="607 1440 821 1814">In extended response/ ops mode</td> <td data-bbox="821 1440 1052 1814"> The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4 </td> <td data-bbox="1052 1440 1289 1814"> When updated for IAP preparation or on the basis of resource status changes When completed and/or updated </td> </tr> </tbody> </table>	IF	THEN prepare the following forms	AND display them	In initial response mode	ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources)	Immediately Immediately When obtained	In extended response/ ops mode	The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4	When updated for IAP preparation or on the basis of resource status changes When completed and/or updated	<input type="checkbox"/>
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Accurately Tracked Resources (Cont'd)

Resource Display Job aid continued from previous page.

STEP	ACTION	✓						
3.	Transcribe Check-in lists (ICS 211) and Resource Lists (ICS 201-4) onto T-cards (ICS 219) NOTE: Can be delegated to Status Recorders.	<input type="checkbox"/>						
4.	Organize ICS 219(s) to accurately reflect incident organization as reflected on ICS 207, 203, and 209's	<input type="checkbox"/>						
5.	Verify that resources checked-in were actually ordered for the incident	<input type="checkbox"/>						
6.	Brief appropriate personnel on how to communicate resource status changes for the incident:	<input type="checkbox"/>						
	<table border="1"> <thead> <tr> <th>IF</th> <th>COORDINATE S or OBSERVES</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Operations Section Chief Branch Director(s) Division/ Group Supervisors Field Observers</td> <td>Resource Status Changes: <ul style="list-style-type: none"> Assigned Available Out of service OR <ul style="list-style-type: none"> Incident resource moves </td> <td>They SHALL communicate the change in status to the COMM Center/COM M Unit Leader</td> </tr> </tbody> </table>	IF	COORDINATE S or OBSERVES	THEN	Operations Section Chief Branch Director(s) Division/ Group Supervisors Field Observers	Resource Status Changes: <ul style="list-style-type: none"> Assigned Available Out of service OR <ul style="list-style-type: none"> Incident resource moves 	They SHALL communicate the change in status to the COMM Center/COM M Unit Leader	
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	<table border="1"> <thead> <tr> <th>IF</th> <th>RECEIVES</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>COMM Center personnel or the COMM Unit Leader</td> <td>Communication of Resource Status Changes in the incident.....</td> <td>Fill out Resource Status Change (ICS 210) & forward to RUL</td> </tr> </tbody> </table>	IF	RECEIVES	THEN	COMM Center personnel or the COMM Unit Leader	Communication of Resource Status Changes in the incident.....	Fill out Resource Status Change (ICS 210) & forward to RUL	
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COMM Center personnel or the COMM Unit Leader	Communication of Resource Status Changes in the incident.....	Fill out Resource Status Change (ICS 210) & forward to RUL						

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Accurately Tracked Resources (cont'd)

Resource Display (cont'd)

Use this job aid below to organize assignments.

STEP	ACTION	✓								
7.	<p>Separate the Resource Status Display into separate T-card racks as the incident grows in size and complexity:</p> <table border="1" data-bbox="630 548 1265 1087"> <thead> <tr> <th data-bbox="630 548 954 632">IF Incident Complexity</th> <th data-bbox="954 548 1265 632">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 632 954 783">Expands beyond initial 12 hour shift with day and night tactical watches</td> <td data-bbox="954 632 1265 898" rowspan="5"> 1. Prepare separate T-card rack for: <ul style="list-style-type: none"> • Each shift • Volunteers • Support vehicles 2. Display them as a part of the Resource Status Display </td> </tr> <tr> <td data-bbox="630 783 954 835">Adds divisions</td> </tr> <tr> <td data-bbox="630 835 954 888">Adds groups</td> </tr> <tr> <td data-bbox="630 888 954 1003">Acquires and extensive list of support vehicles</td> </tr> <tr> <td data-bbox="630 1003 954 1087">Acquires extensive volunteers</td> </tr> </tbody> </table>	IF Incident Complexity	THEN	Expands beyond initial 12 hour shift with day and night tactical watches	1. Prepare separate T-card rack for: <ul style="list-style-type: none"> • Each shift • Volunteers • Support vehicles 2. Display them as a part of the Resource Status Display	Adds divisions	Adds groups	Acquires and extensive list of support vehicles	Acquires extensive volunteers	<input type="checkbox"/>
IF Incident Complexity	THEN									
Expands beyond initial 12 hour shift with day and night tactical watches	1. Prepare separate T-card rack for: <ul style="list-style-type: none"> • Each shift • Volunteers • Support vehicles 2. Display them as a part of the Resource Status Display									
Adds divisions										
Adds groups										
Acquires and extensive list of support vehicles										
Acquires extensive volunteers										
8.	<p>Verify that Resource Status Display accurately reflects field operations approved in the most current IAP. The following personnel can be used as verifiers</p> <ul style="list-style-type: none"> • Division/Group Supervisors • Field observers • Check-in Recorders <table border="1" data-bbox="630 1419 1265 1797"> <thead> <tr> <th data-bbox="630 1419 881 1465">IF</th> <th data-bbox="881 1419 1265 1465">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 1465 881 1591">2-3 hours into operational period</td> <td data-bbox="881 1465 1265 1591">Coordinate verification effort with Ops Section Chief</td> </tr> <tr> <td data-bbox="630 1591 881 1724">OR Preparing for tactics meeting</td> <td data-bbox="881 1591 1265 1724">Dispatch field observers and/or query Division Supervisors</td> </tr> <tr> <td data-bbox="630 1724 881 1797">Otherwise</td> <td data-bbox="881 1724 1265 1797">Update status as changes occur and as necessary</td> </tr> </tbody> </table>	IF	THEN	2-3 hours into operational period	Coordinate verification effort with Ops Section Chief	OR Preparing for tactics meeting	Dispatch field observers and/or query Division Supervisors	Otherwise	Update status as changes occur and as necessary	<input type="checkbox"/>
IF	THEN									
2-3 hours into operational period	Coordinate verification effort with Ops Section Chief									
OR Preparing for tactics meeting	Dispatch field observers and/or query Division Supervisors									
Otherwise	Update status as changes occur and as necessary									

Continued on Next Page

Accurately Tracked Resources (cont'd)

Resource Display (cont'd)

The check list is continued below.

STEP	ACTION	✓
9.	Submit updated resource status change information to Status Recorder	<input type="checkbox"/>
10.	Update ICS 219(s), 203, 209, 207	<input type="checkbox"/>
11.	Maintain a master list of checked in resources (ICS 211), completed check-in sheets (ICS 201-4), copies of resource orders, status change cards (ICS 210) and the unit log (ICS 214) for documentation	<input type="checkbox"/>
12.	Act as Demobilization Unit Leader if assigned by Planning Section Chief	<input type="checkbox"/>

Organizational Assignments Documented

Operational Planning Worksheet (ICS 215)

Use this job aid to determine the quantity and assignments of resources needed for the next operational period.

STEP	ACTION	✓
1.	Attend tactics meeting	<input type="checkbox"/>
2.	Fill out draft ICS 215 with Operations & Planning Section Chiefs	<input type="checkbox"/>
3.	Enlarge completed ICS 215 to poster size	<input type="checkbox"/>
4.	Attend Planning Meeting	<input type="checkbox"/>
5.	Post enlarged ICS 215 in meeting area	<input type="checkbox"/>
6.	Lead discussion on resources by using ICS 215, make changes and get final approval from IC	<input type="checkbox"/>
7.	Prepare resource orders using ICS 213	<input type="checkbox"/>
8.	Provide finalized copy of ICS 215 and resource orders to Logistics Section Chief	<input type="checkbox"/>
9.	Record reporting location (Block 7, ICS 215) onto NOTES block on ICS 219	<input type="checkbox"/>
10.	Fill out ICS 203 for next operational period using ICS 215, ICS 211, IC 209, ICS 207	<input type="checkbox"/>
11.	Send copy of ICS 203 to Situation Unit Leader; keep copy for IAP	<input type="checkbox"/>
12.	Fill out ICS 204 for next operational period using ICS 215 and ICS 205	<input type="checkbox"/>
13.	Send copy of ICS 204 to Operations Section Chief; keep copy for IAP	<input type="checkbox"/>
14.	Forward completed ICS 215 to Planning Section Chief for approval	<input type="checkbox"/>

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Assemble Incident Action Plan (IAP)

General Tasks

Use the check-list to guide assembly of the IAP.

STEP	ACTION			✓
1.	Gather forms			<input type="checkbox"/>
	Form # (Name)	Prepared By	Draft	Final
	IAP Cover	SUL	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 202 (Response Objectives)	PSC	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 203 (Organization Assignments)	RUL	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 204 (Division/Group Assignment)	OPS/RUL	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 205 (Communications Plan)	Comms Unit Leader	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 206 (Medical Plan)	Medical Unit Leader	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 232 (Resources at Risk)	SUL	<input type="checkbox"/>	<input type="checkbox"/>
	ICS-OS-209	SUL/RUL	<input type="checkbox"/>	<input type="checkbox"/>
	ICS 220	OPS	<input type="checkbox"/>	<input type="checkbox"/>
	Daily Safety Message	Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Plan*	Ground Support Unit Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Incident map(s)	SUL	<input type="checkbox"/>	<input type="checkbox"/>
	Demobilization Plan*	Demob Unit Leader	<input type="checkbox"/>	<input type="checkbox"/>
*As necessary				
2.	Go through all forms to check for completeness			<input type="checkbox"/>

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Assemble Incident Action Plan (IAP)

General Tasks (Cont'd)

The check-list for assembling the IAP is continued below.

STEP	ACTION	✓
3.	Talk to person responsible for completing each form to get missing information	<input type="checkbox"/>
4.	Enter missing information	<input type="checkbox"/>
5.	Combine forms in the order listed in Step 1	<input type="checkbox"/>
6.	Attach Incident Action Plan cover sheet	<input type="checkbox"/>
7	Forward completed draft Incident Action Plan to the Planning Section Chief	<input type="checkbox"/>

Section/Unit Demobilized

Demobilization Tasks

Below are demobilization responsibilities applicable to all personnel assigned to this section/unit.

STEP	ACTION	✓
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Brief subordinates regarding demobilization	<input type="checkbox"/>
3.	Supervise demobilization of unit, including storage of supplies	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section/Unit documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>

Information Exchange Matrix

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Resource Unit leader in exchanging information with other ICS positions.

MEET With	WHEN	RUL OBTAINS	RUL PROVIDES
Incident Commander	Initial incident brief OPS briefing Planning meeting	ICS 201-4 Shifts in tactics Resource Status Approved list of resources to be ordered	ICS 215, present final form for IC approval
Planning Section Chief	Initially upon arrival at incident Tactics pre-planning meeting Section meeting IAP preparation meeting	Special instructions Objectives Change in tactics, assignments, resource status Directions from PSC Daily meeting schedule Deadline for preparation of draft IAP	ICS 215, fill out with PSC and OPS Current state of resources on scene and available ICS 202, fill out during meeting Brief of unit performance All work products Status of when the following forms will be ready: ICS 202, 203, 204, 207
Resource Unit Personnel Check-in Recorders Status Recorders Volunteer Coordinator(s)	Upon arrival at incident and when ordered personnel arrive on scene	List of names Qualifications	Assignments Tasking Check-in procedures
Situation Unit Leader	Planning Meeting	Future projections for incident	Resource Status information so SUL can fill out ICS 202

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Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	RUL OBTAINS	RUL PROVIDES
Operations Section Chief	Tactics pre-planning meeting 2-3 hours into current operational period Prior to tactics pre-planning meeting Completing/ updating ICS 203 and 204	Objectives Changes in tactics, assignments, resource status Approval to use OPS personnel as field verifiers Division/Group assignments	ICS 215, fill out with OPS and PSC Current status of resources available ICS 202, fill out during meeting Directions on conducting field verification (ICS 211 Check-in Lists and ICS 204-4 Resource Lists) Final ICS 215 ICS 203 and 204
Logistics Sections Chief	As needed	Supplies, communications equipment and work space Status of transportation and support vehicles Cross check of orders to verify what was checked-in	Resource orders on ICS 213 Copy of ICS 211's Copy of current approved ICS 215