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Assignment List

Purpose: The Assignment List(s) ICS 204-DV informs supervisors of personnel assignments.

Preparation: The Assignment List(s) ICS 204-DV is normally prepared by the Resource Manager, using guidance from the Incident Objectives (ICS 202/ICS 202-DV) and the county Emergency Coordinator.

Distribution: The Assignment List(s) ICS 204-DV is duplicated and attached to the ICS 202/ ICS 202-DV and given to all recipients as part of the Incident Action Plan (IAP). In some cases assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The Assignment List(s) ICS 204-DV details personnel and equipment assignments and is part of the IAP
- Multiple pages/copies can be used if needed
- If additional pages are needed, use a blank Assignment List ICS 204-DV 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	Emergency Coordinators Name, call Sign, Phone Number EC, AEC, AEC, AEC	Enter the name and contact numbers of the Emergency Coordinator and Assistant Emergency Coordinators available for this operational period.
4	Resources Assigned	Enter the following information about the resources assigned to the team for this period:
	ARES Member	Name
	Call Sign	Enter the person's amateur radio call sign.
	Contact (pager, phone, etc)	Enter primary means of contacting the person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
5	Assignment Objectives	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned.
6	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
7	IAP Page	Enter the form's IAP pagination
8	Prepared By Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).