

1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		ASSIGNMENT LIST ICS 204-OS	
3. Branch			4. Division/Group		
5. Operations Personnel					
		Name	Affiliation	Contact # (s)	
Operations Section Chief:		_____			
Branch Director:		_____			
Division/Group Supervisor:		_____			
6. Resources Assigned This Period "X" indicates 204a attachment with special instructions 					
Strike Team / Task Force / Resource Identifier	Leader	Contact Info. #	# of Persons	Notes / Remarks	
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
7. Assignments					
8. Special Instructions for Division / Group					
9. Communications (radio and / or phone contact numbers needed for this assignment)					
Name / Function		Radio: Freq. / System / Channel		Phone	Pager
_____		_____		_____	_____
_____		_____		_____	_____
_____		_____		_____	_____
Emergency Communications					
Medical _____		Evacuation _____		Other _____	
10. Prepared By (Resource Unit Leader)			11. Approved By (Planning Section Chief)		
Date / Time _____			Date / Time _____		
ASSIGNMENT LIST		June 2000		ICS 204-OS	

ASSIGNMENT LIST (ICS FORM 204-OS)

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

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

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS form 202-OS), Operational Planning Worksheet (ICS form 215-OS), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for individual Task Forces / Strike Teams may be entered on an ICS form 204a-OS for dissemination to the field, but not included in the IAP.

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

All completed original forms MUST be given to the Documentation Unit.

