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|---|--|---|---------------------|---|-------------|
| 1. Incident Name | | 2. Operational Period (Date / Time) | | ASSIGNMENT LIST ATTACHMENT ICS 204a-OS | |
| | | From: _____ | | To: _____ | |
| 3. Branch | | | 4. Division / Group | | |
| 5. Strike Team / Task Force / Resource Identifier | | 6. Leader | | 7. Assignment Location | |
| 8. Work Assignment Special Instructions (if any) [Ops] | | | | | |
| | | | | | |
| 9. Special Equipment / Supplies Needed for Assignment (if any) [Ops] | | | | | |
| | | | | | |
| 10. Special Environmental Considerations (if any) [P.S.C.] | | | | | |
| | | | | | |
| 11. Special Site-Specific Safety Considerations (if any) [S.O.] | | | | | |
| | | | | | |
| Approved Site Safety Plan Located at: | | | | | |
| 12. Other Attachments (as needed) | | | | | |
| <input type="checkbox"/> Map | | <input type="checkbox"/> Shoreline Cleanup Assessment Team Report | | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> Weather Forecast | | <input type="checkbox"/> Tides | | <input type="checkbox"/> _____ | |
| 13. Prepared by: (Resources Unit Leader) | | | | | Date / Time |
| | | | | | |
| ASSIGNMENT LIST ATTACHMENT | | | June 2000 | | ICS 204a-OS |

ASSIGNMENT LIST ATTACHMENT (ICS FORM 204a-OS)

Special Note. This form is an optional attachment, which can be used in conjunction with the Assignment List, ICS form 204-OS. The ICS form 204-OS is used to give assignments to Divisions and Groups; the ICS form 204a-OS provides more specific assignment information, when needed. If there is a check, then there will be one ICS form 204a-OS for each Strike Team / Task Force / Resource Identifier listed in Item 6 of ICS form 204-OS and marked with a check (•) in the last column. 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 Attachment informs field personnel of specific incident assignment information. Once the Unified Command and General Staff agree to the Group / Division assignments, the specific assignment information is given to the appropriate Strike Team or Task Force Leaders.

Preparation. The Assignment List Attachment form is normally prepared by the Resources Unit under the direction of the Planning and Operations Section Chiefs using guidance from the Incident Objectives (ICS form 202-OS) and the Operational Planning Worksheet (ICS form 215-OS).

Distribution. The Assignment List Attachment is duplicated and distributed to the Group or Division supervisor for communication to individual Task Forces and Strike Teams. In some cases, assignments may be communicated via radio, phone, or computer. All completed original forms MUST be given to the Documentation Unit.

