



FIELD ASSIGNMENT/S

PURPOSE

The Assignment List(s) (ICS 204) informs Branch and Sector supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

PREPARATION

The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section. It must be approved by the Incident Commander, but may be reviewed and initialled by the Planning Section and Operations Section as well.

DISTRIBUTION

The ICS 204 is duplicated and attached to the ICS 202 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 ICS 204 is part of the IAP and details assignments at Branch and Sector levels.
- Multiple copies can be used if needed as each resource should be supplied with one.
- If additional copies are needed, use a blank ICS 204 and repaginate as needed.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
3	Date Prepared	Enter date prepared (day/month/year).
4	Time Prepared	Enter the time prepared (Use 24-hour clock).
5	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
6	Branch /Division/Group	Enter the names of the Director or Supervisor in the appropriate section.
7	Resources Assigned to this Operational Period	Enter the following information about the resources assigned to the Branch or Sector for this period: <ul style="list-style-type: none"> • Resource Identity - This is a unique way to identify a resource (e.g., ENG-13). If the resource has been ordered but no identification has been received, use TBD (to be determined). • Leader - Enter the Leaders Name. • Phone - Enter the contact phone number for the Leader. • Number of Pers - Enter the number of personnel included /attached to the resource. • Transport Needed - Indicate whether transport is needed or whether resource has own transport. • Drop Off Point/Time - Enter the Name or Coordinates and Time of Drop Off Point. • Pick Up Point/Time - Enter the Name or Coordinates and Time of Pick Up Point.
8	Assignments	Enter the Enter the Assignments specific to the designated Branch or Division.
9	Special Instructions / Safety Message	Enter the Safety Message, or any Special Instructions required, for the designated Branch or Division during the indicated Operational Period.
10	Communications Summary	Use this to indicate the specific strategic and tactical Frequency, Call Sign and Channel allocated to the listed resources.
11	Prepared By	Enter the name, position, date and time of the person completing the ICS 203.
12	Approved By	Enter the name of the Planning Section Chief, as well as the date and time that the ICS 204 is approved.



1. INCIDENT NAME / NUMBER

3. DATE PREPARED		4. TIME PREPARED	
DATE		TIME	

2. OPERATIONS SECTION CHIEF

5. OPERATIONAL PERIOD (DATE / TIME)			
FROM		TO	

6. BRANCH / DIVISION / GROUP				
BRANCH		DIVISION		GROUP

7. RESOURCES ASSIGNED THIS OPERATIONAL PERIOD						
RESOURCE IDENTITY TF / ST / CREW / ENG.	LEADER	PHONE	NUMBER OF PERS.	TRANSPORT NEEDED	DROP OFF POINT / TIME	PICK UP POINT / TIME

8. ASSIGNMENTS

9. SPECIAL INSTRUCTIONS / SAFETY MESSAGE

10. COMMUNICATIONS SUMMARY							
FUNCTION	FREQ.	CALL SIGN	CHANNEL	FUNCTION	FREQ.	CALL SIGN	CHANNEL
COMMAND				DIV / GRP / UNIT TACTICAL			
OPS				DIV / GRP / UNIT TACTICAL			
DIV / GRP / UNIT TACTICAL				GROUND-TO-AIR			

11. PREPARED BY (INCLUDE POSITION, DATE & TIME)			
NAME		DATE	TIME

12. APPROVED BY PLANNING SECTION CHIEF (INCLUDE DATE & TIME)			
NAME		DATE	TIME