



INCIDENT ORGANISATION CHART

PURPOSE

The Incident Organization Chart (ICS 207) provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

PREPARATION

The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

DISTRIBUTION

The ICS 207 is intended to be wall mounted at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

NOTES

- The ICS 207 is intended to be wall mounted. The document size may be modified based on individual requirements.
- ICS allows for organisational flexibility, therefore the Intelligence/Investigative Function can be embedded in several different places within the organisational structure.
- Use additional pages if more than three Branches are activated, or more Divisions or Groups are required.

| 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 | Position Cells | Populate the Positions as required. Use the two lines under the Section Chief heading for the Section Chief and their Assistant. Use the cells underneath for other positions specific to that Section, eg: place Ground Support Unit Leader under Logistics, Situation Unit Leader under Planning, etc. |
| 7 | Prepared By | Enter the name, position, date and time of the person completing the ICS 207. |



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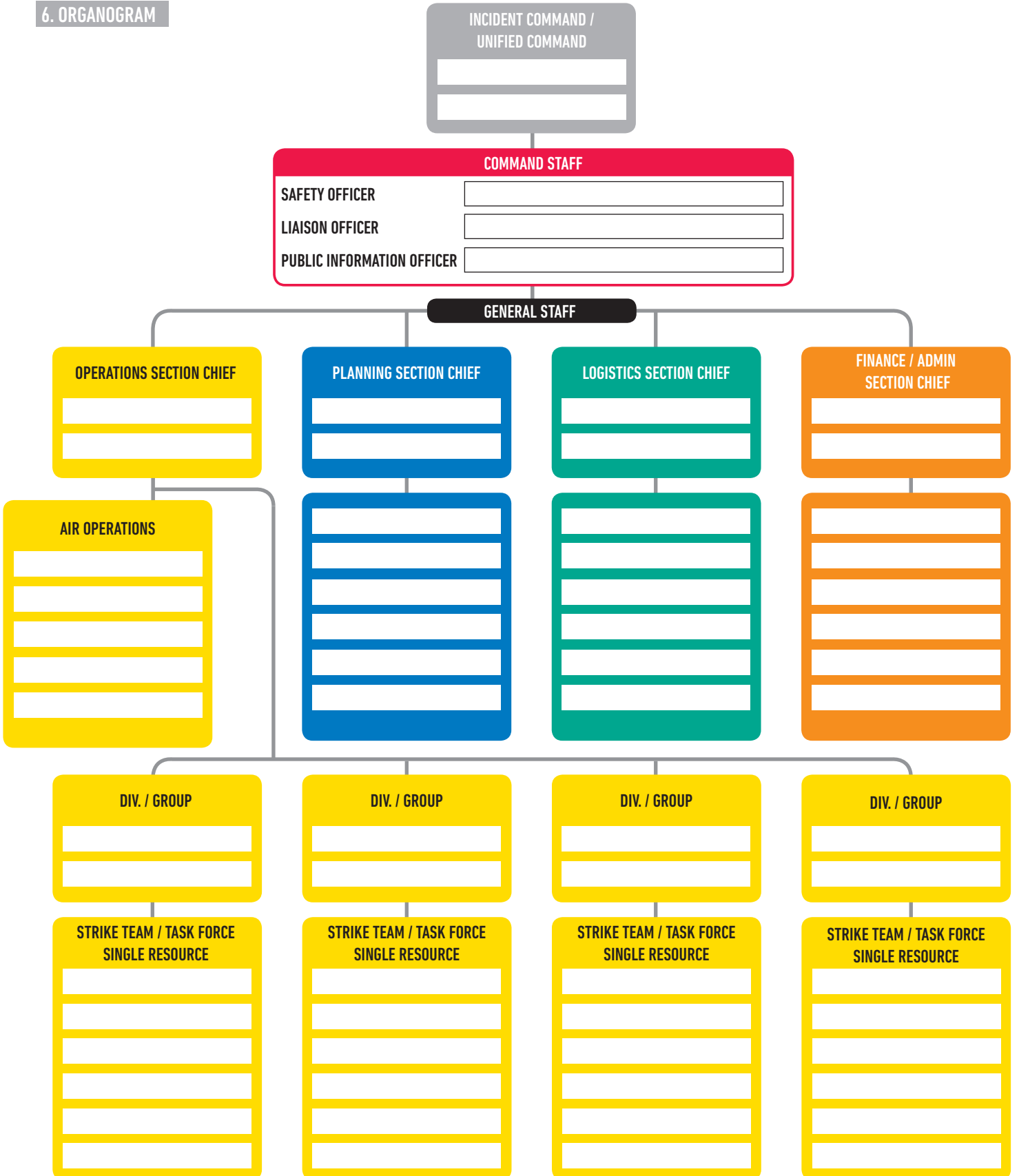
1. INCIDENT NAME / NUMBER

| 3. DATE PREPARED | | 4. TIME PREPARED | |
|------------------|--|------------------|--|
| DATE | | TIME | |

2. INCIDENT TYPE

| 5. OPERATIONAL PERIOD (DATE / TIME) | | | |
|-------------------------------------|--|----|--|
| FROM | | TO | |

6. ORGANOGRAM



| | | | | |
|--|------|------|------|---------|
| 7. PREPARED BY (INCLUDE POSITION, DATE & TIME) | NAME | DATE | TIME | ICS 207 |
|--|------|------|------|---------|



1. INCIDENT NAME / NUMBER

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| 3. DATE PREPARED | | 4. TIME PREPARED | |
|------------------|--|------------------|--|
| DATE | | TIME | |

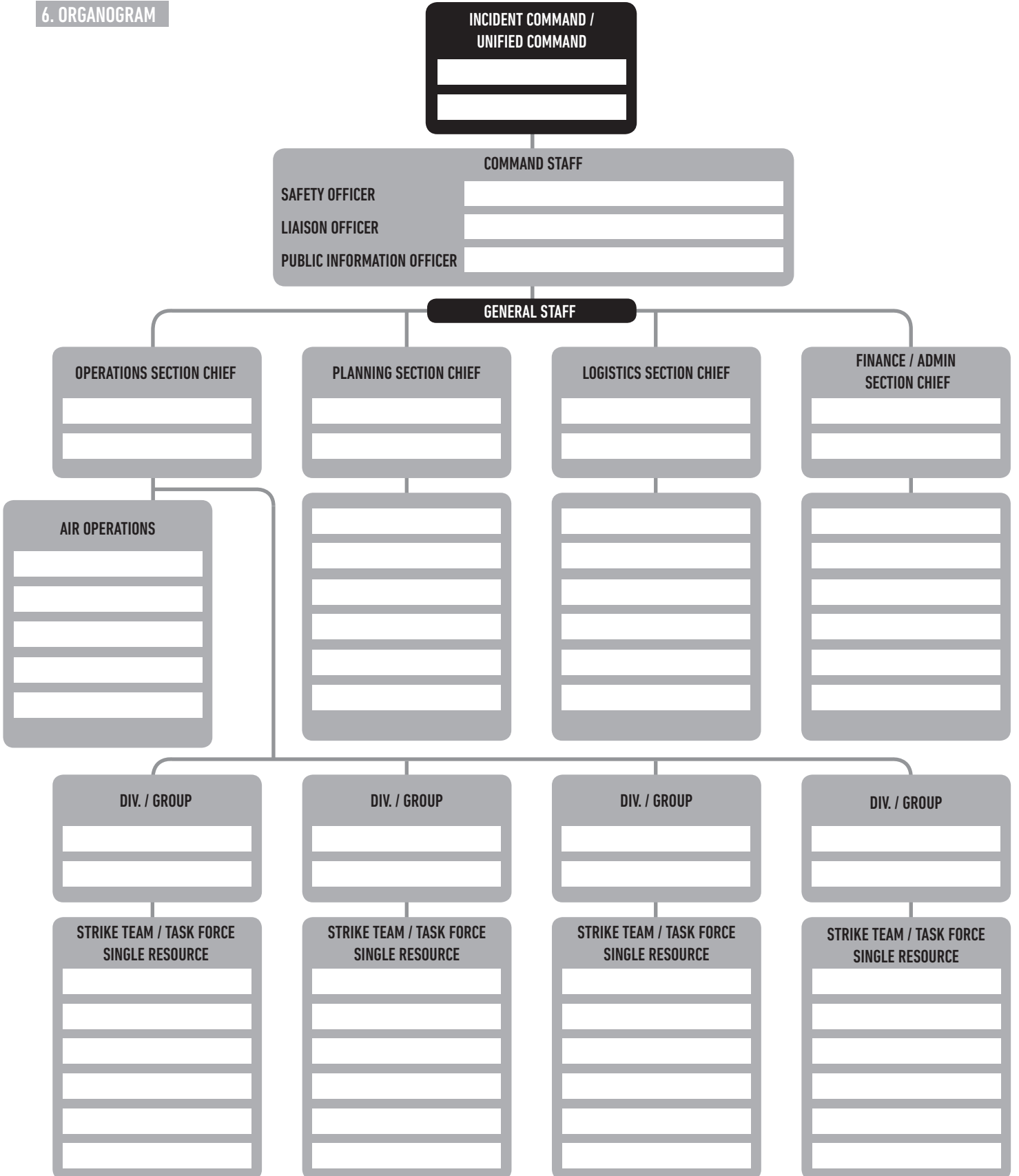
2. INCIDENT TYPE

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5. OPERATIONAL PERIOD (DATE / TIME)

| | | | |
|------|--|----|--|
| FROM | | TO | |
|------|--|----|--|

6. ORGANOGRAM



6. PREPARED BY (INCLUDE POSITION, DATE & TIME)

| | | | | | |
|------|--|------|--|------|--|
| NAME | | DATE | | TIME | |
|------|--|------|--|------|--|