

CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one time actions while others are on-going for the duration of the incident.

1.2 DOCUMENT UNIT LEADER'S CHECKLIST

- a. Obtain briefing from Planning Section Chief
- b. Establish work area.
- c. Establish and organize Incident files.
- d. Establish duplication service and respond to requests.
- e. Retain and file duplicate copies of official forms and reports.
- f. Accept and file reports and forms submitted by ICS units.
- g. Check on accuracy and completeness of records submitted for files.
- h. Correct errors or omissions by contacting appropriate ICS Units.
- i. Provide duplicates of forms and reports to authorized requestors.
- j. Prepare incident documentation for Planning Section Chief when requested.
- k. Maintain, retain and store incident files for after incident use.
- l. Maintain Unit Log (ICS Form 214).

CHAPTER 2 ORGANIZATION, PERSONNEL, AND PROCEDURES

2.1 ORGANIZATION The Documentation Unit is responsible for:

- a. Maintaining accurate and complete incident files

b. Providing duplication service to incident personnel

c. Pack and store incident files for legal, analytical and historical purposes The Documentation Unit Leader reports to the Planning Section Chief (see Figure 2-1).

Planning Section Chief

Resources Unit Leader

Status Records
Check-In Recorders

Situation Unit Leader

Display Processors
Field Observers
Weather Observers

Documentation Unit Leader

Assistant

Demobilization Unit Leader

Recorders

Technical Specialists

Water Resources
Resource Utilization
Environment
Training
Fire Behavior
Etc.

Figure 2-1 Documentation Unit and Incident Command System Organization

2.2 PERSONNEL The Documentation Unit Leader can accomplish the major activities assigned the unit without assistance for the majority of smaller incidents. The unit is activated when more than two divisions of resources are committed to an incident (see Table 2-1). For incidents requiring 25 divisions, the Unit Leader requires a minimum of one assistant to help perform the assigned activities. The work load of the unit will be the greatest, immediately preceding each planning meeting, and

immediately following the planning meeting when the Incident Action Plan and attachments are made available to the activated organizations for implementation and unit level planning.

Table 2-1 Documentation Unit Minimum Personnel Requirements
(per 12 hour period)

INCIDENT (number of divisions) UNIT POSITION	2	5	10	15	25	SIZE
Documentation Unit Leader	1	1	1	1	1	
Documentation Unit Assistant	1					
Totals	1	1	2			1

2.3 MAJOR ACTIVITIES AND PROCEDURES The major activities of the Documentation Unit are stated below. Following each activity, are procedures for implementing the activity.

a. Obtain Work Materials

1. Upon reporting to the Incident base, the Documentation Unit Leader will obtain the necessary work materials or supplies (e.g., pencils, paper clips, felt markers, etc.) from the Planning Section Supply Kit.
2. The kit is transported to the incident Supply Unit by the responsible agency.
3. It is the responsibility of the Planning Section Chief to obtain the kit from Supply Unit.

b. Establish Duplication Services When a duplication capability is available at a predesignated command post, in a mobile command post, or included in a cache, the Documentation Unit is responsible for operating the equipment.

1. Activate duplication services.
2. Receive requests for duplication services.

3. Reproduce requested material. The requesting party is responsible for pickup and delivery.

4. The Documentation Unit is required to retain copies for many of the documents submitted for duplication.

c. Establish and Maintain Official Incident File To facilitate the

establishment and maintenance of incident files, the following file headings are suggested:

1. Incident Briefings

2. Incident Action Plans file (include in this file all attachments to the Incident Action Plan).

3. Situation Status

4. Unit Logs (include sub-headers for each ICS unit activated).

5. Check-In Lists

Each official form or report will be filed and the information in the incident files will be time-ordered. Forms to be filed are:

1. Incident Briefing report (ICS Form 201).

2. Incident Action Plan and attachments.

The attachments are:

(a) Organization Chart (ICS Form 203)

(b) Division Assignment List (ICS Form 204)

(c) Incident Communications Plan (ICS Form 205)

(d) Medical Plan (ICS Form 206)

(e) Topographic map handouts of the incident

(f) Traffic Plan

3. Incident Status Summary (ICS Form 209)
4. Check-In List (ICS Form 211)
5. Unit Log (ICS Form 214)
6. Support Vehicle Inventory (ICS Form 218)
7. Air Operations Summary Worksheet (ICS Form 220)
8. Obtain estimate of incident expenditures for the previous 24 hour period, total cost to date, and projected total cost from the Finance Section Chief.
9. Obtain information and value about timber threatened or lost by species from the Environmental Advisor.
10. Obtain equipment maintenance records from Ground Support Unit and Air Support Group.
11. Obtain pilot and helicopter time records from Air Support Group.
12. Continually review collected data for completeness and accuracy and request corrections as appropriate.

d. Provide Incident Reports The Documentation Unit may be asked to provide reports or copies of reports by incident personnel at various times during the incident. The Planning Section Chief must authorize release of all documentation.

e. Preparation of Incident Documentation When the Incident Action Plan and associated reports and forms are completed and approved, the Documentation Unit will be requested to prepare the material for distribution to designated units and persons.

1. Under the direction of the Planning Section Chief assemble the information into the required format.

2. Submit materials to the Planning Section Chief for approval.

3. After approval, duplicate requested number of copies and distribute copies to personnel on distribution list.

f. Maintain and Store Incident Files for After Incident Use

1. For a single jurisdiction incident, the responsible agency will complete, maintain, retain, and store all incident documents and files according to agency policy and procedures.

2. For multi-jurisdiction incidents, the jurisdiction with the greatest commitment of resources and/or acres will complete, maintain, retain, and store all incident documents and files according to agency policy and procedures. The incident files will not be destroyed without concurrence of participating agencies.

3. Other jurisdictions providing direct support to the incident may request needed documents from agency maintaining the file.

g. Maintain Unit Log (ICS Form 214)