



United States Coast Guard



Incident Command System

Environmental Unit Leader

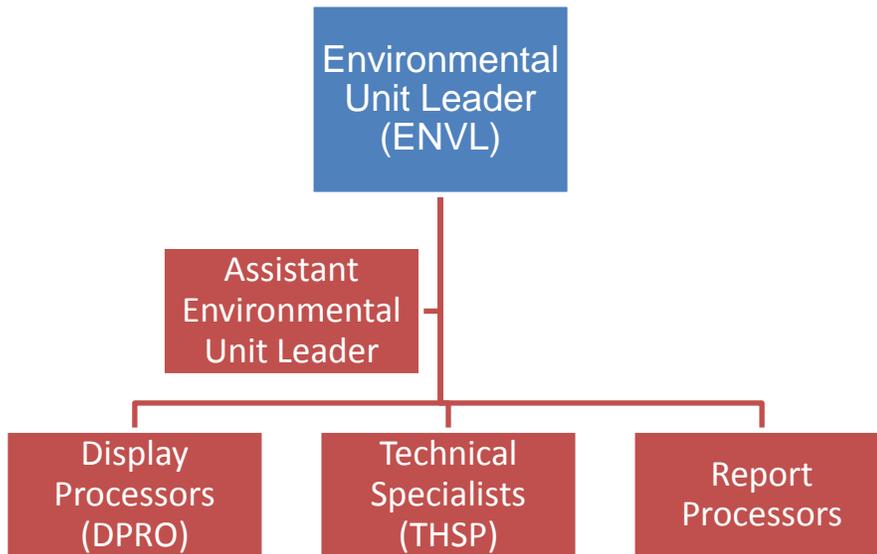
- ENVL -

Job Aid



November 2015

Environmental Unit Organization



Environmental Unit CD

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1. Overview

1.1. User

The user of this job aid will be anyone who is assigned as Environmental Unit Leader (ENVL) within the National Incident Management System (NIMS) Incident Command System (ICS).

1.2. When to Use

This document is intended as a reference Job Aid to assist the ENVL in understanding the complex tasks and processes they may face with when the ICS is used. It is not a policy document, nor intended to act as or replace official policy, required training or direction from higher authority. It is rather guidance for response personnel requiring application of judgment.

DISCLAIMER: This Job Aid is intended to provide guidance to Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside of the Coast Guard.

Questions about this Job Aid should be directed to the Coast Guard Office of Contingency Preparedness and Exercise Policy (CG-CPE).

1.3. Major Accomplishments

The ENVL's primary responsibility is to collect, analyze and disseminate Common Operational Picture information for the incident or event. The major accomplishments listed below support this effort and are expanded further into checklists in this job aid.



- Ready for Deployment
 - Pre-Assignment Actions
- Ready for Operational Tasking
 - Pre-Deployment Actions
 - Check in to the Incident
 - Conduct Situation Assessment
 - Receive Initial Brief
 - Activate Environmental Unit
 - Develop Environmental Unit Processes
- Manage Unit Personnel and Activities
 - Evaluate Staffing
 - Task and Employ

- Provide OJT
- Support and Evaluate Personnel
- Support the Common Operational Picture
 - Establish/Maintain the ENVL Displays, if required
 - Support SITL with the Information Management Process (CIR/IRT)
 - Collect Incident Information
 - Organize and Evaluate Incident Information
 - Disseminate Incident Information
 - Provide Prediction and Modeling
 - Maintain Documentation
- Support the Planning Process
 - Provide Environmental Briefings and Forecasts
 - Support the IAP Development
- Demobilize Unit and Personnel

1.4. References

Below is a list of references that may be required while using this job aid. This list is not all encompassing. Links for many of these can be found at <http://homeport.uscg.mil/ics/>:

- Incident Management Handbook (IMH) COMDTPUB P3120.17 (series).
- USCG Information Management Job Aid
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- USCG Type 3 Unit Leader Part A (CORE)

Performance Qualification Standard (PQS)

- USCG Type 3 Planning Unit Leader Positions Part B PQS
- Situation Unit Leader (SITL) Job Aid

1.5. Materials and Forms

A complete list of materials can be found in 0 ENVL Deployment Kit. Ensure these materials are available throughout the event. Submit request for supplies in accordance with the incident's resource request process.

All of the forms necessary to complete this job can be found on the resource CD in the front cover of this job aid. These ICS forms can also be found on the Coast Guard ICS web pages at

<http://homeport.uscg.mil/ics/>. Common forms the ENVL will use include:

- ICS 201 Incident Briefing
- ICS 202 Incident Objectives
- ICS 202A Command Direction
- ICS 202B Critical Information Requirements
- ICS 203 Organization Assignment List
- ICS 204 Assignment List
- ICS 204A Assignment List Attachment
- ICS 205 Communications Plan
- ICS 205A Communications List
- ICS 206 Medical Plan

- ICS 207 Incident Organization Chart
- ICS 208 Site Safety and Health Plan
- ICS 209 Incident Status Summary
- ICS 210 Status Change Card
- ICS-211 Check-In List
- ICS 213 General Message
- ICS 213RR-CG Resource Request Message
- ICS 214 Unit Log
- ICS 214A Chronology of Events Log
- ICS 215 Operational Planning Worksheet
- ICS 215A Incident Action Plan Safety Analysis
- ICS 220 Air Operations Summary
- ICS 221 Demobilization Check-Out
- ICS 219 Resource Status T-Cards
- ICS 225 Incident Personnel Performance Evaluation
- ICS 230 Daily Meeting Schedule
- ICS 232 Resources at Risk
- ICS 233 Open Actions Tracker
- ICS 234 Work Analysis Matrix
- ICS 235 Facility Needs Assessment Worksheet
- ICS 236 Tentative Release List
- ICS 237 Incident Mishap Report

1.6. Other

In the context of this job aid, the word incident means incident, event or exercise unless otherwise noted.

Checklists

Ready for Deployment Checklist

Pre-Assignment Actions

	Ensure personal readiness for assignment (See detail on page 16)
	Ensure ENVL certification is current (See detail on page 17)
	Assemble ENVL Deployment Kit (See detail on page 17)

Ready for Operational Tasking Checklists

Pre-Deployment Actions

	Receive assignment (See detail on page 18)
	Verify reporting location, date and time (See detail on page 18)
	Finalize personal readiness for assignment (See detail on page 18)
	Receive travel orders and order number (See detail on page 18)
	Make travel arrangements (See detail on page 19)
	Verify/Update personal deployment kit (See detail on page 19)
	Verify/Update ENVL deployment kit (See detail on page 19)

Check in to the Incident

	Check-in on ICS 211 (See detail on page 20)
	Receive tasking (See detail on page 21)
	Check in with Finance/Admin Section (See detail on page 21)
	Check in with Logistics Section (See detail on page 21)
	Review Site Safety Plan (See detail on page 22)

Obtain Situation Assessment

	Review ICS 201 or IAP and Situation Status Display (See detail on page 23)
	What kind of incident? (See detail on page 23)
	Who are key players? (See detail on page 23)
	When incident occurred? (See detail on page 24)
	Where is incident location/AOR? (See detail on page 24)
	What is the incident organization? (See detail on page 24)
	Obtain a meeting and briefing schedule (See detail on page 25)

Receive Initial Brief

	Define your role (See detail on page 25)
	Obtain PSC expectations (See detail on page 26)
	Determine any limitations and constraints (See detail on page 26)

Activate Environmental Unit

	Determine staffing requirements (See detail on page 27)
	Establish Environmental Unit work location (See detail on page 29)
	Organize and brief subordinates (See detail on page 30)
	Acquire work materials (See detail on page 30)
	Support Information Management Process (See detail on page 31)
	Establish initial internal and external reporting requirements (see detail on page 32)
	Begin Support of ICS Planning Process (see detail on page 32)
	Begin/maintain ICS 214 Unit Activity Log and ICS 214A-CG Chronology of Events Log (See detail on page 32)

Manage Unit Personnel Checklist

	Schedule unit meeting (See detail on page 34)
	Provide On the Job Training (OJT) as appropriate (See detail on page 34)
	Forecast Requirements (See detail on page 34)
	Evaluate individual personnel performance (See detail on page 35)

Support the COP Checklist

	Coordinate with SITL the Environmental Unit Support to the COP (See detail on page 38)
	Identify Critical Information Requirements and Immediate Reporting Threshold Requirements for ENVL (See detail on page 38)
	Establish system for gathering/monitoring incident information (See detail on page 38)
	Verify/Synthesize/Analyze Information (See detail on page 39)
	Report/Disseminate incident information to customers (See detail on page 40)
	Compare environmental unit output with assessment of overall activities (See detail on page 43)
	Manage schedule for collecting information (See detail on page 42)
	Obtain Feedback/Evaluate Performance (See detail on page 41)

Support the ICS Planning Process Checklist

	Provide Environmental Briefings as requested (See detail on page 45)
	Provide Incident Action Plan support (See detail on page 45)

Demobilize Personnel and Unit Checklist

	Provide Input to the Demobilization Plan (See detail on page 46)
	Review Approved Demobilization Plan (See detail on page 46)
	Supervise demobilization of unit personnel (See detail on page 46)
	Supervise demobilization of unit (See detail on page 46)

2. Ready for Deployment - Pre-Assignment Actions

2.1. Ensure personal readiness for assignment:

If you deploy without being personally ready, it will affect your ability to respond and cause a burden on the incident management team. Personal readiness includes:

- Medical/dental readiness
 - For military this means you are in the “green” in CG Business Intelligence (CGBI)
 - For civilians and auxiliarists, ensure you have no outstanding issues that would prevent you from being deployed. (e.g. have a plan to ensure you have enough medications for the entire period of the deployment)
- Uniforms – You have enough uniforms and/or appropriate clothing for an expected deployment
- Financial Readiness – You need to be financially ready to deploy. This means ensuring your financial situation is in order.
 - Government travel credit card (GTCC) – you should check your GTCC limit. If you expect to be deployed more than 30 days, your limit should be increased (example from \$2,500 to \$10,000).
 - Ensuring bills will be paid while deployed
 - Ensure you have a TPAX account

- Family Readiness
 - Ensure you have a Dependent Care/Pet Care plan for when deployed. Please check www.militaryonesource.com for assistance.

2.2.Ensure training and certification is current

Ensure ENVL training and certification is current as per COMDTINST(s) and PQS

- Mandated training
- ICS training (e.g. ICS-300, ICS-346)
- Incident specific training (e.g. HAZWOPER, area familiarization, etc.)

2.3.Assemble ENVL Deployment Kit

Ensure all items found in 0

- ENVL Deployment Kit are ready to go BEFORE you get the call to deploy
- Ensure supplies are restocked from last deployment

3. Ready for Operational Tasking

3.1. Pre-Deployment Actions

3.1.1. Receive assignment

- You may receive your assignment via message, phone call, supervisor, or on orders

3.1.2. Verify reporting location, date and time

- You should verify reporting location, date and time, order number, as well as Incident Command Post (ICP) contact numbers for assistance with check-in

3.1.3. Finalize personal readiness for assignment

- Review the pre-assignment check list to ensure readiness for assignment which includes personal, dependent, and financial readiness
- Notify your chain of command of any outstanding readiness issues. This may mean delaying deployment to resolve the issue.

3.1.4. Receive Travel Orders and order number

- As per Federal Travel Regulations (FTR) a written order issued by a competent authority is required for reimbursement of travel expenses. Please refer to the FTR to ensure all conditions are met when traveling under oral orders.
- The travel order number (TONO) and order number are different. The order number will be used at check-in to verify the position that you will

be filling

- Order Number is generally in the following format:
 - Example: O374 (O is for Overhead, and the 3 digit number is assigned by Logistics)

3.1.5. Make travel arrangements

- Obtain counseling on entitlements and responsibilities from a travel authorizing official and review the FTR as necessary
- Request cash advances as required
- Make travel arrangements using approved CG travel method

3.1.6. Verify/update personal mobilization kit.

See 8.1 Personal Mobilization Kit. A personal mobilization kit contains your personal items needed for the deployment and includes items like:

- Medications
- Uniforms and/or appropriate clothing
- Special PPE or special weather clothing required
- Verify if any special PPE will be provided by the incident

3.1.7. Verify/update ENVL Deployment kit

- Ensure manuals, forms and guides are current versions (electronic and paper)
- Ensure supplies are restocked from last deployment

See 0

- ENVL Deployment Kit for list of items

3.1.8. Obtain incident awareness

Gather incident awareness if possible before departing for the incident. This may include local area knowledge, reviewing plans, and if possible the ICS 201 or IAPs.

3.2. Check in to the Incident

3.2.1. Check-in on ICS 211:

Upon arrival at the incident, check-in at the Incident Command Post on the ICS 211.

- Check In - Ensure you have your Order Number available. This enables the Check-in Recorder (CHKN) to validate your assignment to the incident quickly.
- In some cases the incident may be using the 16 digit government TONO assigned to you as the Order Number
- On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.
- The incident will want a number where you can be reached, your home base, how you got to the incident as well as any additional qualifications you may have

3.2.2. Receive Tasking

- The check-in recorders should be able to tell you how to get to the ICP or where you will be working within the incident

3.2.3. Check in with Finance/Admin Section

- Travel Orders: Leave copy of orders or other travel documents with FSC or Admin Officer. More often than you realize, travel to an incident may take place on a unit TONO with the understanding that the incident will correct this when you arrive. Take care of this soon so it doesn't hold you up when you are ready to leave!

3.2.4. Check in with Logistics Section

- Berthing assignment: The incident is responsible for ensuring you have adequate berthing, unless you are locally based. If the incident is small, Logistics may ask you to make your own arrangements, or they may have already contracted with a local hotel for incident personnel. Even if you have made your own arrangements, Logistics should still be tracking where personnel are berthed.
- Meal schedule: The size, complexity and location of an incident will impact the availability of meals. On most Coast Guard responses, meals are the responsibility of the individual. If meals are provided; the incident generally tracks who got a meal and the individual is required to make the

appropriate modification to their travel claim.

- Consumables: Determine where to obtain necessary materials for the unit (e.g. copy paper, pens, markers, etc.)
- Incident Credentials: On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.

3.2.5. Review the Site Safety Plan

- All overhead personnel and tactical resources (Operations personnel) must review the incident specific Site Safety Plan and sign the Worker Acknowledgement Form
- A copy of the Site Safety Plan may be found at Check-In, Staging Areas, and in the Command Post in the Operations Section Chief and Site Safety Officer's work area
- On large incidents it may also be posted in areas near the meal area and any other place large groups of people will congregate
- Periodically review the Site Safety Plan to learn about any additions and updates to the Plan

3.3. Obtain Situation Assessment

The following tasks should be accomplished after checking-in to the incident.

3.3.1. Review the current ICS 201 and/or IAP

- The purpose of this task is to acquire additional background on the incident prior to starting your assignment
- Regardless of when you arrive at an incident there is usually very little time for someone to brief you
- You need to find out the Who, What, When, Where, Incident Organization, and Resources related to the incident

3.3.2. What is the incident (SAR, oil/hazmat, LE, natural disaster, etc.)?

- This gives you an idea of the resources that should be operating in theatre

3.3.3. Determine the size and complexity of the incident:

- Determine incident complexity, Type 1, 2, or 3
- Who are you working for (IC, UC, AC, NIC)?
- Is the incident expanding or contracting?
- Are there any political considerations to the incident?

3.3.4. Who are key players (Federal, State, local, industry)?

- This may give you some insight into why

Command is setting particular objectives as well as the boundaries of the incident Area of Responsibility (AOR)

- One of the most important considerations to the Incident Management Team (IMT) is the local community they are serving. Do you know what their goals/expectations of you are as the IMT?

3.3.5. When did the incident take place?

- An incident changes character over time including; survival rates, weathering of oil, potential contaminants, vessel stability, etc.

3.3.6. Where did the incident take place?

- Do you know the unit Area of Responsibility (AOR)? If so, you have an advantage in knowing relationships, geography, local plans, etc. If not, you must spend some time getting to know the area.
- What is the difference between the unit AOR and the incident AOR? Generally, there is a difference.
- Ensure you are aware of any community issues, sensitive areas, and endangered species within the incident AOR

3.3.7. What is the incident organization?

You must know who is in your direct chain of command as well as other key players such as the Incident / Unified Commander(s) (IC/UC),

Operations Section Chief (OSC),
Intelligence/Investigation Section Chief (ISC) - if
staffed, Logistics Section Chief (LSC),
Finance/Admin Section Chief (FSC), Liaison Officer
(LOFR), and Safety Officer (SOFR)

- 3.3.8. Obtain a meeting and briefing schedule
- When is the next meeting or briefing that should be attended?
 - Will you be required to present an environmental brief at any meetings/briefings?

3.4. Receive Initial Brief

The initial briefing is the opportunity for the ENVL to receive additional details about their incident assignment. Depending on the phase and/or size of the incident, you may or may not get a chance to spend this time with the Planning Section Chief (PSC) and/or Deputy PSC before you start working. If you are NOT able to have this brief, you may be able to be briefed by the current ENVL or other Planning Section personnel.

- 3.4.1. Define your role
- How big a role are you playing? Are you playing the role of ENVL and another unit leader (multi-hatted)?
 - Do you have the experience for the role you are playing?

- Do you have authority from the PSC to request resources?

3.4.2. Obtain the expectations of the PSC

PSC's come with many different levels of expertise and experience. In a multi-hazard, multi-jurisdictional incident it is possible that the PSC does not have expertise in Environmental Unit activities.

- Your experience with a specific type of incident gives you insight on information requirements, methods, and resources necessary to fulfill those expectations
 - If you don't have experience with the specific type of incident, it would be to your benefit to request personnel with that experience to serve as an Assistant ENVL
- At a minimum clarify the following expectations from the PSC:
 - Does Command and/or PSC want a briefing from you on the process and procedures you typically use as ENVL?
 - How often does the PSC want to be updated?
 - What are their trigger points?
 - What are the Immediate Reporting Thresholds?

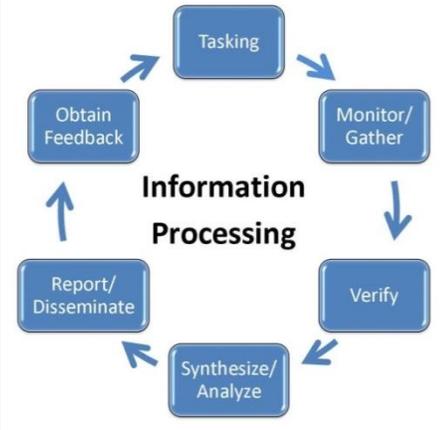
3.4.3. Determine any limitations and constraints

- Staff size

- Wall space
- Battle rhythm

3.5. Activate Environmental Unit

Activation of the Environmental Unit begins with management of the unit (staffing and organizing the Environmental Unit workspace), but will also include supporting the ICS Planning Process and supporting the SITL who manages the information management process.

<p>Manage Unit Personnel</p>	<p>Support Information Management Process</p>	<p>Support the ICS Planning Process</p>
<ul style="list-style-type: none"> • Staff • Organize • Manage • Evaluate 	 <p>The diagram illustrates the Information Processing cycle with the following steps in a clockwise loop: Tasking, Monitor/Gather, Verify, Synthesize/Analyze, Report/Disseminate, and Obtain Feedback. The central text is 'Information Processing'.</p>	<ul style="list-style-type: none"> • ENVL Briefings • IAP Support • Other

3.5.1. Determine Staffing Requirements

The table below refers to the USCG IMH Organizational Guides found in Chapter 13 to

establish a baseline staffing requirement. Keep in mind the recommendations are based on 12-hour work schedules and may need to be doubled for round the clock response.

Position	Size of incident (# of Divisions/Groups)				
	2	5	10	15	25
Asst. ENVL			1	1	2
Display Processor		1	1	1	2
Technical Specialists	As needed				

Environmental Unit Staffing Worksheet

Staff	Shift #1	Shift #2
ENVL		N/A
Asst ENVL		
DPRO		
THSP - Specify		
Sub-Total		
TOTAL	Shift 1 & 2	

- The number of personnel needed may increase or decrease based on the IMT information demand
- Consider the addition of Assistant ENVLs to manage span of control within the unit (e.g. display processors and numerous technical specialists providing environmental data)
- Submit an ICS 213RR-CG in accordance with the

incident resource requesting process

- Ensure your calculations consider 24 hour operations if necessary (i.e. double the table numbers for 24 hour operations)

3.5.2. Establish a work location(s)

- Ensure adequate work space for number of personnel and equipment including the possibility for expansion. A tool to determine space needs can be found on the ICS 235 Facility Needs Assessment Worksheet.
- The Environmental Unit should be located within the Planning Section and in the vicinity of Situation Unit
- ENVL must coordinate with the SITL on their displays. Is the Environmental Unit assisting with the Situation displays, or in addition to situation displays?
- There are many possible locations for Environmental Displays and should be located very close to or part of the Situation Unit Displays and close to the Operations Section, your primary audience. If possible this should be accessible to other ICP personnel. If not, establish a satellite display in a common (i.e. trafficked) space in the ICP that is user friendly and highly visible to the IMT. See 8.9 Example Situation Unit Status Display Board.
- Additional environmental displays may be required

by the IMT in the: JIC, Command meeting room, primary meeting space, VIP reception location, etc. Every additional display should generally have its own display processor assigned to maintain and ensure current status.

- The ENVL must keep in mind the need for sufficient wall space to mount maps/charts, forms, photos, projected images, etc. including the need for growth

3.5.3. Acquire work materials

- Identify appropriate work materials based on Environmental Unit and Environmental Display locations.
- Submit an ICS 213RR-CG Resource Request in accordance with incident resource request process. See 8.5 Example ICS 213 RR-CG Resource Request Message.

3.5.4. Organize and brief subordinates

- Identify the immediate information demands (i.e. support to SITL for the Common Operational Picture) and organize your personnel to meet those demands until additional personnel report
- Conduct the initial unit meeting as outlined in 8.12 Unit Meeting Guidelines to establish guidelines, expectations, work schedule, meeting schedules, customer needs, and display content and locations

- Outline resource request process to subordinates
- Develop an Organization Chart for the unit to identify roles and highlight span of control issues
- Evaluate the span of control with the unit and request/assign additional personnel to maintain proper management ratios (i.e. assign Assistant(s) or THSP(s))

3.5.5. Support the Information Management Process

The success of the Environmental Unit is measured by IMT customer satisfaction with information flow, management, and availability. The Situation Unit oversees the Information Management Process and the Environmental Unit supports them. See 5.1 Information Management Process for more information about the Information Management Process. Setting expectations early with help define your success.

- Determine need for environmental displays from SITL and PSC. SITL is responsible for the displays but the environmental unit can provide many of the products the SITL will need. See 8.9 Example Situation Unit Status Display Board.
- Assign personnel to create environmental displays
 - Using standard ICS symbology. See 8.10 Mapping Requirements and Guidelines and 8.11 Map Display Symbology.
 - Ensure that Maps/Charts meet the STAND

principle: **S**cale, **T**itle, **A**uthor, **N**orth Arrow, **D**ate and Time

- With input from SITL and/or OSC, determine and display the division/group boundaries
- Display sensitive areas
- Display projections (weather, spill, etc) if available
- Validate current environmental information posted on the situation status board

3.5.6. Establish initial internal and external reporting requirements

- Understand the interactions the ENVL has with other IMT members, especially the Situation Unit. See 8.3 Functional Interactions for more information.
- Establish a timeline comparison to ensure the Environmental Unit is able to meet the reporting/briefing requirements.

3.5.7. Begin Unit Documentation

Ensure proper documentation is started for the Environmental Unit. This includes periodic documentation of the incident as it stands at a specific time.

- Assign personnel to maintain running ICS 214A-CG Chronology of Events Log, if appropriate. See 8.7 Example ICS 214A-CG Chronology of Events Log.
- Complete ICS 214 Unit Log. See 8.6 Example

ICS 214 Unit Log.

- Take pictures of charts/maps for documentation purposes at a specific time

3.5.8. Begin Support to the ICS Planning Process
See 6 Support the ICS Planning Process for more information.

4. Manage Unit Personnel

After initial set up of the Environmental Unit, the ENVL must manage the unit and personnel.

4.1. Schedule Unit Meeting

- At least one per operational period
- If necessary, one per Environmental Unit shift
- Brief subordinates on work assignments
- See 8.12 Unit Meeting Guidelines
- Post expectations for unit personnel to review
- Provide direction to staff

4.2. Provide On the Job Training (OJT) as appropriate

- ICS position specific training
- Equipment training (vehicle, GPS, digital cameras, office equipment, etc.)
- HAZWOPER

4.3. Forecast requirements

- Future personnel requirements
- Rotations – Identify need for replacements as soon as possible
- Shift work – The unit will need to expand and contract the number of shifts depending on incident needs (e.g. multiple vs. daytime only, etc)

- Work-life (e.g. time-off, morale events, etc)

4.4. Evaluate and monitor unit performance

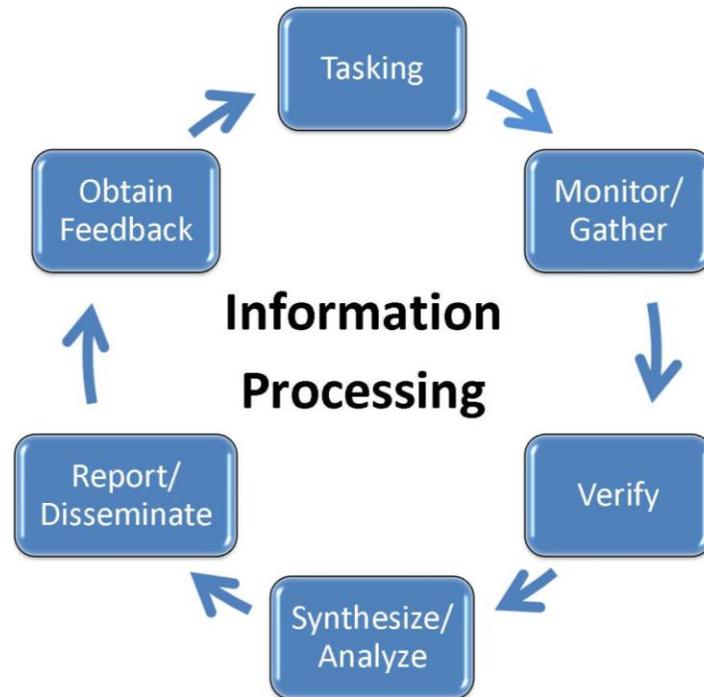
- See 8.13 Environmental Unit Self-Evaluation Checklist and 8.14 Personnel Evaluation Criteria
- Is unit functioning as a team?
- Is unit producing the products required by PSC?
- Are your THSPs providing the correct information?

4.5. Evaluate individual personnel performance

- Use Incident Personnel Performance Rating ICS 225-CG. See 8.15 ICS 225 Incident Personnel Performance Rating.
- Submit unit/personnel for recognition

5. Manage the Common Operational Picture

5.1. Information Management Process



Information Management Process

The Situation Unit must determine what information to use for the Common Operational Picture for the incident. The Environmental Unit will support the Situation Unit in this process. There is huge amount of data that can be utilized on an incident, but not all data will be information desired to be used by the IMT. See chapter 4 and Chapter 12 of the Incident Management Handbook and the Information Management Job Aid for more information. Typically, the Incident Commander will identify the Critical Information Requirements or the information needed for the incident.

Critical Information Requirements (CIRs) may vary depending on type of information, end user experience and expectations. Page 12-8 in the IMH lists the six parts of a fully actionable CIR. See Example ICS 202B Critical Information Requirements.

CIR	Information Point
Pax/Crew/Victim Accountability/ Status	Location recovered, current location, status (alive/injured/deceased)
Weather	Cloud cover, wind, temperature, dew point, tides/currents, etc.

Immediate Reporting Thresholds (IRTs) are a subset of Critical Information Requirements. They are information that has an immediate or urgent need to be reported. For example, Pax/Crew/Victim Accountability/Status and Weather are Critical Information Requirements and Immediate Reporting Thresholds are when personnel are recovered (including their status - alive, injured, deceased) and significant changes in weather or unexpected inclement weather.

5.2. Identify environmental related Critical Information Requirements and Immediate Reporting Thresholds

- The Situation Unit will determine the requirement for information input and reporting from the IC/UC and will post this information on the ICS 202B Critical Information Requirements form. See 8.4 Example ICS 202B Critical Information Requirements.
- The ENVL must determine which of these are related to the Environmental Unit and what environmental information/data must be collected
- There may be reporting requirements from other customers as well

5.3. Establish system for gathering/monitoring environmental data/information

- Coordinate with SITL on specific information the Environmental Unit will gather/monitor (i.e. don't duplicate efforts)
- Determine sources of environmental data/information. There are many specialized information sources (e.g. NOAA, NWS, THSP, GIS, MTSL, etc).
- Determine methods of collecting/gathering environmental data/information
 - Brief Technical Specialists on duties and responsibilities

- Brief support staff on the reporting requirements and time expectations
- Consider staggering reporting times to manage incoming information flow
- Brief support staff on general communication protocol and pass out the ICS 205 Communications Plan
- Determine method to log incoming data/information
 - ICS 214A-CG Chronology of Events Log
 - ICS 214 Unit Log
- Continually coordinate with the SITL on information flow

5.4. Verify/Synthesize/Analyze Information

When data/information is received, it must be converted into usable information for the incident.

- Determine if data/information is related to incident and to be managed by the Environmental Unit (remembering Situation Unit is overall responsible for Information Management)
 - Review Critical Information Requirements and Immediate Reporting Thresholds (ICS 202B if completed)
 - Review other environmental information requirements
 - If related, log on ICS 214 or ICS 214A-CG.
- Determine if data/information is valid
 - Information may need to be validated or verified

- depending on the source
- Analyze/Synthesize the environmental data/information
 - Does the information have to be modified to be used?
 - Determine how the information is to be utilized. This may be multiple methods
 - Should this information be briefed?
 - Should this information be displayed?
 - Should this information be written - placed on the ICS 209/SITREP?
 - Should this information be given to someone else?
 - Determine the time sensitivity of the information
 - The information may be time-sensitive and needs to be reported immediately
 - If not time-sensitive determine briefing methodology

5.5. Report/Disseminate incident information to customers

Determine the method of reporting/disseminating information

- Internal customers (i.e. UC, IMT)
 - Situation Unit and/or PSC
 - Planning Process Meetings and Briefings (ICS 230)
 - Display(s) at various locations (update frequency and level of detail may vary based on

- location)
 - Other briefings as directed by PSC (e.g. before press conferences, as required by command, etc.)
 - Various IMT members will come to ENVL for information not previously requested. Requests may need to be vetted by PSC.
 - Your responsibility is to determine want vs. need?
 - Use this step to check the information you provide/produce is what is necessary. Do you need to add information to displays or briefings?
- External customers (i.e. community, stakeholders, press)
 - Use Chronology of Events ICS 214A-CG to determine thresholds. See 8.7 Example ICS 214A-CG Chronology of Events Log.
 - Use in / out boxes to manage flow of information and availability of non-Critical Information Requirements that might not be briefed (e.g. historical documents, extra IAPs)

5.6. Establish system for management of Environmental Displays

Determine information requirements for each display based on user(s) and/or location

- Assign display processors to update display(s)
 - Update as necessary, frequency may vary depending on location and end user

- Coordinate with PIO to obtain photographs of the incident for display
- Negotiate with SITL, PSC and DOCL what information to forward to Documentation unit and when to provide it

5.7. Establish system for providing other Environmental Unit support to IMT members

Working with the SITL, identify what information is necessary to the IMT vice desired (e.g. maps, charts, weather, trajectories).

- Determine what environmental information is necessary to the customer/user
- Determine what value is added by the product.
- Determine the impact to your staff/workload
- Identify what current output the unit is capable of against demand
- Determine if this a one-time request or if it will be a repeated requirement
- Determine if request needs to be vetted through SITL and/or PSC

5.8. Manage schedule for collecting/ disseminating environmental information

- Is the information collected in time to meet end user requirements (i.e. meetings/briefings schedule, the incident battle rhythm, etc.)?
- Monitor initial schedule set up in activation phase

of incident and adjust as necessary

5.9. Compare environmental unit output with assessment of overall activities

You are now at a stage of the response where you have enough personnel in the unit to adequately manage the environmental information coming into the ICP.

- Does the information you are displaying represent what is happening on-scene?
- Is the Environmental Unit coordinating well with the Situation Unit?

5.10. Maintain Documentation

Ensure proper documentation is maintained for the Unit. This includes periodic documentation of the incident as it stands at a specific time. Some of the documentation includes:

- ICS 213 General Messages
- ICS 213RR-CG Resource Request Message
- ICS 214 Unit Log
- ICS 214A Chronology of Events Log, if used
- ICS 221 Demobilization Check-Out
- ICS 225 Incident Personnel Performance Evaluation
- ICS 232 Resources at Risk

-
- ICS 233 Open Actions Tracker for Environmental Unit tasks, if used. See 8.8 Example ICS 233 Open Action Tracker.
 - Maps/Charts. It is extremely important to take periodic pictures of the maps and charts as they are updated to document the progression of the incident.

6. Support the ICS Planning Process

The ENVL must support the ICS Planning Process. This means the ENVL may provide accurate and up to date briefings of environmental information if requested by SITL and may provide Incident Action Plan (IAP) Products.

6.1. Provide Environmental Briefings

- Obtain ICS 230 Daily Meeting Schedule from SITL and/or PSC to determine if ENVL briefings are required
- Negotiate with SITL and/or PSC when ENVL is expected at briefing and if PSC wants a separate brief before the meeting
- Create and distribute maps and charts for all personnel

6.2. Provide Incident Action Plan support

The Environmental Unit must coordinate with the SITL on IAP products. The Environmental Unit may provide various products to support the IAP including:

- Maps/Charts
- Weather/Tides/Current predictions
- Forecasts/Modeling (e.g. oil spill or fire modeling maps/charts may be included in the IAP)
- Technical data (e.g. MSDS or other hazardous material data for a specific division or group)

7. Demobilize Personnel and Unit

7.1. Provide input to the Demobilization Plan

Determine any special requirements that may affect the demobilization plan

7.2. Review Approved Demobilization Plan

- Determine the command priorities for release of personnel
- Identify priorities and expectations regarding the demobilization of personnel and unit

7.3. Supervise demobilization of unit personnel

- Provide input to PSC for demobilization of unit personnel
- Identify unit personnel for demobilization. Ensure you have requested replacements if required
- Brief subordinates regarding their pending demobilization and process including use of the ICS 221, Demobilization Check-out Sheet
- Evaluate and recognize personnel (e.g. ICS 225, awards draft)

7.4. Supervise demobilization of unit

- Ensure final turnover/disposition of documentation to Documentation Unit (DOCL)
- Turn in equipment and supplies as appropriate

-
- Provide Supply Unit Leader with a list of supplies to be replenished
 - Consumables
 - Equipment (computers, radios, GPS, etc)
 - Consider replacement in kind

8. Appendices

8.1. Personal Mobilization Kit

	Uniforms appropriate for the response including appropriate footwear
	Update your family emergency plan (see www.ready.gov for details)
	Emergency contact information
	Dependent care plan (i.e. wills, powers of attorney, etc.)
	Sufficient medications and/or medical supplies for 60 days
	Pet care plan if applicable
	Power supply and/or chargers for personal communication equipment (i.e. computers, cell phones, etc.)

8.2. ENVL Deployment Kit

√	Qty	Item Name
	3	Blue Vest with Environmental Unit Position Labels
	2	Incident Management Handbook
	3	Environmental Unit Leader Job Aid
	3	Information Management Plan Job Aid
	1	ICS Forms Catalog
	20	ICS Forms: 213, 213RR, 214, 214A-CG
		Charts/Maps of proper scale
	1	Computers

	1	Projectors
	1	Poster printer
	1	Plotter
		Power supply cords
		Surge protectors
	10	Blue Tape
	1	Stapler
	2	Staples
	2	Small Binder Clips
	9	8 ½" x 11" Notepads
	12	6 Part Folders
	3	Dry Erase Pens – all colors
	2	Mechanical Pencils
	5	Mechanical Pencil Leads
	1	Red Pens
	2	Blue Pens
	18	Highlighters
	3	White-out Correction Pen or Tape
	2	Paper Clips 100 per Bag
	1	Trombone Clamps 50 per Box
	2	Post-it Flags
	1	Laser pointer
	1	Post-it Notes 3 x 3
	1	Post-it Notes 3 x 5
	3	Binder clips Assorted Sizes

8.3.Functional Interactions

Below is an input/output matrix to assist ENVL with obtaining and providing information to/from other ICS positions.

MEET WITH	WHEN	ENVL OBTAINS	ENVL PROVIDES
IC/UC	All meetings involving Command	Incident objectives, priorities, limitations and constraints	Briefing of environmental information (e.g. weather, critical/sensitive areas, and future projections)
	Check-in brief	Initial briefing Initial Resources	Requests for more personnel and resources.
PSC	After C&GS Mtg	ICS 202 Incident Objectives ICS 230 Daily Meeting Schedule	
	Tactics meeting		Environmental Maps/ Displays for ICP and other locations (JIC, etc.)
	Planning meeting		Completed inputs for IAP (see OSC interaction)

MEET WITH	WHEN	ENVL OBTAINS	ENVL PROVIDES
SITL	During incident	Information Management needs	Products for SITL displays
DOCL	During incident	DOCL process	Duplication services Archived ENVL products
OSC	Tactics meeting		May provide environmental brief and/or displays
	Planning meeting		May provide environmental brief and/or displays
	IAP Prep IAP Prep (cont)	Information required to support completion of IAP	May provide: Weather, tide & current information Modeling and prediction information Technical information for work assignments
LSC	During	Resource	Environmental information to pass to logistics

MEET WITH	WHEN	ENVL OBTAINS	ENVL PROVIDES
	incident	requesting process Location of support facilities	stakeholders
FSC	During incident		Environmental information to pass to finance stakeholders
SOFR	Meetings and Briefings	Safety statistics and hazards	Environmental information of interest to SOFR
PIO	Meetings and Briefings	Environmental display requirements	Environmental information to pass to media
LNO	Meetings and Briefings	Liaison issues	Environmental information to pass to stakeholders

8.4. Example ICS 202B Critical Information Requirements

<p>1. Incident Name Animas</p>	<p>2. Operational Period (Date/Time) From: 29APR15 1800 To: 30APR15 0600</p>	<p>Critical Information Requirements ICS 202B</p>
<p>3. Critical Information Requirements:</p> <p>Critical Information/Key Information/Essential Elements of Information (EEl)s the Unified Command would like tracked, posted and reported on the ICS-209, CART and/or SITREP:</p> <ul style="list-style-type: none"> • Accountability of Personnel. • Fatalities/Injuries. • Status of MTS/Port Status. • Damage to infrastructure. • Equipment Casualties (CASREP). • Facilities Status. • Resource Status/Statistics. • Critical Infrastructure/Key Resources (CI/KR). • Environmental data. • Environmental Resources at Risk. • Stakeholder Interests/Concerns. • Cultural Sensitive Impact/Concerns. • Political Interests/Concerns. • Media Interests/Concerns and Social Media Trends. • Unusual IMT Activities <p>Immediate Reporting Thresholds (IRT): Should any of the following issues occur the Unified Command is to be notified immediately:</p> <ul style="list-style-type: none"> • Death or injury (requiring hospitalization) of a responder • Any fatalities to the civilian population as a result of the incident • Egregious inappropriate behavior by a responder • Anytime there is a major shift in operations that significantly deviates from planned operations • Anytime the Safety Officer shuts down operational activity due to a safety issue • Any intelligence assessment that indicates a threat to the public or responders • Any external impact that could negatively impact the overall response efforts (e.g., new incident that is competing for the same resources) • First wildlife impact of oil • First land impact of oil • Interagency issues that cannot be resolved at the Section Chief level • Negative special interest perceptions of response operations • Negative political implications • Negative media coverage 		
<p>4. Prepared by: (Planning Section Chief) <i>J. Gafkjen</i> J. Gafkjen</p>		<p>Date/Time 29APR15 0900</p>

Critical Information Requirements

ICS 202B (rev 07/2012)

Purpose. The Critical Information Requirements form supplements the ICS 202 form by documenting the IC/UC strategic direction and guidance through Critical Information Requirements for use during the next operational period.

Preparation. The Critical Information Requirements form is completed and/or updated by the Planning Section following each Unified Command Objectives Meeting (input may be made during the Initial Unified Command Meeting) conducted in preparing the Incident Action Plan.

Distribution. The Critical Information Requirements form may be reproduced with the IAP and should be given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Critical Information Requirements	Enter clear, concise statements of critical information requirements for the response. These requirements are for the incident response for this operational period and for the duration of the incident. Listed in order of importance.
4.	Prepared by	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter date (month, day, and year) and time prepared (24-hour clock).

NOTE: ICS 202B-CG, Critical Information Requirements, may serve as part of the Incident Action Plan (IAP)

8.5.Example ICS 213 RR-CG Resource Request Message

Resource Request Message		ICS-213 RR CG (12/06)	
1. Incident Name: Mills Point		2. Date/Time: 02 Apr 2007 1330	
3. Resource Request Number: B01009			
4. ORDER Note: Use additional forms when requesting different resource sources of supply			
a. Qty	b. Kind	c. Type	d. Priority U or R
1	R	Helicopter - able to carry a minimum of 10 passengers with gear up to 500 pounds.	
5. Suggested source(s) of supply - POC phone number if known and suitable substitutes:		6. Requestor Position and Signature: Dan Brumley Date/Time: 02 Apr 06 1330	
Heavy Lift Helicopters POC: Sean Kaufman 550-555-9245 or Heliquwest International		7. Section Chief/Command Staff Approval: Jeff Barton Date/Time: 02 Apr 06 1345	
8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.	b. <input type="checkbox"/> Resources available as noted in block 12	9. RESL Review/Signature: Kimberly Higgins Date/Time: 02 Apr 06 1618	
	c. <input checked="" type="checkbox"/> Resources not available	13. Logistics Section Signature: David Jones Date/Time: 02 Apr 06 2040	
10. Requisition/Purchase Order #: 24-06-276HXQ016	11. Supplier Name/Phone/Fax/Email: Heliquwest International, Randy Sisco 550-555-4041		
12. Notes: Quoted daily price includes 1 pilot, 1 aircraft mechanic, and aviation fuel.	16. Finance Section Signature: Sam Chase Date/Time: 02 Apr 06 2100		
14. Order placed by (check box): <input type="checkbox"/> SPUL <input checked="" type="checkbox"/> PROC <input type="checkbox"/> OTHER	Contract #: FS-02HB-C-05-0001 Accounting: 2/H/SZ/105/95/0/P07001/37150/2523		
15. Reply/Comments from Finance:			

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & # 4, g-i (shaded area). Signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4 g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15-16 and keeps green copy. Tan copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOC.

ICS 213-RR Instructions

REQUESTOR: The requestor must fill in blocks 1 through 7.

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request.
Block # 3	Resource Request Number: Specific to the form & enables downstream tracking.
Block # 4a-c	Items requested: Must include quantity; Include Kind and Type if applicable.
Block # 4.d	Priority is either U – Urgent or R – Routine. Requestor: Urgent should ONLY be used if the resource must be checked-in and available within the specified time period or an <u>operational</u> objective will not be met. LSC: An Urgent request takes priority over all other requests. The requestor should be notified ASAP on the status of the request.
Block # 4.e	The detailed description of requirements. BE SPECIFIC AS POSSIBLE.
Block # 4.f	Delivery/Reporting Location and Times: This is self-explanatory and is required to ensure timely and accurate delivery of the resource.
Block #4g-i	Leave blank for SPUL/PROC to fill in.
Block # 5	Substitutes and/or Suggested Sources: Enter applicable information if known.
Block # 6	Requestor: Print name, position, sign and date.
Block # 7	Approval: This must be approved by the appropriate Section Chief or Command Staff Officer.

PLANNING SECTION: The RESL must fill in blocks 8 through 9.

Box # 8.a	RESL: Check box if request if for tactical resources
Box #8.b/c	RESL: If a tactical resource, check only one box as appropriate
Block # 9	RESL: Sign and date

LOGISTICS SECTION: Blocks 10 through 13 are filled out by the Supply Unit.

Note: Blocks 4 G and H are to be filled out by the Supply Unit or Procurement Unit upon ordering.

Block # 10	Requisition/Purchase Order Number: To be assigned by Supply Unit.
Block # 11	Supplier Point of Contact, Phone Number and Fax Number.
Block # 12	Notes: additional information on the supplier, when contacted, etc.
Block # 13	Signature: As specified by the Resource Request Process. Usually the signature of the SPUL but may also be the LSC or Deputy LSC.
Block # 14	Orderer (SPUL or PROC). Other block is checked if SPUL/PROC positions not filled. If this block is checked, fill in position.

FINANCE SECTION: Blocks 15 and 16 are filled out by the Procurement Unit.

Block # 15	Comments concerning request from FSC, Deputy FSC, or PROC.
Block # 16	Approval: This must be approved in accordance with Resource Request Process.

Note: Cost associated requests will not be ordered without approval in accordance with the Resource Request Process.

8.6.Example ICS 214 Unit Log

1. Incident Name HIATUSPORT INCIDENT		2. Operational Period (Date/Time) From: 0600 To: 0600 XX-XXX-09		UNIT LOG ICS 214-CG
3. Unit Name/Designators LOGISTICS SECTION			4. Unit Leader (Name and ICS Position) FRANK BUY (LSC)	
5. Personnel Assigned				
NAME		ICS POSITION		HOME BASE
JEFF SMITH		SPVL		STATEN ISLAND, NY
RANDY BITNER		COML		WILLIAMSBURG, VA
KATIE WAGNER		VSUL		SAN FRANCISCO, CA
GEORGE TAKAGI		GSUL		CHICAGO, IL
MELISSA REED		FACL		LA/LB, CA
6. Activity Log (Continue on Reverse)				
TIME		MAJOR EVENTS		
0600		ATTENDED OPERATIONS BRIEFING - NO ISSUES OF NOTE		
0730-0745		CONDUCTED BUSINESS MANAGEMENT MTG W/FSC. BURN RATE + CHANGES BELOW 70%. REQUEST + ORDER PROCESSES FINALIZED + POSTED.		
0800		ATTENDED CMD + GEN'L STAFF MTG		
0900		CONDUCTED LOSS FAMILY MTG. PASSED UC KEY ISSUES INCLUDING UC REQUEST TO WORK W/ PSC STAFF TO FORECAST RESOURCE REQMENTS OUT 72 HOURS + ORDER WHERE POSSIBLE.		
1130		DURING ROUTINE SAFETY INSPECTION, SOFR IDENTIFIED POTENTIAL WATER CONTAMINATION. OTHER WATER SOURCES CHECKED AND FSC CONSULTED RE PURCHASING WATER UNTIL PROBLEM RESOLVED.		
1400		ATTENDED TACTICS MTG - ID'D POTENTIAL PROBLEM NEXT OP PERIOD DUE TO NON-AVAILABILITY OF LOW-COST CRANE BARGES.		
1454		BRIEFED COMMAND W/ OSC, PSC + FSC AND GOT APPROVAL TO HIRE HIGH COST CRANE BARGE FOR 72 HRS MAX.		
1700		ATTENDED PLANNING MTG - NO RESOURCE ISSUES ATT. SUPPORTED PLAN.		
7. Prepared by: J. Buy		Date/Time 2130 XX-XXX-09		

ICS 214 Instructions

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

8.7.Example ICS 214A-CG Chronology of Events Log

1. Incident Name <i>Fort Lewis College</i>		2. Period (Date/Time) From: 01DEC2011 To: 01DEC2011	Chronology of Events Log ICS 214A-CG
3. Activity Log			
TIME	Briefing Display 209/ SITREP	EVENTS	
0730	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> U/R: UC, C&GS	Level A Team reports that they found two bodies near the entrance to the Lab.	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
0740	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> U/R	The Coast Guard established a Safety Zone from the Ben Franklin Bridge to the Commodore Barry Bridge.	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
0820	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R: UC	OSC has reported that the protective booming strategy for Pea Patch Island is only partially complete and running behind schedule due to a storm front passing through the area. Briefed UC	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
0900	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R:	Safety Zone expanded 5 miles west.	
0930	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R: OSC, PSC	Received report from local POC noting saw heavy oil sheen near Ben Franklin Bridge. Dispatched FOBS to confirm.	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
1000	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> U/R: UC, OSC, PSC	FOBS confirms heavy oil sheen near Ben Franklin Bridge.	
1005	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> U/R	OSC reports Pea Patch Island Booming Strategy Complete.	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U/R		
4. Prepared by: <i>K. Jones, DPRO</i>		Date/Time <i>1200, 01DEC2011</i>	

ICS 214A Instructions

CHRONOLOGY OF EVENTS LOG (ICS FORM 214A-CG)

Purpose The Chronology of Events Log records details of unit activity, including strike team activity or individual activity that has been deemed relevant to the incident. Ensure all events are logged including when the data is received **and** when it is distributed, displayed, or briefed.

Preparation A Chronology of Events Log is initiated and maintained by the Situation Unit Leader but may also be used by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit. Use additional ICS 214A forms as necessary during an operational period.

Distribution The Documentation Unit maintains a file of all Unit Logs. All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Activity Log	<p>Time. Enter the time the event is logged.</p> <p>Briefing U / R – Check block if the information needs to be briefed? Circle whether it is Urgent or Routine. Urgent means immediate briefing (e.g. meets the Critical Information Reporting Criteria) and Routine means at the next briefing in the Operational Cycle or informally passed along to appropriate unit leader.</p> <p>Display – Check block if the information needs to be displayed visually.</p> <p>209/SITREP – Check block if the information needs to be distributed in a written format.</p> <p>Events –Enter the event that you are logging. If the data is relevant to the incident then it needs to be logged on the form. In addition enter any methods for confirming the validity of the data and when/how the data is confirmed. Log the actions taken with the information as well.</p>
4.	Prepared By	Print Name and enter date (month, day, year) and time prepared (24-hour clock).

8.8.Example ICS 233 Open Action Tracker

1. Incident Name: Yaz Northern		INCIDENT OPEN ACTION TRACKER ICS-233 (Rev 1-07)						
2. No.	3. Item	4. For/POC	5. Briefed POC (X)	6. Start Date	7. Status	8. Target Date	9. Actual Date	
1	Develop a Stakeholder Outreach Plan for keeping stakeholder involved and informed	LNO	x	10-Sep-13		11-Sep-13		
2	Conduct Risk/Hazard Analysis and Develop a site safety plan for both ongoing operations and future operations.	SOFR	x	10-Sep-13		10-Sep-13		
3	Establish a JIC by 1700 tonight	PIO/LSC	x	10-Sep-13		10-Sep-13		
4	Develop a media strategy and have signed off by UC. Ensure that the JIC operating procedures are covered	PIO	x	10-Sep-13		10-Sep-13		
5	Provide Command with a long term projection on mitigation efforts	PSC	x	10-Sep-13		13-Sep-13		
6	Establish secure communications at the ICP	LSC	x	10-Sep-13		11-Sep-13		
7	Establish resource request process	LSC/FSC	x	10-Sep-13		11-Sep-13		
8	Establish resource ordering process	LSC/FSC	x	10-Sep-13		11-Sep-13		
9	Provide command a list of all possible funding opportunities	FSC	ξ	10-Sep-13		11-Sep-13		
10	Track expenditures and provide burn rates to command every morning before 0800	FSC	x	10-Sep-13		11-Sep-13		
11	Establish a cost sharing agreement with all responsible parties	FSC	x	10-Sep-13		11-Sep-13		
12								
13								
14								
15								
16								

ICS 233 Instructions

Open Actions Tracker (ICS 233-CG - revision 07-12)

Purpose. Open Actions Tracker

1. Is used by the Incident Commander/Unified Command (IC/UC) to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective.
2. Is duplicated and provided to Command and General Staff members, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

Note: This form may also be used by Command and General Staff for tracking tasks/actions within a Section/Staff element.

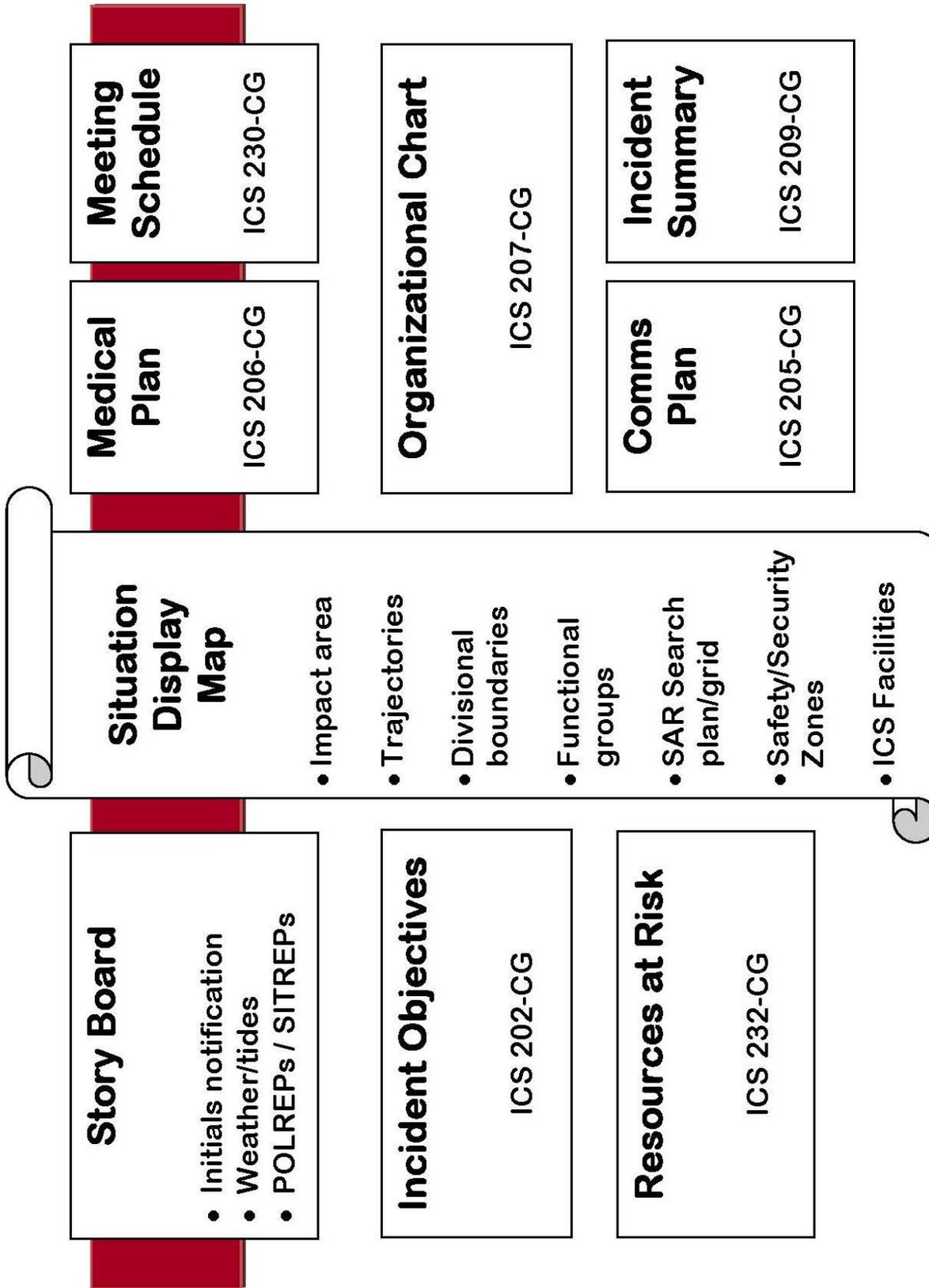
Preparation. The Planning Section Chief (PSC) is responsible for maintaining the Open Actions Tracker for the IC/UC and typically utilizes the Documentation Unit Leader (DOCL) to assist in this forms development and updating. The PSC should ensure all Command and General Staff are prepared to discuss their assigned tasks/actions during the Command and General Staff and Planning Meetings.

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and Command and General Staff. It is also posted on a status board located at the ICP. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task/action to be completed. Tasks/Actions are important to be completed but are not an Incident Objective which are documented on the ICS-202 form.
4.	For/POC	Enter the Point of Contact (POC), the responsible person/section.
5.	Briefed to POC	Enter "X", when the task/action has been briefed to the POC/responsible person. This is to ensure that tasks/actions identified outside of the POC's presence (during Unified Command Meeting for example) are briefed to and acknowledged by the identified POC.
6.	Start Date	Enter the date the task/action was initially assigned under "Start Date."
7.	Status	Enter status of item. For example; "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED."
8.	Target Date	Enter deadline task/action should be completed. In the Excel Worksheet, there is a hidden formula that shows green, yellow and red blocks. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When the block is yellow, it serves as a reminder to the UC/POC that the target date is nearing and the POC needs to complete the task or the target date needs to be updated.
9.	Actual Date	Enter actual date task/action completed.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.

8.9. Example Situation Unit Status Display Board

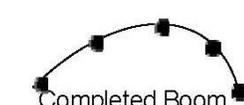
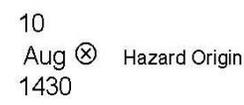
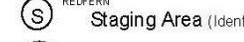
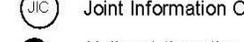
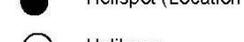
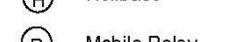
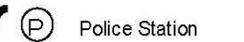
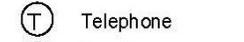
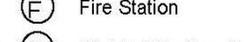
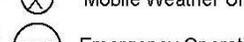
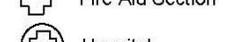
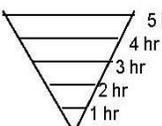
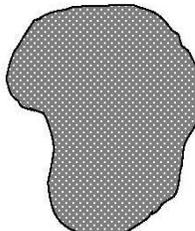
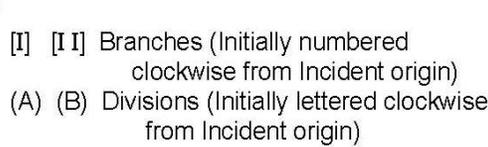
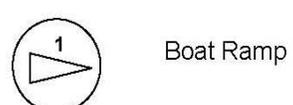


8.10. Mapping Requirements and Guidelines

	Use common ICS mapping symbols
	Use the designated colors when plotting symbols
	Make sure the map is understandable to the reader
	Include a legend that explains map symbols
	Add non-ICS symbols (if necessary) to the legend
	Use ICS naming conventions
	Make sure all parties are consistent in using a geo-referencing system for mapping and reporting (i.e. lat/long or National Grid System)
	Use the STAND principle on all incident maps <ul style="list-style-type: none"> <input type="checkbox"/> <u>S</u>cale <input type="checkbox"/> <u>T</u>itle <input type="checkbox"/> <u>A</u>uthor <input type="checkbox"/> <u>N</u>orth Arrow <input type="checkbox"/> <u>D</u>ate and Time
	Ensure map shows the right level of detail for what you are trying to convey
	Ensure that divisions, staging areas, helispots, and branch designations are identified on maps/charts using same designators as OPS

	Keep the maps updated with current information
	If possible, keep the incident situation map in the Environmental Unit
	Protect maps/charts from unauthorized changes except from designated DPROs.
	Use a large enough scale to allow for future expansion and modeling on the same map
	For IAP maps, make sure entire divisions are captured on a single page
	Capture map/chart information for historical purposes
	Discuss with PSC any additional requirements
	Discuss with OSC any additional requirements

8.11. Map Display Symbolology

ICS MAP/CHART DISPLAY SYMBOLOLOGY		
MINIMUM RECOMMENDED		
BLACK	 Proposed Boom  Completed Boom  Absorbent Material	
	RED  Hazard Origin	
BLUE	 Incident Command Post  Incident Base  Camp (Identify by Name)  Staging Area (Identify by Name)  Joint Information Center  Helispot (Location & Number)  Helibase  Mobile Relay	
	OPTIONAL  Police Station  Telephone  Fire Station  Mobile Weather Unit  Emergency Operations Center  Fire Aid Section  Hospital	
	ORANGE  Oil Spread Prediction	
	BLACK  Actual Oil or Chemical Plume	
	BLACK	 Branches (Initially numbered clockwise from Incident origin) Divisions (Initially lettered clockwise from Incident origin)
		 Division Boundary  Branch Boundary
		 Wind Speed and Direction
		 Safety/Security Zone
	 Boat Ramp	
<p>All overlays must contain registration marks. These may consist of identified road intersections township/range coordinates, map corners etc.</p>		
<p>TO BE USED ON INCIDENT BRIEFING AND ACTION PLAN MAPS/CHARTS</p>		

8.12. Unit Meeting Guidelines

The purpose of the Unit meeting is to keep your subordinates informed about Command's direction and how the role they play ties in to achieving that direction. This is just good leadership so it is imperative that you conduct this meeting at least once a day!

- If at all possible set a standard time and place for this meeting. A good time to hold this meeting is following the Section meeting when you have just received your direction from the PSC.
- Ensure all personnel are present or accounted for. For the duration of the incident, these personnel work for you. Take care of them and they will take care of you.
- Situation update – while they probably don't need or even want detail, they will appreciate a quick update. This helps your staff know how the work they are doing is supporting the response.
- Current activities – Identify the work expected of your staff during this operational period to get ready for the next one.
- Compliment – Praise their actions to date. Try to find something that each of your key staff or other members of your team has done that is noteworthy.
- Remind your staff to fill out the ICS 214 daily.

8.13. Environmental Unit Self-Evaluation Checklist

	Is the Environmental Unit aggressively receiving and disseminating information?
	Is the Environmental Unit verifying the information received?
	Is the Environmental Unit producing the highest quality and accurate products?
	Is the Environmental Unit maintaining good records and working with DOCL to ensure preservation?
	Is the Environmental Unit providing environmental briefings that are relevant, focused, clear and concise?
	Is the Environmental Unit coordinating well with the Situation Unit?
	Is the Environmental Unit using the best technology to support the IMT?
	Does the Environmental Unit have the right logistical support to do the job effectively and efficiently?
	Is the Environmental Unit actively engaged with other members of the response team?
	Are new members of the Environmental Unit receiving a proper in-brief?
	Is there adequate rest, meals, and PPE to accomplish the job safely?

8.14. Personnel Evaluation Criteria

	Crew morale? High Med Low
	Are assignments completed on time?
	Are injuries exceeding normal operating environment?
	Is team effectively interacting?
	Number of unresolved issues passed to Command?
	Any aggression or frustration by team members?
	Possible solutions to problems/issues?

8.15. ICS 225 Incident Personnel Performance Rating

INCIDENT PERSONNEL PERFORMANCE RATING ICS 225-CG		<i>INSTRUCTIONS:</i> The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom. To electronically fill form, double-click on first word of each section, then enter information.			
THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name: Rank Last, First			2. Incident Name: Enter Incident Name		
3. Home Unit and Phone Number: Enter Unit or Home Office here			4. Location of Incident: City, State		
5. Position Assigned: ICS Position		6. Date of Assignment: From: dd/mm/yyyy To: dd/mm/yyyy		7. Date Incident Started: dd/mm/yyyy	8. Incident Type: Type I, II, III
9. Incident Kind: (Oil/Hazmat Spill/SAR/Fire/Etc)					
10. Evaluation					
Rating Factors	N/A	1 - Unacceptable	2	3 – Met Standards	4
5 – Exceeded Expectations					
A. Knowledge of the job/ Professional Competence & Using ICS:	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. <input type="checkbox"/>	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. <input type="checkbox"/>	<input type="checkbox"/>	Superior expertise, advice and actions showed great breadth and depth of knowledge. <input type="checkbox"/>
B. Planning/Preparedness & ability to obtain performance/results:	Got caught by the unexpected; appeared to be controlled by events; routine tasks accomplished with difficulty. <input type="checkbox"/>	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Work was timely and of high quality, required some of subordinates. <input type="checkbox"/>	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Maintained optimal balance among quality, quantity, and timeliness of work. <input type="checkbox"/>
C. Adaptability/Attitude:	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. <input type="checkbox"/>	<input type="checkbox"/>	Receptive to change, new information, and technology. <input type="checkbox"/>	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information and technology. <input type="checkbox"/>
D. Communication Skills:	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. <input type="checkbox"/>	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; non-verbal actions consistent with spoken message. <input type="checkbox"/>	<input type="checkbox"/>	Clearly articulated and promoted ideas. Adept at presenting complex or sensitive issues. <input type="checkbox"/>
E. Directing Others:	Showed difficulty in directing or influencing others. Unwilling to delegate authority to increase efficiency of task accomplishment. <input type="checkbox"/>	<input type="checkbox"/>	Set high work standards; clearly articulated job requirements, expectations and measurement criteria; held subordinates accountable. <input type="checkbox"/>	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Modified leadership styles to best meet situations. Won people over rather than imposing will. <input type="checkbox"/>
F. Ability to work on/ Consideration for team:	Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or others. Used teams ineffectively or at wrong times. <input type="checkbox"/>	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Cared for people. Recognized and responded to their needs. <input type="checkbox"/>	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Ensured appropriate and timely recognition of others. <input type="checkbox"/>
G. Judgment/Decisions under stress:	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts. <input type="checkbox"/>	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. <input type="checkbox"/>	<input type="checkbox"/>	Combined keen analytical thought and insight to make appropriate decisions. Focused on the key issues and the most relevant information. <input type="checkbox"/>
H. Initiative	Postponed needed action. Implemented or supported improvements only when directed. <input type="checkbox"/>	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices; self-starter. <input type="checkbox"/>	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Optimized use of new ideas. <input type="checkbox"/>
I. Adherence to safety:	Failed to adequately identify and protect personnel from safety hazards. <input type="checkbox"/>	<input type="checkbox"/>	Ensured that safe operating procedures were followed. <input type="checkbox"/>	<input type="checkbox"/>	Demonstrated a significant commitment towards safety of personnel. <input type="checkbox"/>
11. Remarks/Potential: Type remarks here; Describe ability to assume greater leadership roles and responsibilities (e.g., rate performance, recommend incident management positions and/or ICS or other training).					
12. Rated Person (signature) This rating has been discussed with me. Rank Last, First					13 Date: mm/dd/yyyy
14. Rated By (signature/print name): Rank Last, First		15. Supervisor Home Unit (address/phone): Rank Last, First		16. Supervisor Position: ICS Position	17. Date: mm/dd/yyyy

ICS 225 Instructions

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225-CG) – Rev 9/06

Purpose. The Incident Personnel Performance Rating gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The Incident Personnel Performance Rating is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom.

Distribution. The Incident Personnel Performance Rating is duplicated a copy is given to the subordinate and supervisor. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Name	Enter the name of the person being evaluated.
2.	Incident Name	Enter the name assigned to the incident.
3.	Home Unit	Enter the address and phone number of the home unit of the person being evaluated.
4.	Location of Incident	Enter the address/location of the incident.
5.	Position Assigned	Enter the position assigned for the purpose of this evaluation.
6.	Date of Assignment	Enter the date of assignment.
7.	Date Incident Started	Enter the date the incident started.
8.	Type of Incident	Enter the Type (size) of the incident: Type 1, 2, 3, 4 or 5.
9.	Kind of Incident	Enter the kind of incident: Oil/Hazmat Spill, SAR, Fire, etc.
10.	Evaluation	Enter X under the appropriate rating for each category listed using the definitions given.
	Not Applicable	not observed.
	1 - Unacceptable	Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES/IMPROVEMENTS NEEDED MUST BE IDENTIFIED IN REMARKS.
	2 - Needs to improve	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 - Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 - Fully successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
	5 - Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11.	Remarks	Provide remarks/comments for ratings given. Comments required for unsatisfactory and needs to improve ratings.
12.	Rated Person Signature	Rated Person's signature.
13.	Date	Enter date (month, day, year) rated person signed performance rating.
14.	Rated By	Signature and printed name of supervisor/person giving the performance rating.
15.	Supervisor Home Unit	Enter address/phone of supervisor.
16.	Supervisor Position	Enter the position the supervisor held.
17.	Date	Enter date (month, day, year) supervisor signed the performance rating.

8.16. ICS Planning Process

