UNITED STATES COAST GUARD

Situation Unit Leader Activities

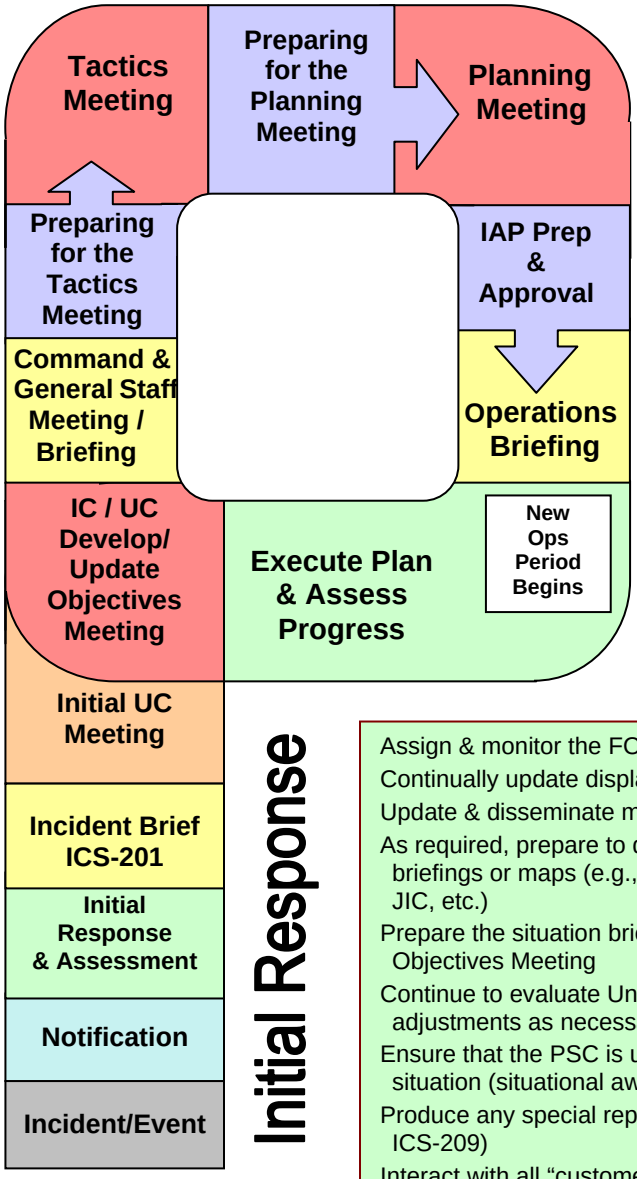
in the ICS Planning Process

Prepare & deliver an up-to-date detailed situation briefing
Provide any current modeling predictions
Consult with any THSP & evaluate adequacy of THSP to support planned operations
Consider potential locations for displays & re-evaluate Situation Unit staffing requirements
Determine any mapping requirements for the IAP (e.g., Division Specific Map(s)

Prepare briefing, displays, and handouts
Coordinate with OSC and others who may provide a briefing
Validate modeling predictions
Coordinate with other IMT members on ICS-209 requirements

Deliver an up-to-date detailed situation briefing
Provide any current modeling predictions
As needed, update the meeting schedule
Resolve any unanswered questions as a result of the briefing

Follow up on any open action items that are your responsibility
Identify/Review short & long term staffing requirements (number of FOBS & DPRO required)
Identify/request/review work space, equipment, & supplies
Submit an ICS-213-RR for approval & sourcing of staff & supplies
Formalize off-site reporting requirements
Ensure that the PSC is briefed on the status of the Situation Unit



Provide to the RESL the IAP support documents & information: Maps, weather, tides, currents, etc.
Prepare for the Operations Briefing
Coordinate with OSC, INTL on who is delivering what parts of the briefing

Prepare & deliver an up-to-date situation briefing
Provide any initial modeling predictions
Draft/Review/Update threshold reporting requirements
Document & post any decisions regarding meeting schedule

Deliver an up-to-date detailed situation briefing
Provide any current modeling predictions
Discuss if there will be FOBS in the field & their role
Discuss any end-of-shift debriefing requirements

Prepare & deliver an up-to-date detailed situation briefing
Begin to identify essential elements of information & threshold reporting requirements
Identify off-site reporting requirements

Present the most up-to-date information needed for the initial UC meeting. Sources of initial information:

- Command centers/EOCs
- Dispatch centers
- Media
- Radio traffic
- Command & General Staff

Review your ICS tools including: IMH, Job Aid, & other references
Review your in-briefing checklist & formulate additional questions as the situation dictates (obtain copy of pages 1 & 2 of the ICS-201)
Based on the in-briefing, determine initial level of situation support required
Advise PSC when operationally ready

Initial Response:
Ensure readiness of SITL & personal response kit
Evaluate potential of being assigned to the incident
Begin situational awareness

Assign & monitor the FOBS field activity
Continually update displays
Update & disseminate modeling predictions
As required, prepare to deliver any special briefings or maps (e.g., political, stakeholder, JIC, etc.)
Prepare the situation briefing for the next Objectives Meeting
Continue to evaluate Unit's performance & make adjustments as necessary
Ensure that the PSC is up-to-date on incident situation (situational awareness)
Produce any special reporting requirements (e.g., ICS-209)
Interact with all "customers" to ensure that the Situation Unit is providing satisfactory service
Ensure Situation Unit staff are briefed on current & future activities

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