Resources Unit Leader Activities in the ICS Planning Process

Display current resource status on the incident Working with the OSC, enter the resource "have" & "need" information on the ICS-215

Act as scribe & make changes to the ICS-215 as

Consider potential locations for check-in & reevaluate Resources Unit staffing needs

Begin to discuss resources needs with the LSC

Follow up on any open action items (ICS-233) that are RESL responsibility

Identify/review short & long term staffing requirements

Identify/request/review staffing, work space, equipment, & supplies

Continue to update resource status display & be prepared to support the Tactics Meeting

Ensure the PSC is briefed on the status of the Resources Unit

Continue to collect resource information Develop/Update ICS-207 Org Chart

This meeting is intended for IC/UC Start/Update resource status display

Monitor check-in process & ensure ICS-211s are being properly filled in

Discuss with PSC/LSC the resource request process (ICS-213RR)

In coordination with the SITL, start/continue field verification process for response resources.

This meeting is intended for IC/UC Continue to update resource information needed for the initial UC meeting. Sources of initial

- Command centers/EOCs/Dispatch centers
- Initial IC/OSC
- Field Observers
- Agency Representatives
- · Command & General Staff
- Staging Area Manager(s)

Review ICS tools including: IMH, Job Aid & other references

Review in-briefing checklist & formulate additional questions as the situation dictates (obtain copy of ICS-201 pg 3-4)

Based on the in-briefing, determine initial level of RESL support required

Establish & staff check-in locations Submit ICS-213RR for approval & sourcing of staff & supplies

Advise PSC when operationally readv

Maintain resource status displays

Coordinate with OSC & LSC on resource availability Submit ICS-213RRs for resources identified as "needed" on the ICS-215

Provide input into the SITL for the ICS-209

Brief check-in recorders on the potential inflow of resources

Identify any excess resources

Make any changes to needed to the ICS-215

Confirm the availability of resources to meet the plan

Request additional resources for any identified shortfalls

Begin to set up resource status display for next operational period

Tactics Meetina

Preparing

for the

Tactics

Meeting

Command &

General Staff

Meeting /

Briefing

IC / UC

Develop/

Update

Objectives

Meeting

Initial UC

Meeting

Incident Brief

ICS-201

Initial

Response

& Assessment

Notification

Preparing for the Planning Meeting

Planning Meeting

> IAP Prep Approval

Operations Briefina

Execute Plan & Assess **Progress**

Response

New Ops Period **Beains**

Monitor check-in

Resources Unit staff & make adjustments as necessary

process &

performance of

Ensure that the PSC is up-to-date on resource status

Produce any special reporting requirements (e.g., res-stat portion of ICS-209)

Interact with all "customers" to ensure that the Resources Unit is providing satisfactory service

Ensure Resources Unit staff are briefed on current & future activities

Develop for the IAP the ICS-203 Organization List. & ICS-204 Assignment List in coordination with the OSC, SOFR & COML.

Coordinate resource assignments on the ICS-20s with the OSC

Assemble the IAP & submit to PSC

Complete the resource status display for the upcomina operational period

Coordinate with the DOCL on an IAP distribution list

Ensure any last minute IAP changes that will effect the status of resources is documented

Answer any resource status questions

Document any "pen & ink" changes to the ICS-203 or ICS-204

Incident/Event

Initial Response:

Ensure readiness of RESL & personal response kit Evaluate potential of being assigned to the incident Begin situational awareness

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