

Documentation Unit Leader Activities

Prepare for the Tactics Meeting

- After C&GS meeting, meet with PSC, brief DOC Unit staff on Command direction, expectations
- Set up/review documentation/copy procedures & ensure communicated to IMT

Tactics Meeting

- Set up meeting space
- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)
- Update ICS-233, Open Action Tracker

Prepare for the Planning Meeting

- Continue to provide documentation/copy services to IMT and needs for the Planning Meeting
- Set up meeting space
- May be asked to attend/provide documentation services (e.g. scribe for key decisions at meeting)

Strategy/Command & General Staff Meeting

- Set up meeting space
- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)
- Update ICS-233, Open Action Tracker

Tactics Meeting

Prepare for Planning Meeting

Planning Meeting

Planning Meeting

- Set up meeting space
- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)
- Update ICS-233, Open Action Tracker

IC/UC Develops/Updates Incident Objectives

- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)

Prepare for Tactics Meeting

Operational Period Briefing

IAP Preparation and Approval

IAP Preparation and Approval

- Provide documentation/ copy services for the IAP
- Continue to provide documentation/ copy services to IMT and needs for the Planning Meeting
- Duplicate plan for distribution

Initial UC Meeting (if Unified Command)

- Set up meeting space
- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)
- Update ICS-233, Open Action Tracker

Strategy Meeting/ Command and General Staff Meeting (if necessary)

Execute Plan and Assess Progress

New Operational Period Begins

Operational Period Briefing

- Set up meeting space
- May be asked to attend/ provide documentation services (e.g. scribe for key decisions at meeting)
- Update ICS-233, Open Action Tracker

Incident Briefing

- Initial briefing is opportunity to receive details on incident
- Review ICS tools (e.g. IMH, job aid, policies)
- Obtain ICS-201
- Review in-briefing checklist & formulate add'l questions as situation dictates
- Determine initial level of documentation support required

IC/UC Develops/Updates Incident Objectives

Initial UC Meeting (if Unified Command)

Execute Plan & Assess Progress

Execute Plan & Assess Progress

- Continue to evaluate Unit's performance & make adjustments as necessary
- Prepare to support any special documentation needs as required
- Ensure that PSC is up-to-date on DOC Unit's status
- Interact with all customers to ensure DOC Unit is providing satisfactory service
- Ensure DOC Unit staff are briefed on current and future activities

Initial Response and Assessment

- Ensure readiness of personal response & DOCL kits
- Begin situational awareness of incident

Incident Briefing

Agency Administrator Briefing (if appropriate)

Initial Response and Assessment

Initial Response and Assessment

Agency Administrator Briefing (if appropriate)

Initial Response and Assessment

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Initial Response and Assessment

Notification

Notification

Notification

Notification

Incident

Incident

Incident

Incident

Initial Response

Meeting

Briefing

Action