

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>Assignment List ICS-204</b>	
<b>3. Branch</b>			<b>4. Division/Group/Staging</b>		
<b>5. Operations Personnel</b>					
		Name	Affiliation	Contact # (s)	
Operations Section Chief: _____					
Deputy Operations Section Chief: _____					
Branch Director: _____					
Deputy Branch Director: _____					
Division/Group Supervisor/STAM: _____					
<b>Strike Team/Task Force/Resource Identifier</b>	<b>Leader</b>	<b>Contact Info. #</b>	<b># Of Persons</b>	<b>Reporting Info/Notes/Remarks</b>	↓
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
<b>7. Work Assignments</b>					
<b>8. Special Instructions</b>					
<b>9. Communications (radio and/or phone contact numbers needed for this assignment)</b>					
<u>Assignment</u>	<u>Channel Name</u>	<u>Frequency (Tx)</u>	<u>Phone</u>		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
<b>Emergency Communications</b>					
Medical _____		Evacuation _____		Other _____	
<b>10. Prepared by:</b>		<b>11. Reviewed by (PSC):</b>		<b>12. Reviewed by (OSC):</b>	
Date/Time		Date/Time		Date/Time	

## Assignment List, ICS-204

**Purpose.** The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

**Special Note.** The Assignment List, ICS 204 submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a shows more specific assignment information, if needed. The need for an ICS 204a is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215) development.

**Distribution.** The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. 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.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	Enter the Division/Group/Staging designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource assigned.
	Reporting Info/Notes/ Remarks	Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG) will be prepared and attached. The Planning and Operations Section Chiefs determine the need for an ICS 204a-CG during the Operational Planning Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205-CG). Note: Phone numbers should include area code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	Enter the name of the planning person reviewing the form, normally the Planning Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the Operations Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).