

Resource Unit Leader Activities

Display current resource status on the incident Working with the Operations Section Chief enter resource "have" and "need" information on the Operational Planning Worksheet, ICS-215 Act as the scribe and make any changes to the ICS-215 as required Consider potential locations for check-in and re-evaluate staffing requirements Begin to discuss resources needs with the LSC

Maintain resource status displays Coordinate with OSC & LSC on offsite resource availability Submit ICS-213-RRs for resources identified as "needed" on the ICS-215 Provide input to the SITL for inclusion in the ICS-209 Brief check-in recorders on the potential inflow of resources Identify any excess resources

Make any changes needed to the ICS-215 as necessary Confirm the availability of resources to meet the plan Request additional resources for any identified shortfalls Begin to set up resource status display for the upcoming operational period

Follow up on any open action items that are your responsibility Identify short-and long-term staffing requirements Identify and request work space, equipment, and supplies Submit an ICS-213-RR for any required staffing needs Continue to update resource status display & be prepared to support the Tactics Meeting Ensure that the PSC is briefed on the status of the Resources Unit

Continue to collect resource information Establish an ICS-207

Start a resource status display Monitor check-in process & ensure ICS-211s are being properly filled in Discuss with the PSC/LSC the resource ordering process In coordination with the SITL start a field verification process to account for initial response resources

Continue to update resource information needed for the initial UC meeting. Sources of initial information include:

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

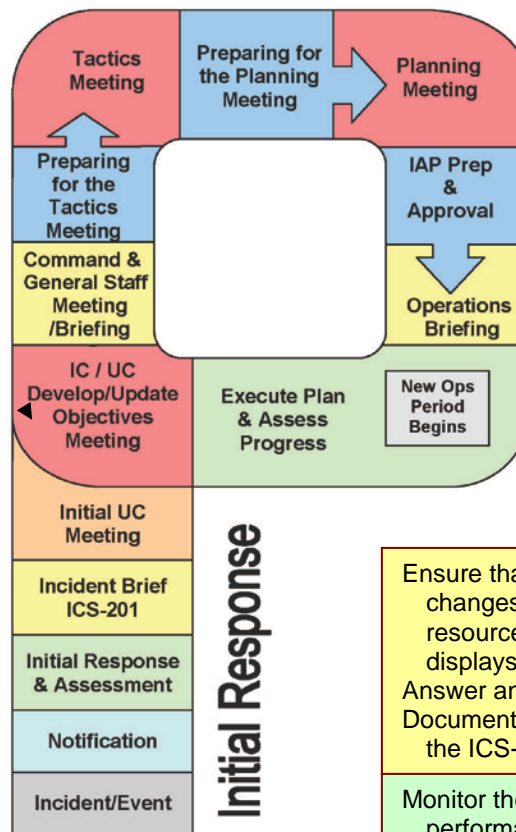
Review your ICS tools including: IMH, Job Aid, and *Beyond Initial Response* Review your in-briefing checklist and formulate additional questions as the situation dictates (obtain copy of pages 3 and 4 of the ICS-201) Based on the in-briefing determine:

- Initial level of RESL staff
- Initial work location needs

Establish and staff check-in locations Advise the PSC when you are operationally ready

Ensure readiness of your personnel response kit Evaluate potential to being assigned to the incident Begin situational awareness

Develop the Organization List, ICS-203 and the Assignments Lists, ICS-204s for the IAP Coordinate with the OSC, COML, SOFR, THSP in the development of the 204's & 204a Coordinate resource assignments with the OSC Complete the resource status display for the upcoming operational period. Assemble the IAP & submit to the PSC Coordinate with the DOCL development of an IAP distribution list



Ensure that any last minute IAP changes that will effect the status of resources is documented & the displays updated Answer any resource status questions Document any "pen & ink" changes to the ICS-203 or 204's

Monitor the check-in process & performance of the Resources Unit staff and make adjustments as necessary. Continually update resource status displays Ensure that the PSC is fully aware of resource status Produce any special reporting requirement (e.g., ICS-209) Interact with all "customers" to ensure that the Resources Unit is providing satisfactory service Ensure that the Resources Unit staff is briefed on current & future activities