

Situation Unit Activities

Prepare for the Tactics Meeting

- Follow up on any open
- Follow up on any open action items that are your responsibility
- Identify short- and long-term staffing requirements
- Identify and request workspace, equipment, and supplies
- Submit an ICS-213-RR for approval and sourcing
- Formalize off-site reporting requirements
- Ensure that the PSC is briefed on the status of the Situation Unit

Tactics Meeting

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

Prepare for the Planning Meeting

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

Strategy/Command & General Staff Meeting

- Prepare and deliver an up-to-date situation briefing
- Provide any initial modeling predictions
- Begin formalizing any threshold reporting requirements
- Document and post any decisions regarding meeting schedule



Planning Meeting

- 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

IAP Preparation and Approval

- Develop IAP support maps and provide to the RESL
- Provide weather, tides, currents, etc. information to the PSC for inclusion in the IAP
- Prepare for the Operations Briefing
- Coordinate with OSC, INTL on who is delivering what parts of the briefing

IC/UC Develops/Updates Incident Objectives

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

Initial UC Meeting (if Unified Command)

Execute Plan & Assess Progress

- Assign and monitor the FOBS field activity
- Continually update displays
- Update and disseminate modeling predictions
- As required, prepare to deliver any special briefings (e.g., political, stakeholder)
- Prepare the situation briefing for the next Objectives Meeting
- Continue to evaluate Unit's performance and 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

Operational Period Briefing

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

Initial UC Meeting (if Unified Command)

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

Sources of initial information:

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

Incident Briefing

Agency Administrator Briefing (if appropriate)

Initial Response and Assessment

Notification

Incident

Initial Response

Incident Briefing

- Review your ICS tools including: IMH, Job Aid
- 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 situation support required (e.g., staffing, workspace, information needs, mapping)

Initial Response and Assessment

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

Meeting

Briefing

Action