

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



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

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

IC/UC Develops/Updates Incident Objectives

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

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

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

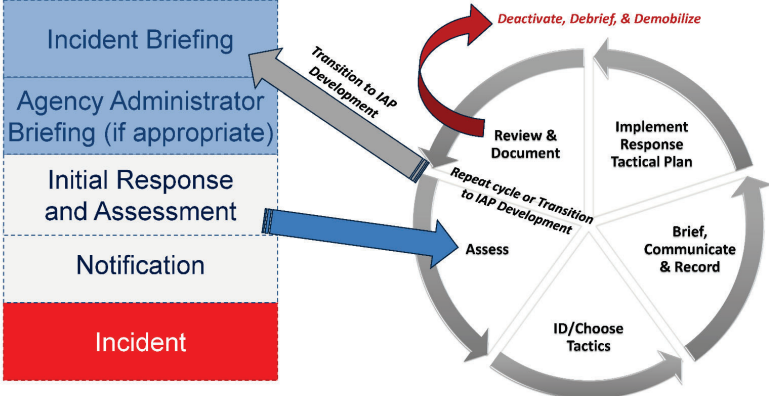
Meeting Briefing Action

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

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



Initial Response and Assessment

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