

## Resources Unit Activities

**Prepare for the Tactics Meeting**

- 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 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

**Tactics Meeting**

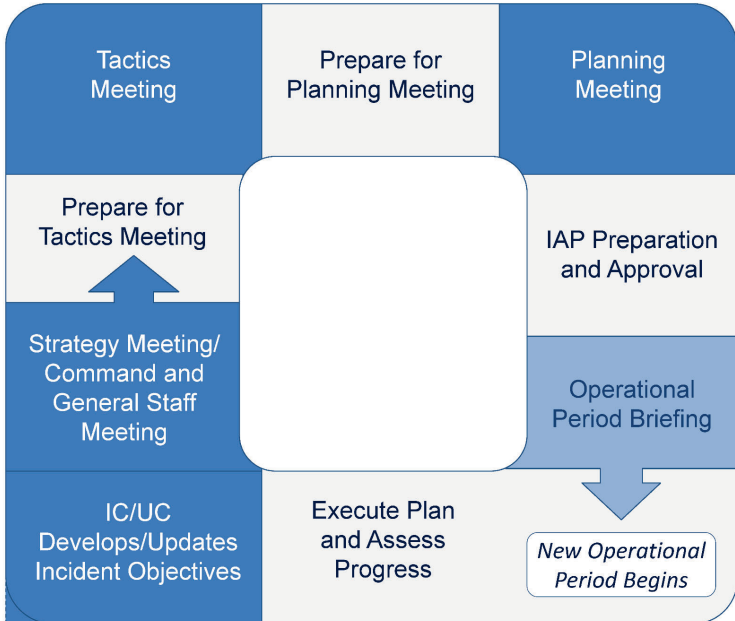
- Display current resource status on the incident
- Working with the Operations Section Chief enter resource "have" and "need" information on the Operational Planning Worksheet, ICS-215
- Act as the scribe and make any changes to the ICS-215 as required
- Consider potential locations for check-in and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

**Prepare for the Planning Meeting**

- 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

**Strategy/Command & General Staff Meeting**

- Continue to collect resource information
- Establish an ICS-207



**Planning Meeting**

- 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

**IC/UC Develops/Updates Incident Objectives**

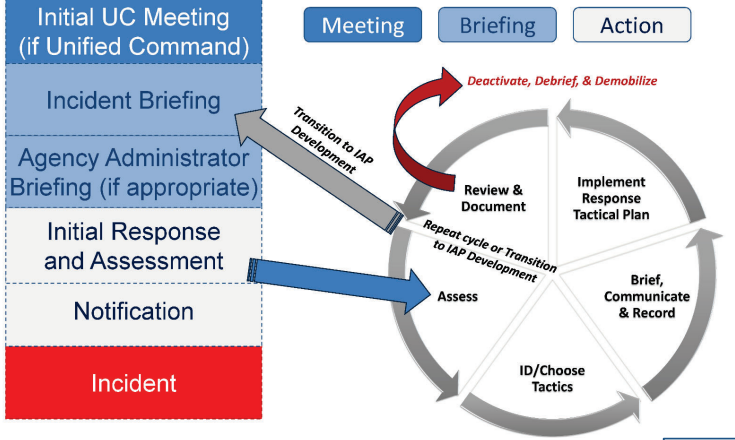
- Start a resource status display
- Monitor check-in process & ensure ICS-211s are being properly filled in
- Discuss with the PSC/LSC the resource ordering process
- In coordination with the SITL start a field verification process to account for initial response resources

**IAP Preparation and Approval**

- 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

**Initial UC Meeting (if Unified Command)**

- 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)



**Operational Period Briefing**

- 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

**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 RESL staff
  - Initial work location needs
- Establish and staff check-in locations
- Advise the PSC when you are operationally ready

**Initial Response and Assessment**

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

**Execute Plan and Assess Progress**

- 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