ICS 204 ASSIGNMENT LIST 1. BRAI			1. BRAN	1CH			2. DIVISION/GROUP		
3. INCIDENT NAME					4. OPERATIONAL PERIOD				
5. OPERATIONS PERSONNEL									
OPERATIONS CHIEF					DIV / GROUP/SUPERVISOR				
BRANCH DIRECTOR					TAC GROUP SUPEVISOR				
6. RESOURCES ASSIGNED THIS PERIOD									
RESOURCE DESIGNATOR LEADER/				NUMBER TRANS. DROP OFF PICK UP					
(Tactical Ca					PERSONS	NEEDED	PT/TIME	PT/TIME	
7. TACTICAL OBJECTIVES									
8. SPECIAL INSTRUCTIONS									
9. COMMUNICATIONS SUMMARY									
ICS 204	PREPARED BY			APPR	OVED BY		DATE	TIME	

ICS 204 Assignment List Form Instructions

- 1. Branch. ICS Section Name
- 2. Division/Group Organizational entity responsible for this form
- 3. Incident Name. See the EOC for name
- 4. Operational Period. HH:MM to HH:MM. This is the period of time for which this set of objectives is valid
- 5. Operations Personnel: Names of the staff assigned to this shift
- 6. Resources Assigned: Names of people or equipment to be deployed during this shift. This includes:

Resource Designator:Tactical Call signs listed here imply sites where resources are
assignedLeader/Responder:Name, Call sign of person in charge at this location and other
individuals responding to this locationNumber of Persons:Total number of people requiredTrans. Needed:(Y/N) Indicate if transformation is requiredDrop Off Time:Time when these individuals arrive or are deliveredPick Up Time:Time when these individuals depart or are picked up

- 7. Tactical Objectives: List specific communications objectives for this Operational Period
- 8. Special Instructions: List as appropriate
- 9. Communications Summary: Narrative of any specific information on the state of communications
- 10. Prepared by. Name and signature of author
- 11. Approved by. Name and signature of the IC