



## 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 assigned

Leader/Responder: Name, Call sign of person in charge at this location and other individuals responding to this location

Number of Persons: Total number of people required

Trans. Needed: (Y/N) Indicate if transformation is required

Drop Off Time: Time when these individuals arrive or are delivered

Pick 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