



HICS 204 - ASSIGNMENT LIST

1. Incident Name		2. Operational Period (#) DATE: FROM: _____ TO: _____ TIME: FROM: _____ TO: _____	
3. Section Section Chief		4. Branch (if applicable) Branch Director	
5a. Branch / Unit Related Objectives	5b. Strategies / Tactics	5c. Resources Required	5d. Unit Assigned to



Purpose: Documents strategies/tactics of each Section or Branch, resources to accomplish them, and the composition of the Unit assigned
Origination: Each Section Chief and Branch Director activated
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader

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6. Unit(s) Assigned this Operational Period					
Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name
Leader Name	Leader Name	Leader Name	Leader Name	Leader Name	Leader Name
Unit Location	Unit Location	Unit Location	Unit Location	Unit Location	Unit Location
Unit Members / Teams	Unit Members / Teams	Unit Members / Teams	Unit Members / Teams	Unit Members / Teams	Unit Members / Teams

7. Special Information / Considerations

8. Prepared by PRINT NAME: _____ SIGNATURE: _____

 DATE/TIME: _____ FACILITY: _____



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Origination: Each Section Chief and Branch Director activated
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader

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PURPOSE: The HICS 204 - Assignment List documents the strategies and tactics of each (activated) Section or Branch, the resources required, and the composition of the Unit assigned.

ORIGINATION: Prepared by the individual Section Chiefs or Branch Directors and submitted to the Planning Section as part of the Incident Action Plan (IAP).

COPIES TO: Duplicate and attach as part of the IAP. All completed original forms must be given to the Documentation Unit Leader.

NOTES: If additional pages are needed, use a blank HICS 204 and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	Section	Enter the name of the Section and Section Chief.
4	Branch	Enter the name of the Branch and Branch Director, if the form is for a specific Branch.
5	5a. Branch / Unit Related Objectives	Utilizing the Incident Objectives (from HICS 202), develop objectives as they relate to the Branch/Unit. Enter objectives the Branch/Unit needs to focus on for the designated operational period.
	5b. Strategies / Tactics	For each objective, document the strategies/tactics to accomplish that objective.
	5c. Resources Required	For each strategy/tactic, document the resources required to accomplish that objective.
	5d. Unit Assigned to	For each strategy/tactic, document the Unit assigned to that strategy/tactic.
6	Unit(s) Assigned this Operational Period	Enter the names of the Units activated, the name of the Unit Leader, location of the Unit, and the names of the members and/or teams making up the Unit.
7	Special Information / Considerations	Enter a statement noting any safety problems, specific precautions to be exercised, drop-off or pick-up points, or other important information.
8	Prepared by	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.