

# NHICS 204 | ASSIGNMENT LIST



<b>1. INCIDENT NAME</b>			<b>2. OPERATIONAL PERIOD</b>		
			DATE:	FROM:	TO:
			TIME:	FROM:	TO:
<b>3. SECTION</b>			<b>4. BRANCH (if applicable)</b>		
<b>SECTION CHIEF</b>			<b>BRANCH DIRECTOR</b>		
<b>5a. SECTION / BRANCH OBJECTIVES</b>		<b>5b. STRATEGIES / TACTICS</b>	<b>5c. RESOURCES REQUIRED</b>	<b>5d. SECTION / BRANCH ASSIGNED TO</b>	



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6. ASSIGNED TO THIS OPERATIONAL PERIOD		
NAME	SECTION / BRANCH TITLE	SECTION / BRANCH LOCATION

  

7. SPECIAL INFORMATION / CONSIDERATIONS		

  

<b>8. PREPARED BY PLANNING SECTION CHIEF</b>	PRINT NAME: _____	SIGNATURE: _____
	DATE/TIME: _____	FACILITY: _____

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## INSTRUCTIONS

**PURPOSE:** Documents the strategies and tactics of each (activated) Section or Branch, resources required, and the composition of the Section or Branch assigned.

**ORIGINATION:** Planning Section Chief

**COPIES TO:** All IMT staff. Duplicate and attach as part of the IAP if not using the IAP Quick Start.

**NOTES:** An abbreviated NHICS 204 is included in the IAP Quick Start. Additions may be made to the form to meet the organization's needs.

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