

# Documentation Unit Leader

Mission: Maintain accurate and complete incident files, including a record of the POD response and recovery actions and decisions; provide duplication services to incident personnel; and file, maintain, and store incident files for legal, analytical, and historical purposes.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Planning Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions in WebEOC on a continual basis.		
Establish a system to receive documentation and completed forms from all Units over the course of the POD activation.		
Document all key activities, actions, and decisions in an Incident Briefing Form, ICS Form 201.		
Document all communications (internal/external) on a General Message Form, ICS Form 213.		

POD Operations	Time	Initial
Provide duplicates of forms and reports to authorized POD requestors.		
Prepare incident documentation for the Planning Leader when requested.		
Collect and organize all documentation and forms submitted to the Documentation Unit.		
Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate POD staff.		
Maintain all records and record consolidated plans.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Planning Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

**Documents**

- ICS Forms 201
- ICS Form 213
- ICS Form 214
- ICS organization chart

**Tools**

- Position identification
- Laptop