

Situation Unit Leader

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the IAP.

Date: _____ Location: _____ Shift: _____ Reports to: Planning Leader

POD Activation/Operations	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 Planning information center in the POD with a status/condition board and post information as it is received. Assign a recorder/documentation aide to keep the board updated with current information.		
Receive and record status reports as they are received.		
Assure the status updates and information provided to Command Staff and Unit Leaders are accurate, complete, and current.		
Prepare incident documentation for the Planning Leader when requested.		
Document all key activities, actions, and decisions in a Incident Briefing Form, ICS Form 201.		
Document all communications (internal and external)		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Continue to revise and implement demobilization plan for all Units.		
Compile incident summary data and reports, organize all POD documentation and submit to Planning Leader.		
Assist with development of the incident AAR and improvement plan.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS Organization Chart
- IAP
- ICS Form 201

Tools

- Position identification
- Laptop