***Assignment List* (ICS 204)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Incident Name:**   |  | | --- | | **{{ incident\_name }}** | | **2. Operational Period:**   |  |  | | --- | --- | | Date From: {{ date\_from }}  Time From: {{ time\_from }} | Date To: {{ date\_to }}  Time To: {{ time\_to }} | | |
| **3. Operations Personnel**   |  |  |  | | --- | --- | --- | | **Name** | | **Contact Number** | | **Operation Section Chief** | **{{ osc\_name }}** | **{{ ocs\_number }}** | | **Branch Director** | **{{ branch\_director\_name }}** | **{{ branch\_director\_number }}** | | **Division/Group Supervisor** | **{{ division\_supervisor\_name }}** | **{{ division\_supervisor\_number }}** | | | |  |  | | --- | --- | | **Branch** | **{{ branch }}** | | **Division/Group** | **{{ division }}** | | **Staging Area** | **{{ staging\_area }}** | |
| **4. Personnel Assigned**   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Contact Number** | **Reporting Location** | **Special Equipment, Tools, and Remarks** | | {% for p in personnel\_assigned %}  {{ p.name }} | {{ p.number }} | {{ p.location }} | {{ p.equipment\_tools\_remarks }} | | {% endfor %} |  |  |  | | | |
| **5. Equipment & Materials Assigned**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Kind** | **Quantity** | **Type (Specification)** | **Contact Number** | **Reporting Location** | **Remarks** | | {% for e in equipment\_assigned %}  {{ e.kind }} | {{ e.quantity }} | {{ e.type\_specification }} | {{ e.number }} | {{ e.location }} | {{ e.remarks }} | | {% endfor %} |  |  |  |  |  | | | |
| **6. Work Assignment**   |  | | --- | | {{ work\_assignment }} | | | |
| **7. Special Instruction**   |  | | --- | | {{ special\_instructions }} | | | |
| **8. Communications (radio and/or contact number needed for this assignment)**  **Radio Communication Channel Number**   |  | | --- | | {{ radio\_channel\_number }} |   **Frequency**   |  | | --- | | {{ frequency }} |   **Communication Mode**   |  | | --- | | {{ communication\_mode }} |   **Mobile Phone Number**   |  | | --- | | {{ mobile\_phone }} | | | |
| **9. Prepared By:** {% for prep in prepared\_data %}   |  |  |  |  |  | | --- | --- | --- | --- | --- | | {{ prep.name }} | Position: {{ prep.position }} | Signature: {{ prep.signature }} | Prepared Date: {{ date\_prepared }} | Prepared Time: {{ time\_prepared }} |   {% endfor %} | | |