
Unit 3:

Overview of the Resources Unit



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Visual 3.1

Unit Terminal Objective

Describe the function of the Resources Unit and the roles and responsibilities of the Resources Unit Leader (RESL).



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Visual 3.2

Unit Enabling Objectives

- **Describe the purpose of the Resources Unit.**
- **List the functions of the Resources Unit.**
- **Describe the main responsibilities of the Resources Unit Leader.**
- **List the members of the Incident Management Team with whom the Resources Unit Leader most commonly interacts.**



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Unit Overview

- **Purpose of the Resources Unit**
- **Functions of the Resources Unit**
- **Responsibilities of the Resource Unit Leader**
- **Check-in Procedures**
- **Resource Tracking Procedures**

Planning Section

I

Resources Unit



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Purpose of the Resources Unit

To maintain the status of all assigned resources at the incident.



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Visual 3.5

Resources Unit Functions

- Overseeing check-in of all resources.
- Maintaining status-keeping system of all resources.
- Maintaining a master list of all resources.
- Assembling IAP.



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Visual 3.6

Resources Unit Leader

- Incident Commander manages Section Chiefs.
- Planning Section Chief delegates tasks.
- Resources Unit Leader plans and coordinates.

Handouts:

3-1: Resources Unit Leader Position Checklist

3-2: Operational Period Planning Cycle

3-3: ICS Forms Responsibility & Distribution

**Incident
Commander (IC)**

**Planning Section
Chief (PSC)**

**Resources Unit
Leader (RESL)**

Resources Unit Staff



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Responsibilities of RESL

- **Obtain Briefing from Planning Section Chief or IC:**
 - **Retrieve resource status information.**
 - **Respond to requests about status and location.**
 - **Obtain a copy of ICS Form 201 or equivalent.**
- **Organize, Staff, and Supervise Unit.**
 - **Order and arrange for facilities and equipment.**
 - **Request staff, as appropriate.**
- **What factors affect the number of personnel the unit needs?**



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Resources Unit Staffing Guidelines

Unit Position	Size of Incident (# of Divisions or Groups)				
	<u>2</u>	<u>5</u>	<u>10</u>	<u>15</u>	<u>25</u>
Resources Unit Leader	1	1	2	2	4
Status/Check-in Recorder	1	2	3	3	5

Per Operational Period



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Visual 3.9

Responsibilities of RESL: Check-In

- **Establish and maintain check-in function.**
 - **Establish procedures.**
 - **Collect and organize completed ICS Form 211-Check-in list.**

**Handout 3-4: ICS Form 211
Check-in List**



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Visual 3.10

Check-in

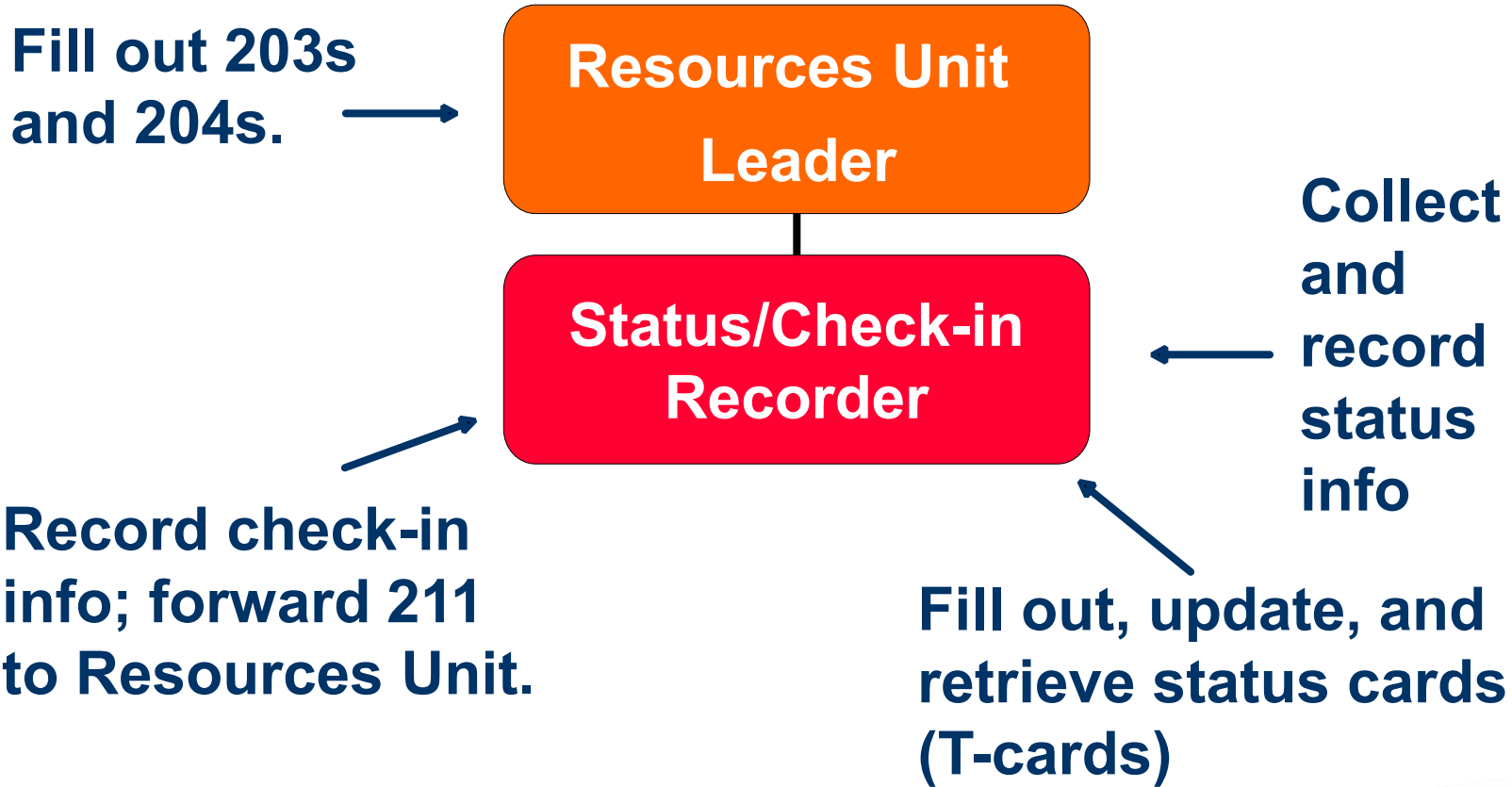
Recording resources is critical to your success.



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Visual 3.11

Status/Check-in Recorders



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ICS Form 211 Incident Check-in List

[illegible]

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Visual 3.13

Check-In Locations

Where are some key check-in locations?

- **Check-in may be established at multiple locations.**
- **Status/Check-in Recorder should be assigned to each check-in location.**
- **Post signs at all locations so that everyone can find them.**



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Visual 3.14

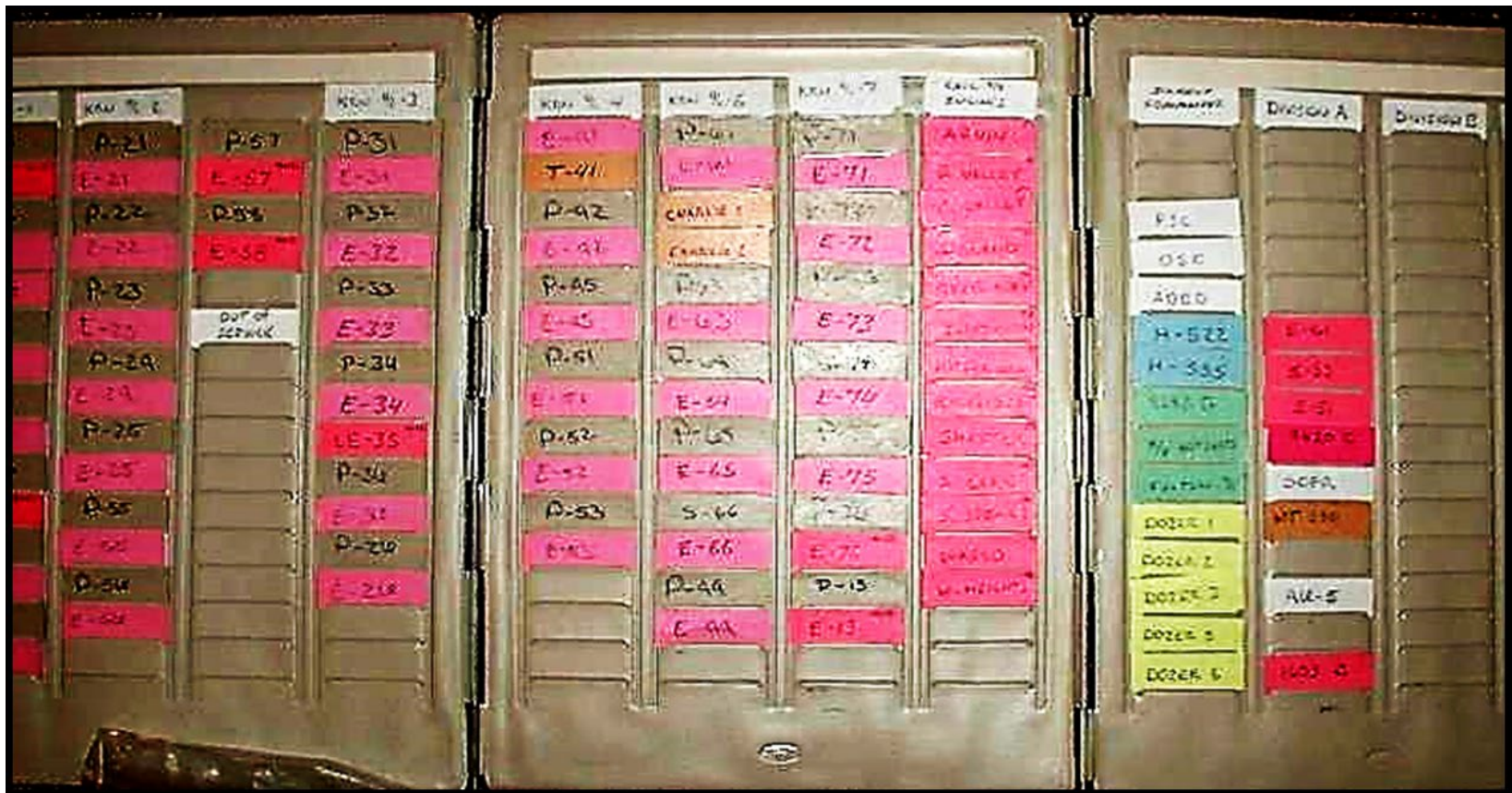
Check-In Procedures

- **Determine method and frequency of reporting.**
- **Monitor check-in activities.**
- **Provide for personal and material needs.**
- **Be aware of pitfalls, such as:**
 - **Not enough Status/Check-in Recorders.**
 - **Span-of-control is too large.**
- **Keep Logistics/Supply informed on resources that have checked in.**



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Responsibilities of RESL: Tracking



Handouts 3-5: ICS T-Card System & 3-6: ICS Form 219 T-Card Instructions



ICS Form 219 Resource Status Card

- Record status and location of resources, transportation, and support vehicles and personnel.
- Provide visual display of status and location of resources assigned to incident.
- Organized by color to quickly gauge status of different types of resources.

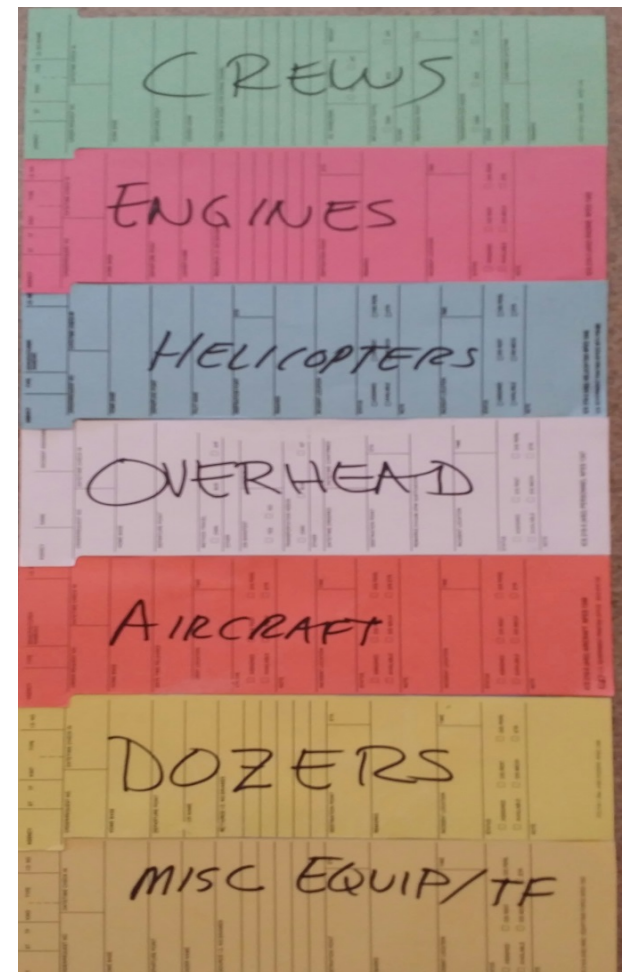
ST/Unit:	LDW:	# Perc:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked in:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-10 GENERIC (LIGHT PURPLE)			



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ICS Form 219 (T-Card)

219-1	GRAY	Header Card
219-2	GREEN	Crew/Team
219-3	ROSE	Engine
219-4	BLUE	Helicopter
219-5	WHITE	Personnel
219-6	ORANGE	Fixed-Wing
219-7	YELLOW	Equipment
219-8	TAN	Misc. Equipment/ Task Force
219-10	LT PURPLE	Generic



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T-Card Preparation

Information to be placed on the cards may be obtained from several sources including, but not limited to:

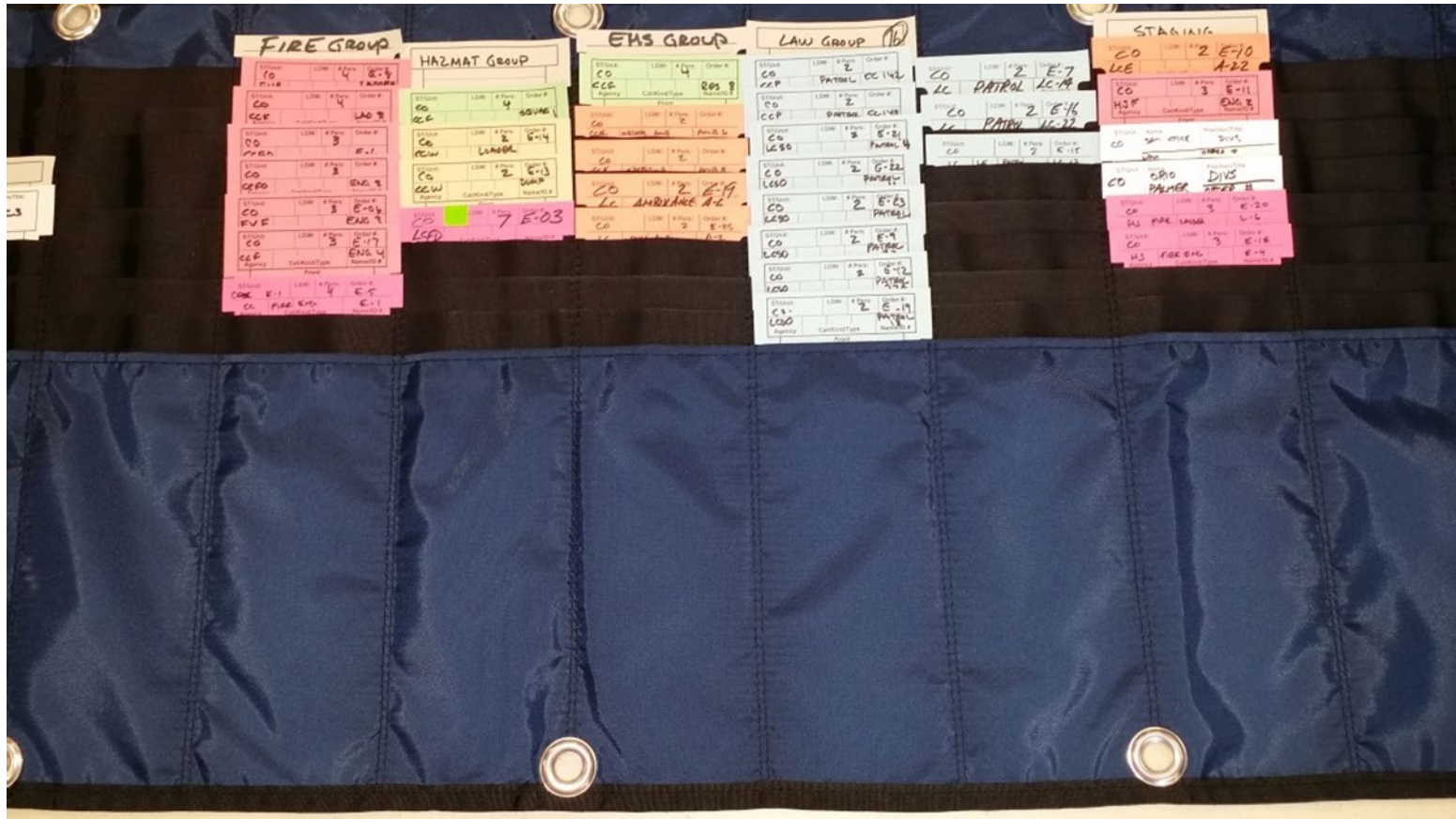
- ICS Form 201 ICS Briefing
- ICS Form 211 Check-in List
- ICS Form 210 Status Change Form Card
- Agency supplied information

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 210-10 GENERIC (LIGHT PURPLE)			



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T-Card Rack



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Visual 3.20



e-ISuite



An Automated Incident
Business Information and Support Tool

<http://famit.nwcg.gov/applications/eisuite>



Responsibilities of RESL: Status & Location

- **Maintain master roster of all resources:**
 - **Know availability and status of all tactical resources.**
 - **Initiate order or request for resources.**
 - **Assign incident formed Strike Teams/Resource Teams and Task Forces.**



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Strike Teams/Resource Teams and Task Forces

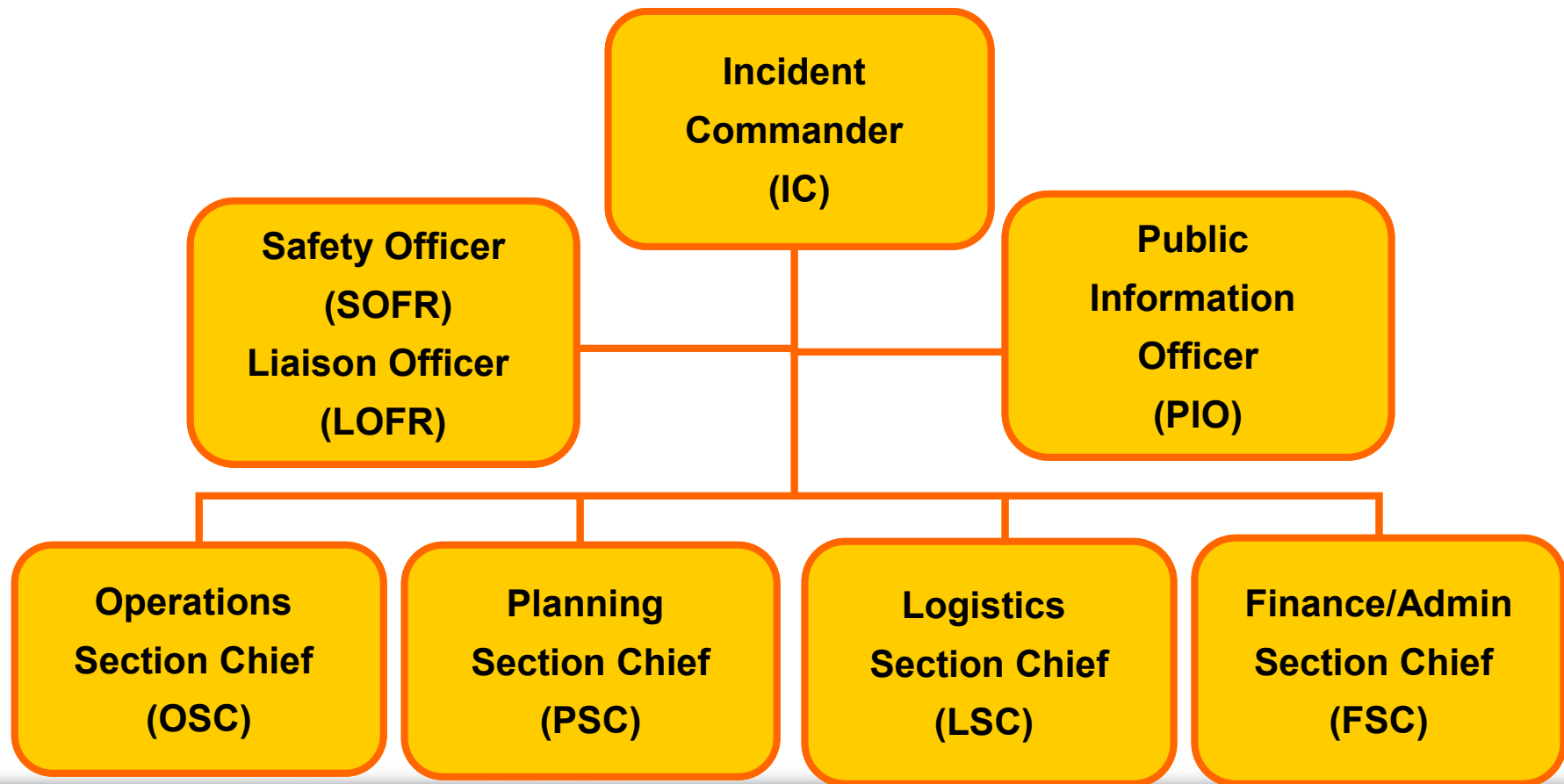
- **Strike Team**
 - A set number of resources of the same kind and type that have an established minimum number of personnel working together under a Strike Team Leader.
- **Task Force**
 - A predetermined number of unlike resources working together under a Task Force Leader.



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Incident Command System

Establish Contact with Information Sources



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Responsibilities of RESL: IAP

- **Assist in Preparation of the Incident Action Plan:**
 - **Prepare ICS Form 203 Organization Assignment List.**
 - **Prepare ICS Form 204 Assignment Lists.**
 - **Prepare ICS Form 207 Organizational Chart.**
 - **Assist in preparing the ICS Form 215 Operational Planning Worksheet.**



ICS Form 203 Organization Assignment List

- Defines key Incident Command System positions and names of personnel currently activated on the incident by operational period.
- Where does information come from?

Handout 3-7: ICS Form 203

ORGANIZATION ASSIGNMENT LIST (ICS 203)			
1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
6. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
8. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
IC 8 203		IAP Page _____ Date/Time: _____	



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Visual 3.26

ICS Form 204 Assignment List

- Identifies supervisors and contacts of each Division or Group for the Operational Period.
- Identifies “TYPE”, “KIND” and “NUMBER” of resources assigned to that Division or Group.

Handout 3-8: ICS Form 204

ASSIGNMENT LIST (ICS 204)				
1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch:
4. Operations Personnel: <u>Name</u>		<u>Contact Numbers</u>		Division:
Operations Section Chief: _____				Group:
Branch Director: _____				Staging Area:
Division/Group Supervisor: _____				
5. Resources Assigned:		6. For Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			
8. Work Assignments:				
7. Special Instructions:				
8. Communications (radio and/or phone contact numbers needed for this assignment):				
Name/Function		Primary Contact: Indicate cell, pager or radio frequency/system/channel		
9. Prepared by: Name: _____		Position/Title: _____		Signature: _____
ICS 204	IAP Page _____	Date/Time: _____		



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ICS Form 207 Incident Organization Chart

Handout 3-9: ICS Form 207

INCIDENT ORGANIZATION CHART (ICS 207)			
1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart			
<pre>graph TD IC[Incident Commander(s)] --- LO[Liason Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resource Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GSD[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comm. Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CCUL[Comp/Claims Unit Ldr.] FASC --- CUL2[Cost Unit Ldr.] FASC --- U6[]</pre>			
ICS 207	IAP Page _____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	



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ICS Form 215 Operational Planning Worksheet

Handout 3-10: ICS Form 215

OPERATIONAL PLANNING WORKSHEET (ICS 215)																		
1. Incident Name:										2. Operational Period: Date From:				Date To:				
										Time From:				Time To:				
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources												7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Reg.															
			Have															
			Need															
			Reg.															
			Have															
			Need															
			Reg.															
			Have															
			Need															
			Reg.															
			Have															
			Need															
			Reg.															
			Have															
			Need															
			Reg.															
			Have															
			Need															
			11. Total Resources Required	/	/	/	/	/	/	/	/	/	/	/		14. Prepared by:		
			12. Total Resources Have on Hand	/	/	/	/	/	/	/	/	/	/	/		Name: _____		
			13. Total Resources Need To Order	/	/	/	/	/	/	/	/	/	/	/		Position/Title: _____		
				/	/	/	/	/	/	/	/	/	/	/		Signature: _____		
				/	/	/	/	/	/	/	/	/	/	/		Date/Time: _____		



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Responsibilities of RESL: Meetings

- **Participate in Meetings (as appropriate):**
 - **Incident Briefing**
 - **Gather information about resources.**
 - **Tactics Meeting**
 - **Fill out ICS Form 215.**
 - **Planning Meeting**
 - **Provide resource status information.**
 - **Operational Briefing**
 - **Identify unused or missing resources.**



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Responsibilities of RESL: Demob Unit

- **Interact with Demobilization Unit.**
 - **Recommend demobilization priorities.**
 - **Demobilize Resources Units.**



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Responsibilities of RESL: Activity Log

- **Maintain ICS Form 214 Activity Log.**
 - **Record details of Unit activity.**
 - **Use as a reference for after-action reports.**
 - **Submit completed Activity Logs to Planning Section Chief who will provide a copy to the Documentation Unit.**
 - **Place in incident file.**

[illegible]



Activity 3.1: Check-In and Resource Tracking

Allotted Time: 90 minutes



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Visual 3.33

Check-in Job Aid – Overhead Personnel

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name: Roaring River Derailment		2. Incident Number:		3. Check-In Location (complete all that apply): ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other					4. Start Date/Time: Date: 1/22 Time: 0630									
Check-In Information (use reverse of form for remarks or comments)																		
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:								6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF												
CO	CCF	FIRE			RESL		O-15	1/22 0915	Your name	1	338-292-4538	Ctl City	Central City	AOV	ICP	SCKN, DMOB		



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Check-in Job Aid – Engine/Equipment

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name: Roaring River Derailment		2. Incident Number:		3. Check-In Location (complete all that apply): ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other				4. Start Date/Time: Date: 1/22 Time: 0630									
Check-In Information (use reverse of form for remarks or comments)																	
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:		6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit					
State	Agency												Category	Kind	Type	Resource Name or Identifier	ST or TF
C	C	F	E	1	Eng 4		E-17	1/22 0915	Tom Meyers	3	(437) 778-9019	Ctl City	Central City	AOV	Fire Group		



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T-Card Job Aid – Overhead

Your Name

CCF = Central City Fire- Agency Identifier

RESL = 4 letter position mnemonics code

O-15 = Order Request Number

arrived 0915hrs = Date/Checked In:

agency vehicle (AOV) = Method of Travel

assigned to: ICP

(338-292-4538) = Primary Contact Info:

ST/Unit:	Name:	Position/Title:
<i>Front</i>		
Date/Time Checked In:		
Name:		
Primary Contact Information:		
Manifest: ☐ Yes ☐ No	Total	Weight:
Method of Travel to Incident: ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other		
Home Base:		
Departure Point:		
ETD:	ETA:	
Transportation Needs at Incident: ☐ Vehicle ☐ Bus ☐ Air ☐ Other		
Date/Time Ordered:		
Remarks:		
Prepared by:		
Date/Time:		
ICS 219-5 PERSONNEL (WHITE CARD)		



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Visual 3.36

T-Card Job Aid – Engine

Engine 4 = Name/ID#

CCFD = Agency;

E-17 = Order #

arrived 0915hrs = Date/Time Checked-in:

Tom Meyers + 2 = Leader Name:

assigned to: Fire Group = Incident
Assignment (place card under Fire Group
Header Card in T Card rack)

(437-778-9019) = Incident Contact Info

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-3 ENGINE (ROSE)			



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Objectives Review

- 1. What is the purpose of the Resources Unit?**
- 2. What are the functions of the Resources Unit?**
- 3. What are the main responsibilities of the RESL?**
- 4. Which members of the IMT does the RESL interact with most commonly?**



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