

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Philomath Wildfire Training		2. Operational Period: Date From: 10/15/2026 Time From: 0800		Date To: 10/15/2026 Time To: 2000		3. N/A Branch: N/A Division: Group: Supply Delivery Staging Area: N/A	
4. Operations Personnel: Name Contact Number(s) Operations Section Chief: Example Operations Chief EX-OPS Branch Director: N/A - no branch activated Division/Group Supervisor: Example Delivery Coordinator EX-GROUP							
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information			
Resource Identifier	Leader						
EX-DELIVERY-01	Example Driver	1	Exercise contact: EX-GROUP	See reporting details in block 6			
EX-DELIVERY-SUP	Example Delivery Coordinator	1	Exercise contact: EX-GROUP	See reporting details in block 6			
Confirmed for assignment at 1900 on 10/14 (exercise update); supervisor counted separately.							
6. Work Assignments: 0900: Report to the training supply pickup point; check in with the Delivery Coordinator. Collect the approved shelter supply manifest and verify quantities before loading. Logistics confirms the delivery route and receiving contact before dispatch. Deliver approved supplies to the training shelter reception desk. Obtain quantity received and note discrepancies. After delivery: Advise Logistics of completion and shortages; return the receipt and record the activity. Coordinate additional trips only after authorization. Equipment / supplies: Vehicle, supply manifest, hand cart.							
7. Special Instructions: Confirm current route and receiving access before departure; obey road closures. Stop and contact the coordinator if access changes. Use a hand cart or team lifts for unloading; request help for loads that cannot be handled safely.							
8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function Primary Contact: indicate cell, pager, or radio (frequency/system/channel) Group supervisor / Exercise contact: EX-GROUP EOC Operations / Exercise contact: EX-OPS Logistics / requests / Exercise contact: EX-LOGS Urgent safety concern / Stop work; alert supervisor via EX-GROUP							
9. Prepared by: Name: Example Resources Lead Position/Title: Resources Unit Leader Signature: Unsigned example							
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