

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Philomath Wildfire Training	2. Operational Period: Date From: 10/15/2026 Date To: 10/15/2026 Time From: 0800 Time To: 2000	3. Branch: N/A Division: N/A Group: Shelter Support Staging Area: N/A																																																												
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: <u>Example Operations Chief EX-OPS</u> Branch Director: <u>N/A - no branch activated</u> Division/Group Supervisor: <u>Example Shelter Supervisor EX-GROUP</u>																																																														
5. Resources Assigned: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Resource Identifier</th> <th style="width: 20%;">Leader</th> <th style="width: 10%;"># of Persons</th> <th style="width: 40%;">Contact (e.g., phone, pager, radio frequency, etc.)</th> <th style="width: 30%;">Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</th> </tr> </thead> <tbody> <tr> <td>EX-SHELTER-01</td> <td>Example Intake Lead</td> <td>3</td> <td>Exercise contact: EX-GROUP</td> <td>See reporting details in block 6</td> </tr> <tr> <td>EX-SHELTER-02</td> <td>Example Support Lead</td> <td>3</td> <td>Exercise contact: EX-GROUP</td> <td>See reporting details in block 6</td> </tr> <tr> <td>EX-SHELTER-SUP</td> <td>Example Shelter Supervisor</td> <td>1</td> <td>Exercise contact: EX-GROUP</td> <td>See reporting details in block 6</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> Confirmed for assignment at 1900 on 10/14 (exercise update); supervisor counted separately.		Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	EX-SHELTER-01	Example Intake Lead	3	Exercise contact: EX-GROUP	See reporting details in block 6	EX-SHELTER-02	Example Support Lead	3	Exercise contact: EX-GROUP	See reporting details in block 6	EX-SHELTER-SUP	Example Shelter Supervisor	1	Exercise contact: EX-GROUP	See reporting details in block 6																																									
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6. Work Assignments: 0800: Report, check in and receive the supervisor briefing. Support shelter intake and daily needs; maintain accessible reception and clear movement paths. Intake team: track arrivals and current occupancy. Support team: coordinate cots, supplies and resident needs with the supervisor. By 1600: Send occupancy and unmet needs to the EOC. Escalate urgent needs when identified. Before 2000: Complete handover and activity documentation. Equipment / supplies: Intake forms, cots; accessible setup.																																																														
7. Special Instructions: Use carts or team lifts for cots and supplies. Keep reception paths clear. Schedule breaks and relief. Monitor indoor conditions and access; report smoke or access concerns to the supervisor. Reassess work if conditions change.																																																														
8. Communications (radio and/or phone contact numbers needed for this assignment): <table style="width: 100%;"> <tr> <td style="width: 35%;"><u>Name/Function</u></td> <td><u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u></td> </tr> <tr> <td>Group supervisor /</td> <td>Exercise contact: EX-GROUP</td> </tr> <tr> <td>EOC Operations /</td> <td>Exercise contact: EX-OPS</td> </tr> <tr> <td>Logistics / requests /</td> <td>Exercise contact: EX-LOGS</td> </tr> <tr> <td>Urgent safety concern /</td> <td>Stop work; alert supervisor via EX-GROUP</td> </tr> </table>			<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>	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																																																		
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9. Prepared by: Name: <u>Example Resources Lead</u> Position/Title: <u>Resources Unit Leader</u> Signature: <u>Unsigned example</u>																																																														
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