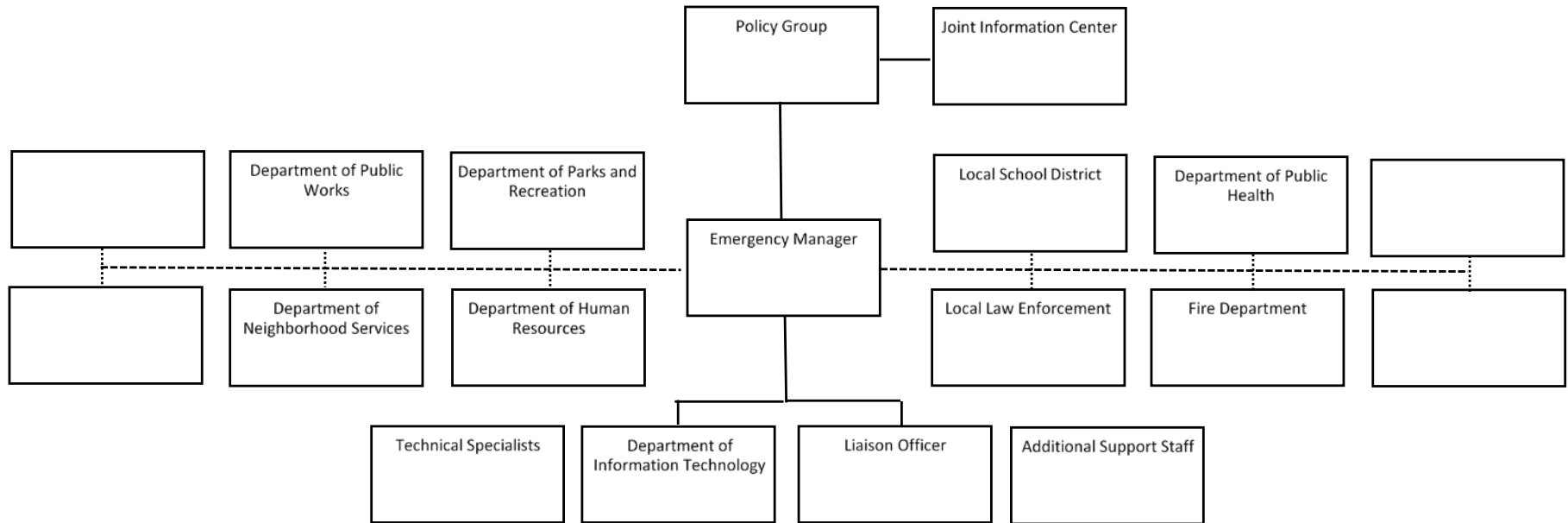


## Departmental EOC ORGANIZATION CHART (D 207)

1. Incident Name:	2. Operational Period:	Date From: Time From:	Date To: Time To:
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### 3. Organization Chart



D 207	IAP Page:	4. Prepared by:	Name:	Position/Title:	Signature:	Date/Time:
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## D 207

### Departmental EOC Organization Chart

**Purpose.** The Departmental EOC Organization Chart (D 207) provides a **visual wall chart** depicting the departmental organization position assignments for the incident. The D 207 is used to indicate what organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

**Preparation.** The D 207 is prepared by the Emergency Manager. Complete only the blocks where positions have been activated, and add additional blocks as needed. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The D 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

**Distribution.** The D 207 is intended to be **wall mounted** at the EOC and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Emergency Manager.

#### Notes:

- The D 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than four sections are activated. Additional pages can be added based on individual need (such as to distinguish more departments as they are activated).

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Print the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Organization Chart</b>	<ul style="list-style-type: none"><li>• Complete the organization chart.</li><li>• For all individuals, use at least the first initial and last name.</li><li>• If there is a shift change during the specified operational period, list both names, separated by a slash.</li></ul>
4	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).