

ORGANIZATION ASSIGNMENT LIST (ISM 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. EOC Director and Command Staff:		7. Resources Support Section:	
EOC Director		Chief	
Deputy		Deputy	
Public Info. Officer		Operations Branch	
Legal Counsel		Director	
Liaison Officer		Resources Tracking Unit Leader	
4. Agency/Organization Representatives:			
Agency/Organization	Name	Logistics Branch	
		Director	
		Finance/Administration Branch	
5. Situational Awareness Section:			
Chief		Director	
Deputy			
Community Lifelines Unit Leader			
Hazard Analysis Unit Leader			
Media Analysis Unit Leader			
		8. Center Support Section:	
		Chief	
		Deputy	
		Facility Support Unit Leader	
		Administrative Support Unit Leader	
6. Planning Support Section:			
Chief			
Deputy			
Demobilization Unit Leader			
Documentation Unit Leader		9. Additional Staff:	
Technical Specialists			
10. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ISM 203	IAP Page _____	Date/Time: _____	

ISM 203

Organization Assignment List

Purpose. The Organization Assignment List (ISM 203) provides response personnel with information on the positions that are currently activated and the names of personnel staffing each position. It is used to complete the Incident Organization Chart (ISM 207). An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resource Tracking Unit prepares and maintains this list under the direction of the Operations Branch Director. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ISM 203 is duplicated and attached to the Incident Objectives (ISM 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ISM 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ISM 203 and repaginate as needed.
- ISM allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	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	EOC Director and Command Staff <ul style="list-style-type: none">• EOC Director• Deputy• Public Information Officer• Legal Counsel• Liaison Officer	Enter the names of the EOC Director and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Liaison Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Situational Awareness Section <ul style="list-style-type: none">• Chief• Deputy• Community Lifelines Unit• Hazard Analysis Unit• Media Analysis Unit	Enter the name of the Situational Awareness Section Chief, Deputy, and Unit Leader(s) after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Planning Support Section <ul style="list-style-type: none"> • Chief • Deputy • Demobilization Unit • Documentation Unit • Technical Specialists 	<p>Enter the name of the Planning Support Section Chief, Deputy, and Unit Leader(s) after each position title. List Technical Specialists with an indication of specialty.</p> <p>If there is a shift change after the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Resources Support Section <ul style="list-style-type: none"> • Chief • Deputy Operations Branch <ul style="list-style-type: none"> • Director • Resource Tracking Unit Logistics Branch <ul style="list-style-type: none"> • Director Finance/Administration Branch <ul style="list-style-type: none"> • Director 	<p>Enter the name of the Resources Support Section Chief, Deputy, Branch Directors, and Unit Leader(s) after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Center Support Section <ul style="list-style-type: none"> • Chief • Deputy • Facility Support Unit • Administrative Support Unit 	<p>Enter the name of the Center Support Section Chief, Deputy, and Unit Leader(s) after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Additional Staff	<p>Enter the title of each additional position and the name of the additional staff member.</p>
10	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>