

SITUATION UNIT LEADER (SUL) JOB AID

Overview

Position: Situation Unit Leader

Personnel assigned to this position should have administrative experience and possess incident-specific background. That background will aid them in determining all the potential sources of information available in setting up and maintaining the situation status boards. This recommendation is made with the presumption that the Planning Section Chief is experienced and available to answer questions and provide assistance

Section: Planning Section

Mission:

To collect and organize incident status and situation information. The SUL is responsible for the evaluation, analysis, and display of that information for use by response personnel. Key goals include:

- Establish a current status board
 - Recommend resources to the Planning Section Chief
 - Provide status reports to the Planning Section Chief
 - Make field observations
 - Demobilize Section/Unit
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Duties:

- Report to the planning section chief for situation briefing.
- Assemble incident status display materials.
- Assigns duties to situation unit personnel.
- Collect incident data.
- Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- Prepare and maintain command post incident status display.
- Arrange for internet-based situation reporting, if required.
- Participate in incident planning meetings.
- Prepare the Incident Status Summary Form (ICS Form 209).
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain situation unit records.
- Maintain unit log (ICS form 214).
- Demobilize unit on request.

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Overview (cont'd)

References

Below is a list of references that may be required while using of this job aid:

- NIIMS I-346 Situation Unit Leader Guide
- NFES Situation Unit Leader Position Manual (ICS 221-2)
- NFES Situation Unit Leader Task Book (NFES 2333)
- Field Operations Guide (ICS-OS-420-1)
- National SAR Manual
- Applicable Area Contingency Plan
- Maritime Law Enforcement Manual

Materials

Ensure that these materials are available to the Situation Unit Leader during an incident, if not already provided in a unit or section specific support kit. Submit order request for supplies to Supply Unit Leader via the Planning Section Chief.

- | | |
|---|--|
| <input type="checkbox"/> Field Operations Guide | <input type="checkbox"/> White out |
| <input type="checkbox"/> Local Charts and Maps | <input type="checkbox"/> Notebooks (some waterproof) |
| <input type="checkbox"/> ICS Forms Catalog | <input type="checkbox"/> Masking tape |
| <input type="checkbox"/> Flip charts | <input type="checkbox"/> In boxes or large envelopes |
| <input type="checkbox"/> Mylar sheets | <input type="checkbox"/> Stapler |
| <input type="checkbox"/> Felt tip pens | <input type="checkbox"/> Push pins |
| <input type="checkbox"/> Dry erase markers (wide and thin line) | <input type="checkbox"/> 3 or 6 part folders |
| <input type="checkbox"/> Pencils (lead and grease) | <input type="checkbox"/> 2 hole punch |
| <input type="checkbox"/> Paper, sticky notes | <input type="checkbox"/> Scissors |

General Information Use clear text and ICS terminology (no codes) in all radio transmissions.

All radio communications to Incident Communications Center will be addressed "(Incident Name) Communications".

Initial Actions

General Tasks

Below are the initial actions to be taken by the Situation Unit Leader (SUL).

STEP	ACTION	✓
1.	Receive assignment	<input type="checkbox"/>
2.	Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none"> • Incident Command Post • Base 	<input type="checkbox"/>
3.	Obtain an initial brief from Planning Section Chief <ul style="list-style-type: none"> • Size and Complexity of incident • Expectations of the IC • Incident objectives • Agencies/Organizations/stakeholders involved • Incident activities/situation • Special concerns 	<input type="checkbox"/>
4.	Review ICS 201 or IAP	<input type="checkbox"/>
5.	Begin/maintain Unit Activity Log (ICS 214)	<input type="checkbox"/>
6.	Establish work location within the ICP <ul style="list-style-type: none"> • Adequate space for possible expansion • Located in the Planning Section between the Resources Unit and the Operations Section • Establish a system for receiving information/updates <i>For example: inboxes, envelopes, easel chart</i> • Capability for displays to be placed on walls (maps, charts, forms, etc.) 	<input type="checkbox"/>

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Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions for the Situation Unit Leader are continued below.

STEP	ACTION	✓
7.	Acquire work materials listed on page 2	<input type="checkbox"/>
8.	Calculate staffing requirements for Situation Unit Determine number of field observers needed NOTE: Normally (1) per division Determine number of displays and display processors needed Determine technical specialists needed <i>Example: Trajectory Analysis Specialist, Geographic Information Specialist (GIS), Resources At Risk Specialist (RAR)</i>	<input type="checkbox"/>
9.	Submit resource order form/request for personnel and/or equipment required to PSC	<input type="checkbox"/>
10.	Brief Situation Unit Staff on responsibilities as noted in FOG (Section 6) NOTE: <ul style="list-style-type: none"> • Brief field observers to only report current status to display processor • Ensure display processor only displays current status “proofed” by field observers • Do NOT allow anyone else to remove or add to displays! • Set up specific times for field observers to check in with updates and for briefings by display processors 	<input type="checkbox"/>
11.	Complete forms and reports required of the assigned position and send through PSC to Documentation Unit	<input type="checkbox"/>

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Current Status Board (Cont'd)

Set Up System

The Situation Unit Leader is responsible for maintaining a standard display of information for reference by ICP Personnel.

STEP	ACTION	✓
1.	Setup display similar to the example below	<input type="checkbox"/>
2.	Establish INBOX/OUTBOX area near displays: INBOX for: <ul style="list-style-type: none"> • Trajectories/maps/charts/photos • Updates • Other OUTBOX for: <ul style="list-style-type: none"> • Documentation (historical data) NOTE: Pass Situation Unit information gathering and processing procedures to all hands at meetings and briefings	<input type="checkbox"/>
3.	Create and distribute maps and charts for all personnel NOTE: IO will need extra copies for media and public releases along with summary information from the ICS 209.	<input type="checkbox"/>

<p align="center">Story Board</p> <ul style="list-style-type: none"> • Initial notification • Weather/tides • POLREPs/SITREPS 	<p align="center">Charts/Maps</p> <p>Show</p> <ul style="list-style-type: none"> • Impact area • Trajectories • Divisional boundaries • Functional groups • SAR Search plan/grid • Safety/Security Zones • ICS Facilities 	<p align="center">Medical Plan</p> <p align="center">ICS 206</p>	<p align="center">Meeting Schedule</p> <p align="center">ICS 230 or OS-230</p>
<p align="center">Response Objectives</p> <p align="center">ICS 202</p>		<p align="center">Organizational Chart</p> <p align="center">ICS 207</p>	
<p align="center">Res. at Risk</p> <p align="center">ICS 232 or OS-232</p>		<p align="center">COMMS Plan</p> <p align="center">ICS 217</p>	<p align="center">Incident Summary</p> <p align="center">ICS 209 or OS-209</p>

Current Status Board (Cont'd)

Prepare for Meetings

In order to prepare for the Tactics and planning meetings, the SUL takes the following actions:

STEP	ACTION	✓												
1.	Update maps/charts/trajectory	<input type="checkbox"/>												
2.	Update status boards	<input type="checkbox"/>												
3.	Complete or update the following forms in accordance with the instructions in the ICS Forms Catalog	<input type="checkbox"/>												
	<table border="1"> <thead> <tr> <th>209</th> <th>Incident response status</th> <th>SUL/RUL</th> </tr> </thead> <tbody> <tr> <td>OS-230</td> <td>Daily meeting schedule</td> <td>Situation Unit Leader</td> </tr> <tr> <td>OS-231</td> <td>Meeting description</td> <td>Situation Unit Leader</td> </tr> <tr> <td>OS-232</td> <td>Resources at risk</td> <td>Situation Unit Leader</td> </tr> </tbody> </table>	209	Incident response status	SUL/RUL	OS-230	Daily meeting schedule	Situation Unit Leader	OS-231	Meeting description	Situation Unit Leader	OS-232	Resources at risk	Situation Unit Leader	
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OS-231	Meeting description	Situation Unit Leader												
OS-232	Resources at risk	Situation Unit Leader												
4.	Compile information regarding incident <i>Example: trajectory, current and future status of incident</i>	<input type="checkbox"/>												

Provide IAP Input

The situation Unit Leader is responsible for providing to the Planning Section Chief summary information about the incident status.

STEP	ACTION	✓
1.	Provide input for incident action plan (IAP) to Planning Section Chief (PSC) <ul style="list-style-type: none"> Completed forms Current/future trajectories or search plans Resources needed for Situation Unit in next operational period 	<input type="checkbox"/>
2.	Evaluate and review process	<input type="checkbox"/>

Field Operations

Preparation of Subordinates

Below is a checklist for preparing subordinates prior to deploying in the field.

STEP	ACTION	✓
1.	Brief Field Observers and Technical Specialists <ul style="list-style-type: none"> • Duties <ul style="list-style-type: none"> ➤ Verify resources ➤ Verify trajectories/Search plans ➤ Verify division boundaries ➤ Verify status of incident/event • Operation period <ul style="list-style-type: none"> ➤ Conduct survey by a particular time ➤ Report back periodically <p style="margin-left: 20px;"><i>Example: Every ½ hour, hour</i></p> 	<input type="checkbox"/>
2.	Checkout the following equipment/resources from Resources Unit or Logistics Section: <ul style="list-style-type: none"> • Transportation <p style="margin-left: 20px;"><i>Example: Auto, ATV, boat, aircraft</i></p> • Communications equipment <p style="margin-left: 20px;"><i>Example: Radio, cell phone, fax</i></p> • Camera • Laptop Computer • Handheld GPS • Charts/maps • Notepad/writing utensils 	<input type="checkbox"/>

Section/Unit Demobilized

Demobilization Tasks

Below are demobilization responsibilities applicable to all personnel assigned to this section/unit.

STEP	ACTION	✓
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Brief subordinates regarding demobilization	<input type="checkbox"/>
3.	Supervise demobilization of unit, including storage of supplies	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section/Unit documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>

Information Exchange Matrix

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Situation Unit Leader in exchanging information with other ICS positions.

MEET With	WHEN	SUL OBTAINS	SUL PROVIDES
Incident Commander	Initial incident brief	Incident objectives	Incident status information
Planning Section Chief	Check-in brief Tactics meeting Planning meeting	Initial briefing Objectives (ICS 202)	Requests for more personnel and resources. Incident status summary (ICS 209) Current and Future projections for incident/event
Operations Section Chief	Tactics meeting Planning meeting	Incident situation status during initial phase and throughout entire incident Staging area info Information for displays	The big picture Future projections for incident
Information Officer	Press briefings		Information Maps/charts
Situation Unit Personnel	Tactics meeting Throughout incident	Information from field observers/tech specialists Display processors Weather observations	Situation status reports passed by incident personnel to the situation unit
Ground Support Unit	Throughout incident	Vehicles for unit personnel	Vehicle/equipment locations "proofed" by field observers
All Incident Personnel	Throughout incident		Accurate and effective situation display and distribution of charts/maps for all to view