



DIVISION / GROUP SUPERVISOR POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

- 1. Obtain briefing from Branch Director, Operations Officer or EC**
 - Determine resources assigned to the Division or Group.
 - Confirm geographic boundaries or functional responsibilities of Division or Group.
 - Confirm location and function of additional Divisions and Groups operating adjacent to or within your geographic location.
 - Confirm tactical assignment.
 - Confirm communication assignment.
- 2. Attend Operations Briefing.**
- 3. Review assignments and incident activities with subordinates, and assign tasks.**
- 4. Ensure subordinates observe required safety precautions.**
- 5. Implement Incident Action Plan (IAP) for Division or Group.**
- 6. Submit situation and resource status information to Branch Director or Operations Officer.**
 - Maintain "hot zone" resource tracking system, if necessary.
- 7. Coordinate activities with adjacent Divisions/Groups.**
- 8. Determine need for additional resources and make request through Branch Director or Operations Officer.**
- 9. Report special occurrences or events, such as accidents or sickness, to Branch Director or Operations Officer.**
- 10. Resolve logistical problems within the Division and/or Group:**
 - Monitor communications and assess communications needs.
 - Ensure adequate food, liquids, and rehabilitation.
 - Ensure personnel are aware of process for medical assistance.
- 11. Debrief with Branch Director or Operations Officer prior to leaving shift:**
 - Include work accomplished or left to be accomplished, operational difficulties, resource needs, etc.
 - Participate in the development of plans for the next operational period.
- 12. Document all activity on Unit Log (ICS Form 214)**