

ASSIGNMENT LIST (SEARCH VERSION)	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED		
4. BRANCH	5. DIVISON/GROUP	6. OPERATIONAL PERIOD DATE _____ TIME _____	7. TASK/TEAM NO.		
A S S I G N M E N T	8. TASK INSTRUCTIONS		9. DISCUSS ~ Press ~ Family ~ Clues ~ Summary to date ~ Time frame ~ Terrain ~ Anticipated POD ~ Tactics ~ Weather ~ Safety ~ ~ ~ ~		
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
P E R S O N N E L	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader _____	_____	_____	~ Yes ~ No	_____
	2. _____	_____	_____	~ Yes ~ No	_____
	3. _____	_____	_____	~ Yes ~ No	_____
	4. _____	_____	_____	~ Yes ~ No	_____
	5. _____	_____	_____	~ Yes ~ No	_____
	6. _____	_____	_____	~ Yes ~ No	_____
	7. _____	_____	_____	~ Yes ~ No	_____
	8. _____	_____	_____	~ Yes ~ No	_____
E Q U I P M E N T	16. PERSONAL		17. TEAM		
C O M M U N I C A T I O N S	18. TASK/TEAM CALL SIGN & FREQUENCY	19. BASE CALL SIGN & FREQUENCY		20. PERTINANT PHONE NUMBERS	
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
A T T A C H E D	22. "X" IF ATTACHED				
	~ Map (Original)	~ Incident Objectives (ICS-202)		~ Coroner Plan	
	~ Assignment Sketched on second map	~ Organization Assignment List (ICS-203)		~ Rescue Plan	
	~ Subject Information	~ Radio Plan (ICS-205)		~	
	~ Subject Profile	~ Medical Plan (ICS-206)		~	
~ Incident Briefing (ICS-201)	~ Incident Status Summary (ICS-209)		~		
~	~ Air Ops Summary (ICS-220)		~		
PREPARED BY		APPROVED BY (PLANNING SECTION CHIEF)		TEAM BRIEFED BY	
ICS-204 (SEARCH)	Team Leader: Upon completion of assignment, report to Debriefing at _____ (location). At that time give your copy of this form to the Debriefing Officer. Debriefing Officer: include this copy with debriefing packet.				

(INSTRUCTIONS ON REVERSE)

INSTRUCTIONS FOR COMPLETING THE ASSIGNMENT LIST (SEARCH VERSION)

USE: Required if used as a substitute for the standard **Assignment List (ICS-204)**. Optional if used with the **ICS-204**.

RESPONSIBILITY FOR COMPLETION: Under standard ICS organization, Resources Unit Leader. Depending upon specific incident, may be completed by other functions in Plans, or by Operations.

PURPOSE: Provide written instructions to teams, record assignments, and serve as a format for briefing.

WHERE TO OBTAIN PERTINENT INFORMATION:

- Incident Briefing (ICS-201)
- Incident Objectives (ICS-202)
- Organization Assignment List (ICS-203)
- Radio Plan (ICS-205)
- Operational Planning Work Sheet (ICS-215)
- Resources Unit
- Logistics

DISTRIBUTION: Original to Team Leader, copy to Operations, copy to Documentation.

FREQUENCY OF UPDATE/REVISION: As each assignment is prepared.

USER INSTRUCTIONS

1. Incident Name The name of the incident.
4. Branch For some large incidents, a functional or geographic organization under Operations.
5. Division/Group For some large incidents, a functional or geographic organization below Branch.
6. Operational Period A block of time, usually 12 hours (ie. 6AM-6PM).
7. Task/Team No. The number of this specific assignment. Each task should be sequentially assigned an individual number for documentation purposes.
8. Task Instructions Concisely state assignment.
9. Discuss Suggested topics to cover during briefing of team.
11. Function Individual team members responsibilities.
12. Name Name of team member.
13. Special Skills Special qualifications of team members important for task completion.
15. Agency Team member affiliation.
16. Personal Equipment to be carried by each team member.
17. Team Group equipment to be carried with team