ASSIGNMENT LIST (ICS 204)

1. Incident Name: Kawailani 'Ino Hawaii (Drill)	2. Operational Period: Date From: 4/16/2022 Date To: 4/16/2022 Time From: 0900 Time To: 1200	3.
		Branch: Honolulu
		Division:
		Group: OAHU EOC
		Staging Area: Frank Fasi Building LOBBY

4. Operations Personnel:	Name	Contact Number(s)
Operations Section Chief:	Michael Miller, KH6ML	
Branch Director:	Kurtis Mabe, WH6KM	
Division/Group Supervisor:	Jeffery Sue, AH6IX	

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
KH6OCD P2P VARA FM Winlink	Jeffery Sue, AH6IX	2	145.0500 VARA FM P2P ********* MOST Stations will need to DIGPEAT using KH6BWS to reach KH6OCD**	===== Jeffery Sue Bring Laptop, Battery power, 50w mobile radio and Antenna to set up and run Winlink station. Bring own Thumb Drive VHF/UHF HANDHELD
EOC Voice Net control	Steve Kawamae KH6WG	1	146.5800W	KH6OCD Voice Traffic Steve
EOC Voice Net control backup	Ralph Miranda WH7PD	1	146.5800W	KH6OCD Voice Traffic and Montior Repeater System
AH6T HF relay Voice & P2P Winlink Offsite Station–Palolo Valley	Joe Tabrah AH6T	1	7.080 USB 5.371.50 USB (ALT	AH6T will take HF VOICE and VARA HF EMAIL 500Hz USB Will Relay TO OAHU EOC 7.080 Dial FEQ Center is 7081.5
Radio Operator / Runner/ PC	Randy Kurashige AH6Q	1		Laptop with Thumb Drive, VHF/UHF HANDHELD
Radio Operator / Runner	Peter Yuen KH6JBX	1		Laptop with Thumb Drive VHF/UHF HANDHELD
Transcription Recorder	Linda Miranda	1		Laptop with Thumb Drive VHF/UHF HANDHELD
DEM REP	Jeff Spenser KH7EC	1		EOC Access, Keys
Winlink Telnet	Jeffery Sue, AH6IX	1		Will pickup Telnet message if internet is optional

6. Work Assignments:

Oahu-EOC:

● Will receive immediate/emergency traffic directly based on the precedence on the message to get immediate assistance.

● Voice Net control will manage to check in/out on 2m Simplex, copy traffic and direct the net with HUBS. SUB NETS will be conducted in each Divison HUB if possible direct operators to division hub.

● Transmit bulletins to SPOKES via voice 146.5800 W

● For Routine and reporting traffic Oahu-EOC will direct to Division SPOKES

● SPOKES w/ Winlink Traffic may go direct with OAHU EOC - KH6OCD 145.050 VARA FM P2P Listen receive direct confirmation of receipt via Voice. (Use Digpeating Stations as needed)

● Winlink Routine and reporting traffic will be forwarded to the Oahu EOC via for accuracy and speed in transmission. OAHU EOC - KH6OCD 145.050 VARA FM P2P

● OAHU EOC Voice Net team will need to convert voice Traffic in Winlink forms/format.

● AH6T HF WINLINK RELAY Offsite Station in Palolo Valley - Control operator is AH6T will take HF VOICE and VARA HF EMAIL 500Hz USB 7.080 Dial FEQ Center is 7081.5
AH6T Will Relay Oahu EOC via 145.0500 Vara FM

● HF Linking of ALL ISLAND EOC should be checked (PLAN to follow)

● Voice Net Control will maintain ICS-214 Activity logs and submit them at the end of the exercise to Branch Director Kurtis Mabe, WH6KM
(Recommend using the Winlink version of the form so you can easily send it when completed).

● EOC Winlink will complete ICS-309 of Winlink messages and ICS-214 Activity logs and submit them at the end of the exercise to Branch Director Kurtis Mabe, WH6KM

● LOST SOULS may be directed by NH7IT (offsite) or Oahu-EOC via DEM Linked Repeaters, The goal is not to use the repeaters to move traffic unless no other means is available. ...

● Winlink Support will be available via DEM Linked Repeaters and moved to ZOOM and Phone to NH6IT

7. Special Instructions:

7:00am - Jeff Spenser to MEET at Fasi Building Lobby, Unlock EOC, Randy Kurashige will stay in lobby till all personnel have entered the EOC 7:15 – Set up Station. 8:15 Radio Check

8. Communications (radio and/or phone contact numbers needed for this assignment)**:**

Name	/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
	/	
	/	
	/	
	/	

9. Prepared by:	Name: Michael Miller	Position/Title: Operational Section Chief	Signature:
ICS 204	**IAP Page**	Date/Time: 4/1/2022 8:20 AM	

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • 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	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.

4	**Operations Personnel**
	• Name, Contact Number(s)
	  – Operations Section Chief
	  – Branch Director
	  – Division/Group Supervisor
		Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).

5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.

	● # of Persons	Enter total number of persons for the resource assigned, including the leader.
	● Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	● Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) ● Name/Function ● Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** ● Name ● Position/Title ● Signature ● Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).