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

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.

Continued on Next Page
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.

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Receive assignment</td>
</tr>
</tbody>
</table>
| 2.   | Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at:  
- Incident Command Post  
- Base |
| 3.   | Obtain an initial brief from Planning Section Chief  
- Size and Complexity of incident  
- Expectations of the IC  
- Incident objectives  
- Agencies/Organizations/stakeholders involved  
- Incident activities/situation  
- Special concerns |
| 4.   | Review ICS 201 or IAP |
| 5.   | Begin/maintain Unit Activity Log (ICS 214) |
| 6.   | Establish work location within the ICP  
- 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  
*For example: inboxes, envelopes, easel chart*  
- Capability for displays to be placed on walls (maps, charts, forms, etc.) |

Continued on Next Page
### General Tasks (Cont’d)

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Acquire work materials listed on page 2</td>
</tr>
</tbody>
</table>
| 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  
*Example: Trajectory Analysis Specialist, Geographic Information Specialist (GIS), Resources At Risk Specialist (RAR)* |
| 9.   | Submit resource order form/request for personnel and/or equipment required to PSC |
| 10.  | Brief Situation Unit Staff on responsibilities as noted in FOG (Section 6)  
**NOTE:**  
- 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 |
| 11.  | Complete forms and reports required of the assigned position and send through PSC to Documentation Unit |

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

### Set Up System

**STEP** | **ACTION**  | **Ver**
---|---|---
1. | Setup display similar to the example below | ✅
2. | Establish INBOX/OUTBOX area near displays: INBOX for:  
   - Trajectories/maps/charts/photos  
   - Updates  
   - Other  
   
OUTBOX for:  
   - Documentation (historical data)  
   
**NOTE:** Pass Situation Unit information gathering and processing procedures to all hands at meetings and briefings | ✅
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. | ✅

### Story Board
- Initial notification
- Weather/tides
- POLREPs/SITREPs

### Response Objectives
ICS 202

### Res. at Risk
ICS 232 or OS-232

### Charts/Maps
- **Show**
  - Impact area
  - Trajectories
  - Divisional boundaries
  - Functional groups
  - SAR Search plan/grid
  - Safety/Security Zones
  - ICS Facilities

### Medical Plan
ICS 206

### Meeting Schedule
ICS 230 or OS-230

### Organizational Chart
ICS 207

### COMMS Plan
ICS 217

### Incident Summary
ICS 209 or OS-209
**Prepare for Meetings**

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Update maps/charts/trajectory</td>
</tr>
<tr>
<td>2.</td>
<td>Update status boards</td>
</tr>
<tr>
<td>3.</td>
<td>Complete or update the following forms in accordance with the instructions in the ICS Forms Catalog</td>
</tr>
</tbody>
</table>

- 209 Incident response status
- OS-230 Daily meeting schedule
- OS-231 Meeting description
- OS-232 Resources at risk

4. Compile information regarding incident

*Example: trajectory, current and future status of incident*

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**Provide IAP Input**

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Provide input for incident action plan (IAP) to Planning Section Chief (PSC)</td>
</tr>
<tr>
<td></td>
<td>• Completed forms</td>
</tr>
<tr>
<td></td>
<td>• Current/future trajectories or search plans</td>
</tr>
<tr>
<td></td>
<td>• Resources needed for Situation Unit in next operational period</td>
</tr>
<tr>
<td>2.</td>
<td>Evaluate and review process</td>
</tr>
</tbody>
</table>
Below is a checklist for preparing subordinates prior to deploying in the field.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1.   | Brief Field Observers and Technical Specialists  
|      | • Duties  
|      |   • Verify resources  
|      |   • Verify trajectories/Search plans  
|      |   • Verify division boundaries  
|      |   • Verify status of incident/event  
|      | • Operation period  
|      |   • Conduct survey by a particular time  
|      |   • Report back periodically  
|      |   Example: Every ½ hour, hour |
| 2.   | Checkout the following equipment/resources from Resources Unit or Logistics Section:  
|      | • Transportation  
|      |   Example: Auto, ATV, boat, aircraft  
|      | • Communications equipment  
|      |   Example: Radio, cell phone, fax  
|      | • Camera  
|      | • Laptop Computer  
|      | • Handheld GPS  
|      | • Charts/maps  
|      | • Notepad/writing utensils |
Section/Unit Demobilized

Demobilization Tasks

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief</td>
</tr>
<tr>
<td>2.</td>
<td>Brief subordinates regarding demobilization</td>
</tr>
<tr>
<td>3.</td>
<td>Supervise demobilization of unit, including storage of supplies</td>
</tr>
<tr>
<td>4.</td>
<td>Provide Supply Unit Leader with a list of supplies to be replenished</td>
</tr>
<tr>
<td>5.</td>
<td>Forward all Section/Unit documentation to Documentation Unit</td>
</tr>
<tr>
<td>6.</td>
<td>Complete Check-out Sheet</td>
</tr>
</tbody>
</table>
### Information Exchange Matrix

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

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

Situation Unit Leader Job Aid