



# APPENDIX D

# NIMS/SEMS

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## EMERGENCY OPERATIONS CENTER: District Office

At the school district level, the superintendent or designee assumes management responsibility as the EOC Director and activates others as needed. District office personnel transition from their daily jobs to assigned emergency functions. The EOC is flexible in size and scope. Depending upon the magnitude of the emergency, the EOC can expand or contract as needed. Each section chief is responsible for any unit that is not assigned, and the EOC Director is responsible for any section that is not assigned.

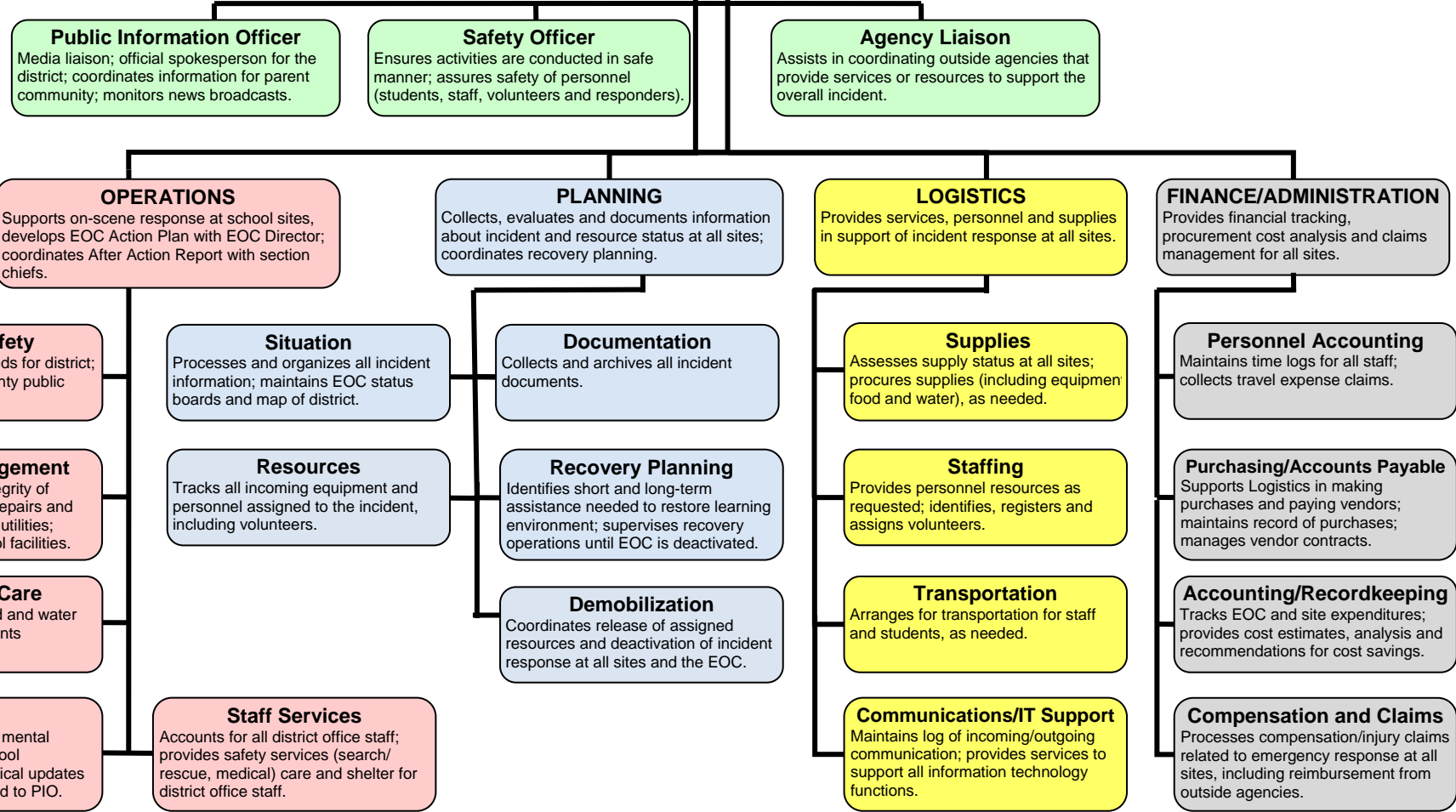
Title	Role, Responsibility
<b>MANAGEMENT:</b>	
EOC Director	Provides overall direction and coordination among school sites; determines EOC staffing level; communicates with local jurisdiction and the Marin County Office of Education.
Safety Officer	Ensures activities are conducted in safe manner; assures safety of all personnel (students, staff, volunteers and responders).
Public Information Officer (PIO)	Media liaison and official spokesperson for the district; coordinates information for parent community; monitors news broadcasts.
Agency Liaison	Assists in coordinating outside agencies that provide services or resources in support of overall incident response.
<b>OPERATIONS:</b>	
Student Accounting and Release	Analyze school staffing to develop a Student Accounting and Release Plan (accounting from individual teachers to Student Accounting and Release to Command Post); implement plan in an emergency; document activities
Security/Safety	Coordinates security needs for the district; works with local and county public safety officials.
Facilities Management	Assesses safety and integrity of buildings; arranges site repairs and debris removal; restores utilities; coordinates use of school facilities.
Shelter and Care	Coordinates shelter, food and water needs for students and staff throughout district.
Medical	Determines medical and mental health impact on the school population; ensures medical updates and inquiries are provided to PIO
Staff Services	Accounts for all district office staff; provides safety services (search and rescue, medical), care and shelter for district office staff.
<b>PLANNING:</b>	
Situation	Processes and organizes all incident information; maintains EOC status boards and map of district.
Documentation	Collects and archives all incident documents.
Resources	Tracks equipment and personnel assigned to the incident, including volunteers.
Recovery Planning	Identifies short and long term assistance needed to restore learning environment; supervises recovery operations until EOC is deactivated.
Demobilization	Coordinates release of assigned resources and deactivation of EOC.
<b>LOGISTICS:</b>	
Supplies/Staffing	Procures supplies (including equipment, food and water) and personnel resources, as needed; registers and assigns volunteers.
Transportation	Arranges for transportation for staff, students and supplies, as needed.
Communications/IT Support	Maintains log of incoming/outgoing communication; provides services to support all information technology functions.
<b>FINANCE/ADMINISTRATION:</b>	
Purchasing/Accounts Payable	Supports Logistics in making purchases and paying vendors; manages vendor contracts.
Personnel Accounting	Maintains time logs for all staff; collects travel expense claims
Recordkeeping	Tracks EOC and site expenses; provides cost estimates, analysis and recommendations for cost savings
Compensation & Claims	Processes compensation/injury claims related to emergency response at all sides, including reimbursement from outside agencies.



## DISTRICT EMERGENCY OPERATIONS CENTER: FUNCTIONAL REFERENCE MODEL

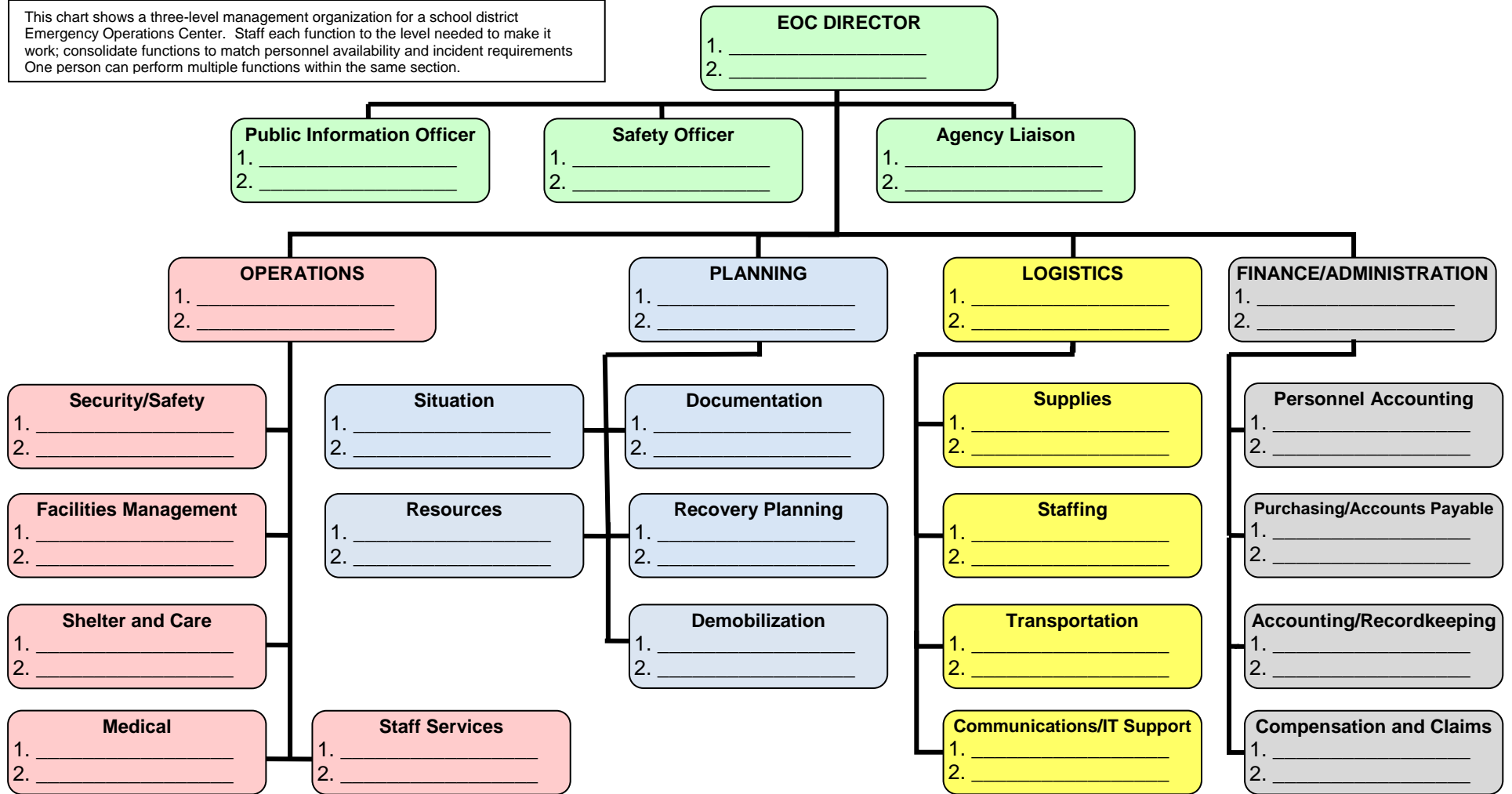
This chart shows a three-level management organization for a school district Emergency Operations Center. Staff each function to the level needed to make it work; consolidate functions to match personnel availability and incident requirements. One person can perform multiple functions within the same section.

**EOC DIRECTOR**  
Provides overall direction and coordination among school sites; determines EOC staffing level; communicates with local jurisdiction and MCOE EOC.



## DISTRICT EMERGENCY OPERATIONS CENTER: FULLY-STAFFED TEMPLATE

This chart shows a three-level management organization for a school district Emergency Operations Center. Staff each function to the level needed to make it work; consolidate functions to match personnel availability and incident requirements. One person can perform multiple functions within the same section.





## INCIDENT COMMAND SYSTEM: School Site

At the school level, the school principal or designee assumes management responsibility as the Incident Commander and activates others as needed. School personnel transition from their daily jobs to assigned emergency functions. The ICS is flexible in size and scope, depending upon the magnitude of the emergency. For a small incident, the principal may perform all roles of the ICS structure. The Incident Commander is responsible for any section that is not assigned. Each section chief is responsible for any unit that is not assigned.

Title	Role, Responsibility
<b>MANAGEMENT:</b> Incident Commander	Responsible for development of school's plan and overall management of emergency situation; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed.
Safety/Security	Monitors safety conditions of an emergency situation and develops measures for ensuring the safety of building occupants (students, staff, volunteers, responders).
Public Information Media Liaison	Spokesperson for the incident; prepares media releases; establishes "media center" near Command Post; coordinates information with Incident Commander for parent community.
Liaison to Outside Agencies	Develops working knowledge of local/regional agencies; serves as the on-scene contact for outside agencies assigned to an incident; assists in accessing services when the need arises.
<b>OPERATIONS:</b> Search and Rescue	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.
Security/Traffic	Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/HazMat.
First Aid	Provides triage and medical care with staff trained in first aid and CPR; oversees care given to the injured; distributes medical supplies (latex gloves, bandages, etc.); establishes morgue, if needed.
Evacuation/ Shelter and Care	Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.
Crisis Intervention	Provides on-site counseling and intervention; determines need for outside mental health support; accesses local/regional providers for ongoing crisis counseling for students, staff, parents, as needed.
<b>PLANNING:</b> Situation Analysis Documentation Resources Demobilization	Evaluates incident information and maintains ICS status boards; collects and archives all incident documents; tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers; coordinates safe and orderly release of assigned resources and deactivation of incident response at the school site.
<b>LOGISTICS:</b> Food/Supplies/Staffing/ Transportation	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers; arranges transportation for staff, students and equipment.
Facilities Communications/IT	Coordinates site repairs and use of school facilities; arranges for debris removal; maintains all communication equipment, including radios; provides services to support Information Technology functions.
<b>FINANCE/ADMINISTRATION:</b> Procurement, Cost Accounting Timekeeping, Claims and Compensation	Maintains incident time logs for all personnel; tracks and maintains records of site expenditures and purchases for incident; manages vendor contracts. Processes compensation/injury claims related to incident.



# SCHOOL INCIDENT COMMAND SYSTEM (ICS): FUNCTIONAL REFERENCE MODEL

This chart shows a full three-level management organization for a school response to an emergency. This structure is scalable. One person can perform multiple functions within the same section. Staff each function to the level needed to make it work; consolidate functions to meet resource availability and incident requirements.

**INCIDENT COMMANDER**  
Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District EOC.

**Public Information Officer**  
Media liaison, official spokesperson for school; coordinates information for parent community.

**Safety Officer**  
Ensures activities are conducted in safe manner; assures safety of personnel (staff, students, volunteers and responders).

**Agency Liaison**  
Assists in establishing and coordinating outside agencies that provide services or resources (e.g., Red Cross).

**OPERATIONS**  
Supports on-scene response at school site; develops Incident Action Plan with Incident Commander; coordinates After Action Report with section chiefs.

**PLANNING**  
Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response.

**LOGISTICS**  
Provides services, personnel and supplies in support of incident response.

**FINANCE/ADMINISTRATION**  
Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims.

**Search & Rescue**  
Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.

**First Aid**  
Provides triage and medical care; establishes morgue, if needed.

**Security/Traffic**  
Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/ HazMat.

**Evacuation/Shelter & Care**  
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

**Crisis Intervention**  
Provides onsite counseling and intervention; determines need for outside mental health support.

**Student Release**  
Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.

**Situation**  
Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map.

**Documentation**  
Collects and archives all incident documents.

**Resources**  
Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).

**Demobilization**  
Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site.

**Food/Supplies/Staffing**  
Assesses supply resources at site, including food and water; procures supplies and provides personnel, as requested, including volunteers.

**Transportation**  
Arranges transportation for staff, students and supplies.

**Facilities**  
Coordinates site repairs and use of school facilities; arranges for debris removal.

**Communications/IT**  
Maintains all communication equipment, including radios; provides services to support Information Technology functions.

**Time**  
Maintains incident time logs for all personnel.

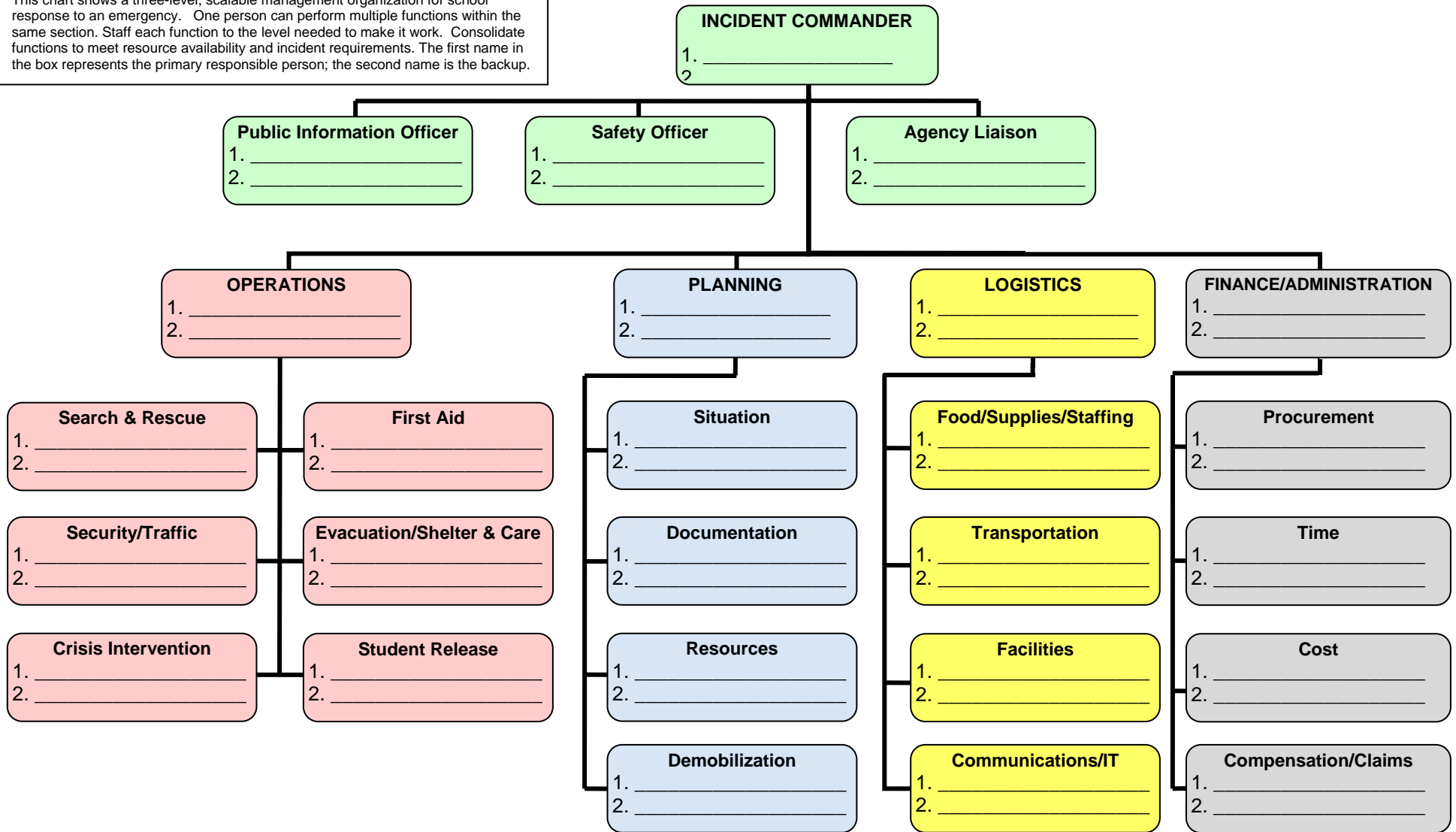
**Procurement**  
Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts.

**Cost**  
Provides cost estimates, analysis and recommendations for cost savings.

**Compensation/Claims**  
Processes compensation/injury claims related to incident.

# SCHOOL INCIDENT COMMAND SYSTEM (ICS): FULLY-STAFFED TEMPLATE

This chart shows a three-level, scalable management organization for school response to an emergency. One person can perform multiple functions within the same section. Staff each function to the level needed to make it work. Consolidate functions to meet resource availability and incident requirements. The first name in the box represents the primary responsible person; the second name is the backup.





<b>PREPARED BY:</b>		<b>APPROVED BY:</b>	
<i>Date:</i> _____ <i>Time:</i> _____			
<b>EOC STAFFING LIST</b>		<b>A1</b>	
<b>FOR OPERATIONAL PERIOD:</b>			
<b>FROM:</b> <i>Date/Time</i> _____		<b>TO:</b> <i>Date/Time</i> _____	
<b>MANAGEMENT STAFF</b> <input checked="" type="checkbox"/>		<b>OPERATIONS</b> <input checked="" type="checkbox"/>	
<b>EMERGENCY OPERATIONS DIRECTOR</b>		<b>OPERATIONS SECTION CHIEF</b>	
Public Information Officer		Security/Safety	
Agency Liaison		Facilities Management	
Safety Officer		Shelter and Care	
		Staff Services	
		Medical	
<b>PLANNING</b> <input checked="" type="checkbox"/>		<b>LOGISTICS</b> <input checked="" type="checkbox"/>	
<b>PLANNING SECTION CHIEF</b>		<b>LOGISTICS CHIEF</b>	
Documentation		Personnel/Staffing	
Situation		Supplies/Equipment	
Forecasting/Recovery Planning		Food/Water	
Resources/Incident Action Plan		Transportation	
Demobilization		Communications/IT Support	
<b>FINANCE and ADMINISTRATION</b> <input checked="" type="checkbox"/>		<b>AGENCY REPRESENTATIVES</b>	
<b>FINANCE/ADMIN SECTION CHIEF</b>		American Red Cross	
Personnel Accounting		Fire	
Purchasing/Accounts Payable		Law Enforcement	
Accounting/Recordkeeping		Public Health	
Compensation and Claims		Public Works	



<b>PREPARED BY:</b>		<b>APPROVED BY:</b>	
<i>Date:</i> _____ <i>Time:</i> _____			
<b>ICS STAFFING LIST</b>		<b>A2</b>	
<b>FOR OPERATIONAL PERIOD:</b>			
<b>FROM:</b> <i>Date/Time</i> _____		<b>TO:</b> <i>Date/Time</i> _____	
<b>MANAGEMENT STAFF</b> <input checked="" type="checkbox"/>		<b>OPERATIONS</b> <input checked="" type="checkbox"/>	
<b>EMERGENCY OPERATIONS DIRECTOR</b>		<b>OPERATIONS SECTION CHIEF</b>	
Public Information Officer		Search and Rescue	
Agency Liaison		First Aid	
Safety Officer		Security/Traffic	
		Evacuation/Shelter and Care	
		Crisis Intervention	
		Student Release	
<b>PLANNING</b> <input checked="" type="checkbox"/>		<b>LOGISTICS</b> <input checked="" type="checkbox"/>	
<b>PLANNING SECTION CHIEF</b>		<b>LOGISTICS CHIEF</b>	
Documentation		Personnel/Staffing	
Situation		Supplies/Equipment	
Resources/Incident Action Plan		Transportation	
Demobilization		Facilities	
		Communications/IT	
<b>FINANCE and ADMINISTRATION</b> <input checked="" type="checkbox"/>		<b>AGENCY REPRESENTATIVES</b>	
<b>FINANCE/ADMIN SECTION CHIEF</b>		American Red Cross	
Timekeeping		Fire	
Procurement		Law Enforcement	
Cost		Public Health	
Compensation and Claims		Public Works	

*This form corresponds to ICS-203*



<b>PREPARED BY:</b> <i>Date:</i> _____ <i>Time:</i> _____	<b>APPROVED BY:</b> _____
SECTION TASKS	B1
<b>FOR OPERATIONAL PERIOD:</b> <b>FROM:</b> <i>Date/Time</i> _____	<b>TO:</b> <i>Date/Time</i> _____
<b>MANAGEMENT SECTION</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<b>Assigned To:</b> _____
<b>OPERATIONS</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<b>Assigned To:</b> _____
<b>PLANNING</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<b>Assigned To:</b> _____
<b>LOGISTICS</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<b>Assigned To:</b> _____
<b>FINANCE/ ADMINISTRATION</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<b>Assigned To:</b> _____



<b>PREPARED BY: (Planning Section Chief)</b> <i>Date:</i> _____ <i>Time:</i> _____	<input type="checkbox"/> <b>APPROVED BY: (EOC Director)</b> <input type="checkbox"/>	
EOC ACTION PLAN	B2	
<b>FOR OPERATIONAL PERIOD:</b> <b>FROM:</b> <i>Date/Time</i> _____ <b>TO:</b> <i>Date/Time</i> _____		
<b>SITUATION SUMMARY</b>		
<b>MAJOR INCIDENTS/ EVENTS IN PROGRESS</b>		
TYPE OF INCIDENT	LOCATION	SUPPORT REQUESTED
<b>OVERALL OBJECTIVES</b>		
<b>PUBLIC INFORMATION MESSAGE</b>		
<b>ATTACHMENTS</b>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		





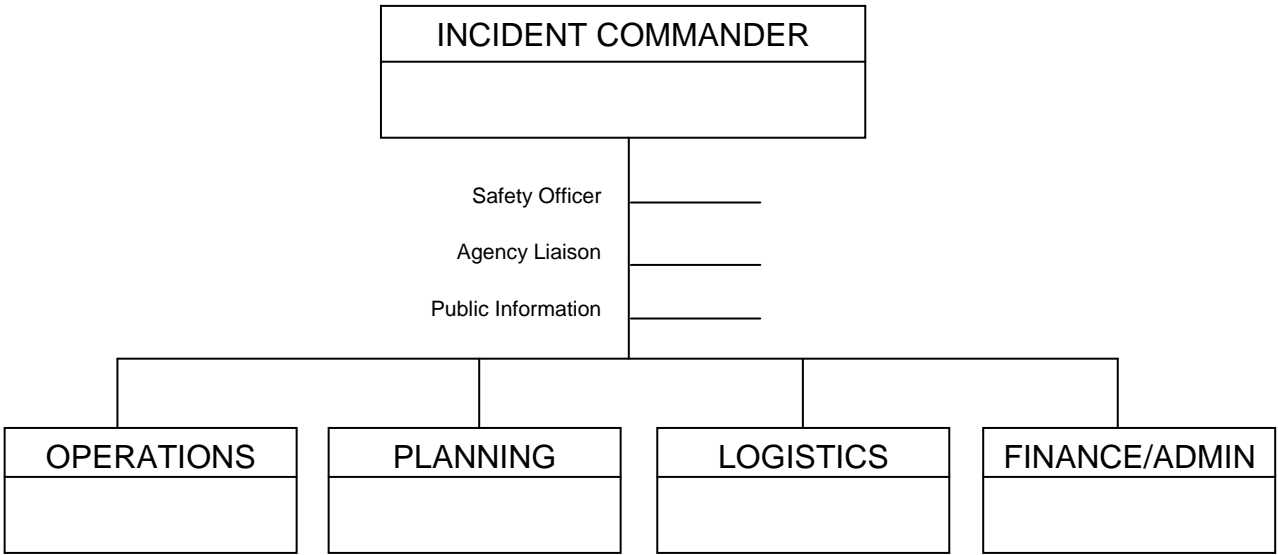






<b>INCIDENT NAME:</b> <i>Date Prepared:</i> _____ <i>Time Prepared:</i> _____	<b>PREPARED BY:</b> POSITION: _____
<b>INCIDENT BRIEFING</b>	<b>B4</b> Page 3 of 4

**CURRENT ORGANIZATION**













<b>PREPARED BY:</b>		<b>APPROVED BY:</b>	
<i>Date:</i>		<i>Time:</i>	
<b>RESOURCE REQUEST</b>			<b>D1</b>
<b>SECTION:</b>		<b>TELEPHONE:</b>	<b>No.</b>
<b>SECTION CHIEF:</b>		<b>OPERATIONAL PERIOD</b>	
		<i>From:</i>	<i>To:</i>
<b>REQUEST TO LOGISTICS</b>			
<b>Resource Needed:</b>			
<b>Type/Size of Resource:</b>			
<b>Number/Amount Needed:</b>			
<b>Special Instructions:</b>			
<b>NEEDED BY:</b>	<i>Date:</i>	<i>Time:</i>	
<b>DELIVER TO/TRANSPORTATION NEEDED:</b>			
<b>RESPONSE FROM LOGISTICS</b>			
<b>FROM:</b>	<b>TELEPHONE:</b>	<i>Date/Time:</i>	



<b>CHECK-IN / CHECK-OUT</b>					<b>D2</b>
<b>OPERATION PERIOD:</b>		From: _____ To: _____		<b>CHECK IN LOCATION:</b>	PAGE _____ of _____
#	TIME		PRINT NAME	SECTION/POSITION	INITIAL
	IN	OUT			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

If additional space is needed, ✓box and use duplicate of this form

*This form corresponds to EOC-511*





VOLUNTEER CHECK-IN							D4
OPERATION PERIOD:		<i>From:</i>		CHECK IN LOCATION:			PAGE _____
		<i>To:</i>					of _____
#	TIME		PRINT NAME	ADDRESS	PHONE	SKILLS	Assigned
	IN	OUT					
1							
2							
3							
4							
5							
6							
7							
8							
9							

If additional space is needed, ✓ box and use duplicate of this form



<b>PREPARED BY:</b>		<b>APPROVED BY:</b>			
<i>Date:</i> _____		<i>Time:</i> _____			
<b>SITUATION STATUS REPORT INITIAL ASSESSMENT</b>				<b>E1 of 6</b>	
<b>OPERATION START:</b>		<i>Date:</i> _____		<i>Time:</i> _____	
<i>This form is to be completed and forwarded to the Emergency Operations Center by the Principal or designee as soon as evacuation has been completed and the required information collected.</i>					
<b>IMMEDIATE ASSISTANCE REQUIRED</b>					
<b>NONE</b>					
<b>MEDICAL</b>					
<b>FIRE</b>					
<b>SEARCH &amp; RESCUE</b>					
<b>LAW ENFORCEMENT</b>					
<b>PUBLIC WORKS</b>					
<b>STUDENT/STAFF STATUS</b> <i>Names on Form E-2 and E-3, respectively</i>					
	<b>MISSING</b>	<b>TRAPPED</b>	<b>INJURED</b>	<b>DECEASED</b>	<b>ALL ACCOUNTED</b>
<b>STUDENTS</b>					
<b>STAFF</b>					
<b>OTHERS</b>					
<b>CONDITION OF SCHOOL BUILDING AND GROUNDS</b>					
<b>LOCATION</b> <i>Building/Classroom No.</i>		<b>STRUCTURAL DAMAGE</b> <i>e.g., wall cracked, fallen light fixtures, shattered windows, broken water pipes, etc.</i>			
<input type="checkbox"/> <b>If additional space is needed, ✓box and use Supplemental Form E-6</b>					
<b>CONDITION OF NEIGHBORHOOD</b> <i>e.g., fallen power lines, debris-cluttered streets, flooding, mudslide</i>					
<input type="checkbox"/> <b>If additional space is needed, ✓box and use Supplemental Form E-6</b>					



<b>STUDENT STATUS REPORT INITIAL ASSESSMENT</b>		<b>E2 of 6</b>	
<b>OPERATION START:</b>		<i>Date:</i>	<i>Time</i>
<b>CONDITION OF STUDENTS</b>			
<b>MISSING</b>		<b>NAME</b>	
<b>Possible Location</b>			
<b>TRAPPED</b>		<b>NAME</b>	
<b>Location</b>			
<b>INJURED</b>		<b>Type of Injury</b>	<b>NAME</b>
<b>Location</b>			
<b>DECEASED</b>		<b>NAME</b>	
<b>Location</b>			
<input type="checkbox"/> If additional space is needed, ✓box and use Supplemental Form E-4			



<b>STAFF STATUS REPORT INITIAL ASSESSMENT</b>				<b>E3 of 6</b>
<b>OPERATION START:</b>		<i>Date:</i>		<i>Time:</i>
<b>CONDITION OF STAFF</b>				
<b>MISSING</b>				
<b>Possible Location</b>		<b>NAME</b>		
<b>TRAPPED</b>				
<b>Location</b>		<b>NAME</b>		
<b>INJURED</b>				
<b>Location</b>		<b>Type of Injury</b>		<b>NAME</b>
<b>DECEASED</b>				
<b>Location</b>		<b>NAME</b>		

If additional space is needed, ✓ box and use Supplemental Form E-4









<b>PREPARED BY:</b>		<b>APPROVED BY:</b>	
<i>Date:</i>	<i>Time:</i>		
<b>SITUATION STATUS REPORT UPDATE</b>		<b>F1 of 2</b>	
<b>OPERATIONAL START:</b>	<i>Date:</i>	<i>Time:</i>	
<b>NO. OF STUDENTS REMAINING AT SCHOOL</b>		<b>NO. OF STAFF REMAINING TO CARE FOR STUDENTS</b>	
<b>ASSISTANCE REQUIRED</b>			
<b>MEDICAL</b>			
<b>WATER</b>			
<b>FOOD</b>			
<b>BLANKETS</b>			
<b>ADDITIONAL PERSONNEL TO ASSIST WITH CARE</b>			
<b>OTHER</b>			
<input type="checkbox"/> If additional space is needed, ✓box and use reverse side of this form			



<b>PREPARED BY:</b> <i>Date:</i> _____ <i>Time:</i> _____		<b>APPROVED BY:</b>		
<b>SITUATION STATUS REPORT UPDATE (2)</b>			<b>F2 of 2</b>	
<b>OPERATIONAL START:</b>	<i>Date:</i> _____	<i>Time:</i> _____		
<b><i>Do not enter buildings until the structural evaluation is complete, and the buildings are designated as safe.</i></b>				
<b>DAMAGE ASSESSMENT</b>				
<b>TYPE</b>	<b>SEVERITY</b>			<b>LOCATION/ROOM NO</b>
	None	Slight	Severe	Hazardous
<b><u>UTILITIES</u></b>				
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water heater/boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>HAZARDOUS MATERIALS</u></b>				
Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>PHYSICAL HAZARDS</u></b>				
Broken glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damaged buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways, bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTES:</b> <i>(description of trouble, location, severity or hazardous materials):</i>				
<b>FINDINGS:</b>				
<input type="checkbox"/> Building or room is SAFE for reoccupancy				
<input type="checkbox"/> Building or room is CLOSED due to hazardous condition				
<b>CORRECTIVE MEASURES NEEDED :</b> <i>(to be completed prior to reoccupancy)</i>				
<input type="checkbox"/> If additional space is needed, ✓box and use reverse side of this form				



<b>PREPARED BY:</b> <i>Date:</i> _____ <i>Time:</i> _____		
<b>DEMOBILIZATION CHECKOUT</b>		<b>G1</b>
1. <b>INCIDENT NAME:</b>	2. <b>DATE/TIME</b>	3. <b>NO.</b>
4. <b>UNIT/PERSONNEL RELEASED</b>		
5. <b>TRANSPORTATION TYPE/NO.</b>		
6. <b>ACTUAL RELEASE DATE/TIME</b>	7. <b>MANIFEST?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b> <b>NUMBER:</b>	
8. <b>DESTINATION</b>	9. <b>AGENCY/REGION NOTIFIED</b> Name _____ Date _____	
10. <b>Unit leader responsible for collecting performance rating</b>		
11. <b>UNIT/PERSONNEL</b> You and your resources have been released subject to signoff from the following: <i>(Demobilization Unit Leader check the appropriate box)</i>		
<b>LOGISTICS</b>		
<input type="checkbox"/> Supplies/Equipment		
<input type="checkbox"/> Communications		
<input type="checkbox"/> Facilities		
<input type="checkbox"/> Transportation		
<b>PLANNING</b>		
<input type="checkbox"/> Documentation		
<b>FINANCE/ADMINISTRATION</b>		
<input type="checkbox"/> Timekeeping		
<b>OTHER</b>		
<input type="checkbox"/>		
<input type="checkbox"/>		
12. <b>REMARKS</b>		

*This form corresponds to ICS-221*