

## MASTER DOCUMENTATION INDEX

INCIDENT NAME: \_\_\_\_\_ INCIDENT NUMBER: \_\_\_\_\_

DATES: \_\_\_\_\_ LOCATION: \_\_\_\_\_ TOTAL # BOXES: \_\_\_\_\_

INCIDENT COMMANDER(S): \_\_\_\_\_

PLANNING SECTION CHIEF(S): \_\_\_\_\_

BOX #	Section Records	✓	BOX #		✓
	<b>COMMAND &amp; ADMIN</b>			<b>PLANNING SECTION</b>	
	Agency Administrator Briefing / Packet		IHF	Photos, (Annotated)	
IHF	Delegation of Authority / Return of DOA				
	Disciplinary / Sensitive Items <b>CONFIDENTIAL</b>			<b>COMPUTER TECHNICAL SPECIALIST</b>	
IHF	Final Incident Narrative			Equipment / Property Records	
IHF	ICS 201 Incident Briefing			<b>DEMOB UNIT</b>	
	IMT Transition / Debriefing			Demob Plan	
	Incident Complexity Analysis			Final ISUITE / ROSS Database Printout	
IHF	Individual Fire Report FS-5100-29/DI-1202			ICS 221 Demob Checkout AIRCRAFT	
IHF	Mechanical Use in Wilderness Request			ICS 221 Demob Checkout CREWS	
IHF	Significant Events Narrative / Notes			ICS 221 Demob Checkout EMERGENCY	
IHF	Special Interest / Political Inquiries			ICS 221 Demob Checkout EQUIPMENT	
	Turnback Standards			ICS 221 Demob Checkout OVERHEAD	
IHF	Wildland Fire Decision Support System (WFDSS)			Performance Evaluations (OH, Crews, Equip)	
	<b>HUMAN RESOURCES</b>			R & R Plan / Information	
	Critical Inc Stress Mgt Narrative <b>DON'T FILE</b>			<b>DOCUMENTATION UNIT</b>	
	HR Significant Events Reports <b>CONFIDENTIAL</b>			Master Documentation Index	
	<b>INFORMATION</b>			<b>FIRE BEHAVIOR ANALYST / IMET</b>	
	Community Relations / PSAs		IHF	Field Weather Observations (not RAWs)	
	Closure Orders / Restrictions		IHF	Final FBAN / LTAN Report	
	Information Summary / Comm Strategy			Fire Behavior Projections	
	Media Log / Key contacts / Traplines			Spot Weather Forecasts	
IHF	Newspaper Clippings			<b>RESOURCE ADVISOR</b>	
IHF	Press Releases / Daily Fire Updates			Resource Advisor Info / Plans	
	Public Meeting Agendas / Notes / Briefings			Suppression Repair/Rehab Plan	
	Special Events / Tours / VIP Visits			<b>RESOURCE UNIT</b>	
	Thank You Letters		IHF	Incident Action Plans, orig/corr (w/215/215A)	
	Web Pages / Videos / Photos			ICS 207 Organization Chart	
	<b>LIAISON / AGENCY REPS</b>			ICS 211 Check-in Lists	
	Contact Log / Conversation Record		IHF	ICS 215 Planning Worksheet	
	LOFR Significant Events Reports		IHF	ICS 215A LCES Safety Analysis	
	<b>SAFETY</b>			Resource Tracking Glide Path	
	Accident Investigation Reports			<b>SITUATION UNIT</b>	
	Hazard Abatement / Safety Strategy		IHF	Final Agency Jurisdiction/Ownership Map	
	JHAs / Fire shelter Training		IHF	Final Fire Perimeter Map	
	Safety Inspections / OSHA Reports		IHF	Final Fire Progression Map	
	Safenets			Final Fire Suppression Repair/Rehab Map	
				GIS Data (File with Electronic at close of incident)	

BOX #	SITUATION UNIT	✓	BOX #	SUPPLY UNIT
	ICS 209 Incident Status Summary			Daily Inventory
IHF	ICS 209 Incident Status Summary (Final only)			Fire Property Issue Logs
IHF	Infrared Imagery (with interpretation)			Property Loss / Damage Report
	Maps – Special Products (not daily ops)			Resource Orders (ICS-213) - CREWS
	Structural Damage Assessment			Resource Orders (ICS-213) - EQUIPMENT
	TRAINING SPECIALIST			Resource Order (ICS-213)s - OVERHEAD
	Incident Training Narrative / Final Report			Resource Orders (ICS-213) - SUPPLIES
	Individual Records A-L			Saw Part Orders
	Individual Records M-Z			Supply Issue Logs
	ELECTRONIC DATA			Supply Orders, General (ICS-213)
	Command & Admin			Waybills
	Finance			BuyingTeam Waybills
	Logistics			OPERATIONS SECTION
	Planning			Contingency Plan(s)
	GIS Data			Demob Glide Path
	Operations			Evacuation / Re-entry Plans
	LOGISTICS SECTION			Strategy / Tactics
	COMMUNICATIONS UNIT			Structure Defense/Protection Plan(s)
	Communications Equipment Inventory			AIROPERATIONS
	Radio Traffic Logs / Telephone Logs			Aircraft Authorizations
	Repeater Site Documentation			Flight Use/ Hour Tracking (FS 127/OES 23)
	Radio Repairs			Helibase Daily Use / Cost Summary
	FACILITIES UNIT			Helibase Documentation (misc)
	Facilities Health Inspections			Helicopter Daily Use / Cost Summary
	FOOD UNIT			Helicopter Briefing / Debriefing Checklist
	Caterer – Menu / Meal Logs			Helicopter Crew Information Sheet
	Caterer – Orders / Waybills			Helicopter Information Sheet
	Food/Caterer Health Inspections			Helicopter Demob Information Sheet
	GROUND SUPPORT UNIT			Load Calculations / Manifests
	Equipment Repair Orders			Mission Request / Flight Following Log
	Hazard Mitigation – NoxiousWeeds/Hazmat			Retardant Drop Tracking
	ICS 212 – Demob Vehicle Safety Inspection			Safecomms
	ICS 218 – Support/Trans Vehicle Inventory			Temporary Flight Restrictions (TFRs)
	OF 296 – Vehicle/Heavy Equip Pre-Use Inspection			FINANCE SECTION
	Rental Vehicle Checkout List			Land Use Agreements
	Rental Vehicle Inventory			COMP / CLAIMS UNIT
	Vehicle Dispatch Logs – Buses, PUs, etc			Comp for Injury Documents / Logs
	MEDICAL UNIT			Property Damage Claims / Logs
	Accident Action Plan			COST UNIT
	Medical Injury / Treatment Log			Aircraft Costs – Rotary / Fixed Wing
	Medical Issue Log			Cost Share Apportionment / Agreements
	Patient Medical Evaluations (DO NOT FILE)			Cost Summary (Cumulative)
	SECURITY UNIT			Cost Management
	Patrol Logs		IHF	Final Statement of Costs
	Security Plan			ISUITE Daily Cost Tracking Printout
	SUPPLY UNIT			PROCUREMENT UNIT
	Accountable Property Summary - Cache			Buying Team Purchase Receipts
	AD-112, Incident Replacement Requisition			Buying Team Purchase Log / Equipment Log
	Cache Issue Report			Commissary-Contract/Costs/Claims

BOX #	PROCUREMENT UNIT	✓	BOX #	OPERATIONS SECTION ICS-213
	Contract Letter to CO			Operations Section Chief
	Contractor Performance Evaluations			Air Operations
	EERA Copies (NON-RECORD/DO NOT FILE)			
	Equipment Time / Records / Claims			ICS 214 – UNIT LOGS
	Invoices / Issue Reports			COMMAND/ADMIN ICS-214
	Operating Plan			IC / Deputy IC
	Pricing Issues			Information
	TIME UNIT			Human Resources
	Excessive Shift Justification			Liaison / AREP
	I-9s and Tax Forms			Safety
	Length of Assignment Extension			FINANCE SECTION ICS-214
	Personnel Time Records			Finance Section Chief
	Work / Rest Justification / Worksheet			Comp / Claims
				Cost
	ICS 213 – GENERAL MESSAGES			Procurement
	COMMAND/ADMIN ICS-213			Time
	IC / Deputy IC			LOGISTICS SECTION ICS-214
	Information			Logistics Section Chief
	Human Resources			Communications
	Liaison / AREP			Facilities
	Safety			Food
	FINANCE SECTION ICS-213			Ground Support
	Finance Section Chief			Medical
	Comp / Claims			Security
	Cost			Supply
	Procurement			PLANNING SECTION ICS-214
	Time			Planning Section Chief
	LOGISTICS SECTION ICS-213			Computer Technical Specialist
	Logistics Section Chief			Demob
	Communications			Documentation
	Facilities			Resource Advisor
	Food			Resources
	Ground Support			Situation (Includes FBAN / IMET / FOBS)
	Medical			Training Specialist
	Security			OPERATIONS SECTION ICS-214
	Supply (Orders)			Operations Section Chief
	Supply (Other Messages)			Air Operations
	PLANNING SECTION ICS-213			
	Planning Section Chief			
	Computer Technical Specialist			
	Demob			
	Documentation			
	Resource Advisor			
	Resources			
	Situation (Includes FBAN / IMET / FOBS)			
	Training Specialist			