MASTER DOCUMENTATION INDEX

INCIDENT NAME: INCIDENT NUMBER:

DATES: LOCATION: TOTAL # BOXES:

INCIDENT COMMANDER(S):

PLANNING SECTION CHIEF(S):

| Box # | Section Records | Empty  column  use as a check box | Box # | Section Records | Empty  column  use as a check box |
| --- | --- | --- | --- | --- | --- |
|  | **COMMAND / ADMIN** |  |  | DMOB UNIT Cont’d |  |
|  | Agency Administrator Briefing / Packet |  |  | ICS 221 Demob Checkout CREWS |  |
| IHF | Delegation of Authority / Return of DOA |  |  | ICS 221 Demob Checkout EMERGENCY |  |
|  | Disciplinary / Sensitive Items **CONFIDENTIAL** |  |  | ICS 221 Demob Checkout EQUIPMENT |  |
| IHF | Fire Narrative / Executive Summary |  |  | ICS 221 Demob Checkout OVERHEAD |  |
| IHF | ICS 201 Incident Briefing |  |  | Performance Evaluations (OH, Crews, Equipment) |  |
|  | IMT Transition / Debriefing |  |  | R & R Plan / Information |  |
|  | Incident Complexity Analysis |  |  | DOCUMENTATION UNIT |  |
| IHF | Individual Fire Report ( FS 5100-29/DI-1202) |  |  | Master Documentation Index |  |
| IHF | Mechanical Use in Wilderness Request |  |  | FBAN / LTAN / IMET |  |
| IHF | Significant Events Narrative / Reports |  | IHF | Field Weather Observations (not RAWS) |  |
| IHF | Special Interest / Political Inquiries |  | IHF | Final FBAN / LTAN / IMET Report |  |
|  | Turnback Standards |  |  | Fire Behavior Projections |  |
| IHF | Wildland Fire Decision Support System (WFDSS) |  |  | Spot Weather Forecasts |  |
|  | HUMAN RESOURCES |  |  | RESOURCE ADVISOR |  |
|  | Critical Inc Stress Mgt Narrative **DO NOT FILE** |  |  | Resource Advisor Information / Plans |  |
|  | HR Significant Events Reports **DO NOT FILE** |  |  | Suppression Repair / Rehab Plan |  |
|  | INFORMATION |  |  | RESOURCES UNIT |  |
|  | Community Relations / PSAs |  | IHF | Incident Action Plans, orig/corr (with 215/215A) |  |
|  | Closure Orders / Restrictions |  |  | ICS 207 Organization Chart |  |
|  | Information Summary / Comm Strategy |  |  | ICS 211 Check-in Lists |  |
|  | Media Log / Key Contacts / Traplines |  | IHF | ICS 215 Planning Worksheet |  |
| IHF | Media Releases / Daily Fire Updates |  | IHF | ICS 215A LCES Safety Analysis |  |
| IHF | Newspaper Clippings |  |  | Resource Tracking Glide Path |  |
|  | Public Meeting Agendas / Notes / Briefings |  |  | SITUATION UNIT |  |
|  | Special Events / Tours / VIP Visits |  | IHF | Final Agency Jurisdiction / Ownership Map |  |
|  | Thank You Letters |  | IHF | Final Fire Perimeter Map |  |
|  | Web Pages / Videos / Photos |  | IHF | Final Fire Progression Map |  |
|  | LIAISON / AGENCY REPS |  |  | Final Fire Suppression Repair / Rehab Map |  |
|  | Contact Log / Conversation Record |  |  | GIS Data (file w/electronic @ close of incident) |  |
|  | LOFR Significant Events / Reports |  |  | ICS 209WF Incident Status Summary |  |
|  | SAFETY |  | IHF | ICS 209WF Incident Status Summary (final) |  |
|  | Accident Investigation Reports |  | IHF | Infrared Imagery (with interpretation) |  |
|  | Hazard Abatement / Safety Strategy |  |  | Maps – Special Products (not daily ops) |  |
|  | JHAs / Fire Shelter Training |  |  | Structural Damage Assessment |  |
|  | Safety Inspections / OSHA Reports |  |  | TRAINING SPECIALIST |  |
|  | SAFENETs |  |  | Incident Training Narrative / Final Report |  |
|  | **PLANNING SECTION** |  |  | Individual Records A-L |  |
| IHF | Photos (with captions) |  |  | Individual Records M-Z |  |
|  | IT SUPPORT SPECIALIST |  |  | ELECTRONIC DATA |  |
|  | Equipment / Property Records |  |  | Command / Admin |  |
|  | DEMOB UNIT |  |  | Finance |  |
|  | Demob Plan |  |  | Logistics |  |
|  | Final Resources Database Printout |  |  | Planning |  |
|  | ICS 221 Demob Checkout AIRCRAFT |  |  | GIS Data |  |
|  | ELECTRONIC DATA cont’d |  |  | AIR OPERATIONS Cont’d |  |
|  | Operations |  |  | Helicopter Daily Use / Cost Summary |  |
|  | **LOGISTICS SECTION** |  |  | Helicopter Briefing / Debriefing Checklist |  |
|  | COMMUNICATIONS UNIT |  |  | Helicopter Crew Information Sheet |  |
|  | Communications Equipment Inventory |  |  | Helicopter Information Sheet |  |
|  | Radio Traffic Logs / Telephone Logs |  |  | Helicopter Demob Information Sheet |  |
|  | Repeater Site Documentation |  |  | Load Calculations / Manifests |  |
|  | Radio Repairs |  |  | Mission Request / Flight Following Log |  |
|  | FACILITIES UNIT |  |  | Retardant Drop Tracking |  |
|  | Facilities Health Inspections |  |  | Safecoms |  |
|  | FOOD UNIT |  |  | Temporary Flight Restrictions (TFRs) |  |
|  | Caterer – Menu / Meal Logs |  |  | **FINANCE SECTION** |  |
|  | Caterer – Orders / Waybills |  |  | Land Use Agreements |  |
|  | Food / Caterer Health Inspections |  |  | COMP / CLAIMS UNIT |  |
|  | GROUND SUPPORT UNIT |  |  | Comp for Injury Documents / Logs |  |
|  | Equipment Repair Orders |  |  | Property Damage Claims / Logs |  |
|  | Hazard Mitigation – Noxious Weeds / Hazmat |  |  | COST UNIT |  |
|  | ICS 212WF Dmob Vehicle Safety Inspection |  |  | Aircraft Costs – Rotary / Fixed Wing |  |
|  | ICS 218 Support / Trans Vehicle Inventory |  |  | Cost Share Apportionment / Agreements |  |
|  | OF 296 Vehicle / Heavy Equip Inspection Cklst |  |  | Cost Summary (Cumulative) |  |
|  | Rental Vehicle Checkout List & Inventory |  |  | Cost Management |  |
|  | Vehicle Dispatch Logs – Buses, Pick-ups, etc |  | IHF | Final Statement of Costs |  |
|  | MEDICAL UNIT |  |  | Final Daily Cost Tracking Database Printout |  |
|  | Accident Action Plan |  |  | PROCUREMENT UNIT |  |
|  | Medical Injury / Treatment Log |  |  | Buying Team Purchase Receipts |  |
|  | Medical Issue Log |  |  | Buying Team Purchase Log / Equipment Log |  |
|  | Patient Medical Evaluations **DO NOT FILE** |  |  | Commissary – Contract / Costs / Claims |  |
|  | SECURITY UNIT |  |  | Contract Letter to CO |  |
|  | Patrol Logs |  |  | Contractor Performance Evaluations |  |
|  | Security Plan |  |  | EERA Copies **NON-RECORD / DO NOT FILE** |  |
|  | SUPPLY UNIT |  |  | Equipment Time / Records / Claims |  |
|  | Accountable Property Summary to Cache |  |  | Invoices / Issue Reports |  |
|  | Incident Replacement Authorizations |  |  | Operating Plan |  |
|  | Cache Issue Report |  |  | Pricing Issues |  |
|  | Daily Inventory |  |  | TIME UNIT |  |
|  | Fire Property Issue Logs |  |  | Excessive Shift Justification |  |
|  | Property Loss / Salvage Reports |  |  | I-9s and Tax Forms |  |
|  | Resource Orders – CREWS / EQUIP (ICS 213) |  |  | Length of Assignment Extension |  |
|  | Resource Orders – OH / SUPPLIES (ICS 213) |  |  | Personnel Time Records |  |
|  | Saw Parts Orders |  |  | Work / Rest Justification / Worksheet |  |
|  | Supply Issue Logs |  |  | **ICS 213 – GENERAL MESSAGES** |  |
|  | Supply Orders – BUYT (ICS 213) |  |  | COMMAND/ADMIN ICS 213 |  |
|  | Supply Orders – CACHE (ICS 213) |  |  | IC / Deputy IC |  |
|  | Supply Orders – LINE (ICS 213) |  |  | Information |  |
|  | Supply Orders – GENERAL (ICS 213) |  |  | Human Resources |  |
|  | Waybills / Buying Team Waybills |  |  | Liaison / AREP |  |
|  | **OPERATIONS SECTION** |  |  | Safety |  |
|  | Contingency Plan(s) |  |  | FINANCE SECTION ICS 213 |  |
|  | Demob Glide Path |  |  | Finance Section Chief |  |
|  | Evacuation / Re-Entry Plans |  |  | Comp / Claims |  |
|  | Strategy / Tactics |  |  | Cost |  |
|  | Structure Defense / Protection Plan(s) |  |  | Procurement |  |
|  | AIR OPERATIONS |  |  | Time |  |
|  | Aircraft Authorizations |  |  | LOGISTICS SECTION ICS 213 |  |
|  | Flight Use / Hour Tracking (FS 127/OES 23) |  |  | Logistics Section Chief |  |
|  | Helibase Daily Use / Cost Summary |  |  | Communications |  |
|  | Helibase Documentation (misc) |  |  | Facilities |  |
|  | LOGISTICS SECTION ICS 213 Cont’d |  |  | FINANCE SECTION ICS 214 cont’d |  |
|  | Food |  |  | Comp / Claims |  |
|  | Ground Support |  |  | Cost |  |
|  | Medical |  |  | Procurement |  |
|  | Security |  |  | Time |  |
|  | Supply (Orders) |  |  | LOGISTICS SECTION ICS 214 |  |
|  | Supply (Other Messages) |  |  | Logistics Section Chief |  |
|  | PLANNING SECTION ICS 213 |  |  | Communications |  |
|  | Planning Section Chief |  |  | Facilities |  |
|  | Demob |  |  | Food |  |
|  | Documentation |  |  | Ground Support |  |
|  | IT Support Specialist |  |  | Medical |  |
|  | Resource Advisor |  |  | Security |  |
|  | Resources |  |  | Supply |  |
|  | Situation (includes FBAN / IMET / FOBS) |  |  | PLANNING SECTION ICS 214 |  |
|  | Training Specialist |  |  | Planning Section Chief |  |
|  | OPERATIONS SECTION ICS 213 |  |  | Demob |  |
|  | Operations Section Chief |  |  | Documentation |  |
|  | Air Operations |  |  | IT Support Specialist |  |
|  | **ICS 214 – UNIT LOGS** |  |  | Resource Advisor |  |
|  | COMMAND / ADMIN ICS 214 |  |  | Resources |  |
|  | IC / Deputy IC |  |  | Situation (includes FBAN / IMET / FOBS) |  |
|  | Information |  |  | Training Specialist |  |
|  | Human Resources |  |  | OPERATIONS SECTION ICS 214 |  |
|  | Liaison / AREP |  |  | Operations Section Chief |  |
|  | Safety |  |  | Air Operations |  |
|  | FINANCE SECTION ICS 214 |  |  |  |  |
|  | Finance Section Chief |  |  |  |  |