

MASTER DOCUMENTATION INDEX

INCIDENT NAME: _____ INCIDENT NUMBER _____

DATES: _____ LOCATION: _____ TOTAL # BOXES _____

INCIDENT COMMANDER(S): _____

PLANNING SECTION CHIEF(S): _____

X	BOX #	X	BOX #
	COMMAND & ADMIN RECORDS		PLANNING SECTION RECORDS
	Agency Administrator Briefing / Packet		Damage Assessment / Fire Effects
	Delegation of Authority / Return of DOA IHF		Photos, Essential (annotated) IHF
	Disciplinary / Sensitive Items		Turnback Standards
	Final Incident Narrative IHF		RESOURCE ADVISOR
	ICS 201 Incident Briefing IHF		Resource Advisor Info / Resource Plans
	IMT Transition / Debriefing / Perf Eval		Suppression Repair/Rehab Plan
	Incident Complexity Analysis		RESOURCE UNIT
	Mechanical Use in Wilderness Request IHF		Incident Action Plans, orig/corr (w/215/215A) IHF
	Significant Events Narrative / Notes		ICS 207 Organization Chart
	Special Interest / Political Inquiries		ICS 211 Check-in List
	Wildland Fire Decision Support Sys-WFDSS (WFSA) IHF		ICS 215 Planning Worksheet IHF
	HUMAN RESOURCES		ICS 215A LCES Safety Analysis IHF
	Critical Incident Stress Management Narrative		Resource Tracking Glide Path
	Significant Events Narrative / Notes		SITUATION UNIT
	INFORMATION		Final Agency Jurisdiction/Ownership Map
	Community Relations / PSAs		Final Fire Perimeter Map IHF
	Closure Orders / Restrictions		Final Fire Progression Map IHF
	Information Summary / Comm Strategy		Final Fire Suppression Repair/Rehab Map
	Media Log / Key contacts / Traplins		ICS 209 Incident Status Summary (Final only) IHF
	Newspaper Clippings IHF		ICS 209 Incident Status Summary
	Press Releases / Daily Fire Updates IHF		Infrared Imagery (with interpretation) IHF
	Public Meeting Agendas / Notes / Briefings		Maps – Special Products (not daily ops)
	Special Events / Tours / VIP Visits		FIRE BEHAVIOR ANALYST / IMET
	Thank You Letters		Field Weather Observations (not RAWs) IHF
	Web Pages / Videos / Photos		Final FBAN / LTAN Report IHF
	LIAISON / AGENCY REPS		Fire Behavior Projections (FARSITE)
	Contact Log / Conversation Record		FS PRO / RAVAR
	Significant Events		Spot Weather Forecasts
	SAFETY OFFICER		TRAINING SPECIALIST
	Accident Investigation Reports		Incident Training Narrative / Final Report
	Hazard Abatement / Safety Strategy		Individual Records A-L
	JHAs / Fire shelter Training		Individual Records M-Z
	Safety Inspections / OSHA Reports		COMPUTER TECHNICAL SPECIALIST
	Safenets		Equipment / Property Records

X	BOX #	X	BOX #
	DEMOB UNIT		
	Demob Plan		Resource Orders - CREWS
	Final ISUITE / ROSS Database Printout		Resource Orders - EQUIPMENT
	ICS 221 Demob Checkout AIRCRAFT (T-card optional)		Resource Orders - OVERHEAD
	ICS 221 Demob Checkout CREWS (T-card optional)		Resource Orders - SUPPLIES
	ICS 221 Demob Checkout EMERGENCY (T-card optional)		Saw Part Orders
	ICS 221 Demob Checkout EQUIPMENT (T-card optional)		Supply Issue Logs
	ICS 221 Demob Checkout OVERHEAD (T-card optional)		Waybills
			OPERATIONS SECTION RECORDS
	Performance Evaluations (OH, Crews, Equip)		Contingency Plan(s)
	R & R Plan / Information		Demob Glide Path
			Evacuation Plan
	LOGISTICS SECTION		Strategy / Tactics
	COMMUNICATIONS UNIT		Structure Protection Plan
	Communications Equipment Inventory		AIR OPERATIONS
	Radio Traffic Logs / Telephone Logs		Aircraft Authorizations
	Repeater Site Documentation		FS 127/OES 23 – Flight Use/ Hour Tracking
	FACILITIES UNIT		Helibase Daily Use / Cost Summary
	Health Inspections		Helibase Documentation (misc)
			Helicopter Daily Use / Cost Summary
	FOOD UNIT		Helicopter Briefing / Debriefing Checklist
	Caterer – Menu / Meal Logs		Helicopter Information Sheet
	Caterer – Orders / Waybills		Helicopter Crew Information Sheet
	Health Inspections		Helicopter Demob Information Sheet
	GROUND SUPPORT		Load Calculations / Manifests
	Equipment Repair Orders		Mission Request / Flight Following Log
	Hazard Mitigation – Noxious Weeds/Hazmat		Retardant Drop Tracking
	ICS 212 – Demob Vehicle Safety Inspection		Safecomms
	ICS 218 – Support/Transportation Vehicle Inventory		Temporary Flight Restrictions (TFRs)
	OF 296 – Vehicle/Heavy Equip Inspection Checklist		FINANCE SECTION RECORDS
	Rental Vehicle Checkout List		Land Use Agreements
	Rental Vehicle Inventory		COMP / CLAIMS UNIT
	Vehicle Dispatch Logs – Buses, PUs, etc		Comp for Injury Documents / Logs
	SECURITY UNIT		Property Damage Claims / Logs
	Patrol Logs		COST UNIT
	Security Plan		Aircraft Costs – Rotary / Fixed Wing
	MEDICAL UNIT		Cost Share Apportionment / Agreements
	Accident Action Plan		Cost Summary (Cumulative)
	Medical Injury / Treatment Log		Cost Management
	Medical Issue Log		Final Statement of Costs
	Patient Medical Evaluations (DO NOT FILE)		IHF
			ISUITE Daily Cost Tracking Printout
	SUPPLY UNIT		TIME UNIT
	Accountable Property Summary - Cache		Excessive Shift Justification
	Cache Issue Report		I-9s and Tax Forms
	Daily Inventory		Length of Assignment Extension
	Incident Replacement Requisition & AD-112		Personnel Time Records
	Property Loss / Damage Report		Work / Rest Justification / Worksheet

X	BOX #	X	BOX #
	PROCUREMENT UNIT		Training Specialist
	Buying Team Purchase Receipts		OPERATIONS SECTION
	Buying Team Purchase Log / Equipment Log		Operations Section Chief
	Commissary-Contract/Costs/Claims		Air Operations Branch Director
	Contract Letter to CO		ICS 214 – UNIT LOGS
	Contractor performance Evaluations		COMMAND STAFF
	EERA Copies (NON-RECORD/DO NOT FILE)		IC / Deputy IC
	Equipment Time / Records / Claims		Information
	Invoices / Issue Reports		Human Resources
	Operating Plan		Liaison / AREP
	Pricing Issues		Safety
	ICS 213 – GENERAL MESSAGES		FINANCE SECTION
	COMMAND STAFF		Finance Section Chief
	IC / Deputy IC		Comp / Claims
	Information		Cost
	Human Resources		Time
	Liaison / AREP		Procurement
	Safety		LOGISTICS SECTION
	FINANCE SECTION		Logistics Section Chief
	Finance Section Chief		Communications
	Comp / Claims		Facilities
	Cost		Food
	Time		Ground Support
	Procurement		Medical
	LOGISTICS SECTION		Security
	Logistics Section Chief		Supply
	Communications		PLANNING SECTION
	Facilities		Planning Section Chief
	Food		Computer Technical Specialist
	Ground Support		Demob
	Medical		Documentation
	Security		Resource Advisor
	Supply (Orders)		Resources
	Supply (Other Messages)		Situation (Includes FBAN / IMET / FOBS)
	PLANNING SECTION		Training Specialist
	Planning Section Chief		ELECTRONIC DATA
	Computer Technical Specialist		Command & General Staff
	Demob		Finance Section
	Documentation		Logistics Section
	Resource Advisor		Planning Section
	Resources		GIS Data
	Situation (Includes FBAN / IMET / FOBS)		Operations Section