



Coffee Break Training - Command and Control Series

Characteristics of the Incident Command System: Documentation Unit Leader

No. CC-2015-1 December 7, 2015

Learning Objective: The student will be able to understand the Documentation Unit Leader's or DOCL's responsibilities within the Incident Command System (ICS).

The DOCL is responsible for developing the Incident Documentation Plan. The DOCL reports to the Planning Section Chief. On large incidents, documentation can be quite complex, requiring a separate planning activity.

- Review Common Responsibilities.
- Set up work area, and begin organization of incident files.
- Establish duplication services; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.
- Maintain Unit/Activity Log (ICS Form 214).

For additional information regarding the DOCL's responsibilities, the U.S. Fire Administration/National Fire Academy Field Operations Guide can be accessed at <http://feti.lsu.edu/municipal/NFA/TRADE/materials/TRADE%20CD%20XVI//WebHelp/index.htm>.

Planning Section Chief

Documentation Unit Leader

For archived downloads, go to:

www.usfa.fema.gov/training/coffee_break/