



# Field Task Assignment (ICS 204a)

<b>Incident Name:</b>		<b>Operational Period:</b>	
<b>Compiled By:</b>		<b>Date/Time Compiled:</b>	

<b>Team / Callsign:</b>		<b>Sector / Location:</b>	
<b>Operational Task</b>			

<b>Execution Detailed Instructions</b>			
<i>(Key times, Key locations, Key task steps, Key limitations and restrictions, Minimum task requirements, Task completion measures, Key safety reminders)</i>			
<ul style="list-style-type: none"> <li>•</li> </ul>			

<b>Administration and Resources</b>			
<b>Team Leader</b>		<b>Phone</b>	
<b>Team Members</b>			
<b>Name</b>	<b>Phone</b>	<b>Name</b>	<b>Phone</b>
<b>Team Resources</b>			

<b>Communications and Reporting</b>	
<b>Refer to ICS 205f Incident Field Communications Plan for VHF channels and contact numbers</b>	
<b>Standing Reporting Requirements</b>	<b>Standing Documentation Requirements</b>
<ul style="list-style-type: none"> <li>- Report when arriving or departing any sector or staging area.</li> <li>- Report when each task is completed.</li> <li>- Report all safety incidents or near misses.</li> </ul>	<ul style="list-style-type: none"> <li>- Document all equipment usages.</li> <li>- Document start, finish and break times.</li> <li>- Document key decisions and team actions.</li> </ul>
<b>Additional Task Reporting Requirements</b>	<b>Additional Task Documentation Requirements</b>
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<b>Task Assignment Attachments (If Applicable)</b>			
<b>1</b>	205f - Field Communications Plan	<b>2</b>	
<b>3</b>		<b>4</b>	