



LOGISTICS MANAGEMENT (210A)

1. Job Name:

2. Date From:

Date To:

Time From:

Time To:

3. Print Job:

Number	Form	Pages	Single / Double Sided		Quantity Requested	Quantity Printed
1	200E	1	Single	Double		
2	201A	1-2	Single	Double		
3	202A	1	Single	Double		
4	203E	1-2	Single	Double		
5	204A	1-3	Single	Double		
6	205B, Work Area Overview	1	Single	Double		
7	205B, Haz Spaces List	2-3	Single	Double		
8	205B, Haz Spaces List Blank	4-5	Single	Double		
9	205B, Haz Spaces Wk Day	6-7	Single	Double		
10	205B, Personnel Assignment	8-9	Single	Double		
11	205B, Personnel Blank	10-11	Single	Double		
12	205B, Sector Debriefing	12-13	Single	Double		
13	206C	1-21	Single	Double		
14	207C	1-4	Single	Double		
15	208C, Monitoring	1-2	Single	Double		
16	208C, Ventilation	3	Single	Double		
17	208C, Rigging - Overview	4-5	Single	Double		
18	208C, Rigging, Line / Anchor	6-7	Single	Double		
19	208C, Mitigation & Decon	8-9	Single	Double		
20	208C, Medical	10-11	Single	Double		
21	208C, PPE	12	Single	Double		
22	208C, Incident Command	13-14	Single	Double		
23	208C, Risk Matrix	15-16	Single	Double		
24	209C	1-2	Single	Double		
25	210A, Print Job	1-2	Single	Double		
26	210A, Equip Inventory	3-6	Single	Double		
27	210A, O/R Instructions	7	Single	Double		
28	210A, O/R Report	8-11	Single	Double		

JOB OBJECTIVES (201A)

Purpose. The '201A Job Objectives' form describes the basic job strategy broken down into objectives, emphasis/priorities, and safety considerations for use during the next operational period to satisfactorily complete the contracted service agreement.

Preparation. The 201A is completed by the Project Lead or Rescue Incident Commander/Client Interface to prepare the Risk Management Plan (RMP). It serves as a summary cover page. In case of a Unified Command the ITCS/IPS Incident Commander (IC) may approve the 201A.

Distribution. The 201A may be reproduced with the RMP and given to all site, client, and contractor supervisory or other personnel involved in the job. All completed forms must be uploaded to the Web Portal and originals should be returned to the Division Manager or Coordinator.

- Notes:**
- ★ The 201A is part of the RMP and will be used as the opening or summary cover page.
 - ★ If additional pages are needed, use a blank 201A and re-paginate as appropriate.

Block Number	Block Title	Instructions
1	Job Name	★ Enter the name assigned to the job.
2	Operational Period ★ Date and Time From ★ Date and Time To	★ Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>★ Enter clear, concise statements of the objectives for managing the job. Ideally, these objectives will be listed in priority order. These objectives are primarily for the operational period but can be routinely evaluated and amended until the contracted services are complete.</p> <p>★ Objectives should follow the SMART model or a similar approach:</p> <ul style="list-style-type: none"> » Specific Use precise, unambiguous instructions. Use action words. » Measurable Provide a way to evaluate progress, Use metric or data targets. » Achievable Is the outcome achievable with the given, available resources? » Relevant Do the objectives make sense within your job function? Will you achieve the desired outcome with an acceptable work method? » Time bound Set objectives for different time periods as targets to review against?

JOB OBJECTIVES (201A)

Block Number	Block Title	Instructions
4	Operational Period Command Emphasis	★ Enter command emphasis for the operational period, which may include tactical priorities or planned actions, strategies, and tactics (as documented on 201A section 8). It may be a sequence of events or order of events to address. This is a brief outline of the strategies organized into categories to place emphasis based on the Project Lead or RIC/CI's direction.
		★ Example: <ul style="list-style-type: none"> » Staging Prerig for external extraction upwind and uphill of the hazard space. » Demobilization Flake & pile rope bags, inventory and inspect all resources to a state of operational readiness; Report all findings on appropriate forms.
5	General Situational Awareness	★ General situational awareness may include a weather forecast, incident conditions, and/or a general safety message.
		★ If a safety message is included here, it should be reviewed by the other field supervisors (General Foreman or AM/HASS' and Foreman or HASS') to ensure it is in alignment with the '207B Safety Message & PPE Plan' form.
6	Site Safety Plan Required?	★ If a site safety plan is required for this job, select from the ITC/IPS Risk Management Plan forms. It is only necessary to use what is applicable. If a third party has drafted a site safety plan, review it. If adopted, attach it to form '201A Job Objectives' form or the entire RMP forms.
	Yes No	
7	Risk Management Plan (the items checked below are included in this RMP):	★ Check appropriate forms and list other relevant documents that are included in the RMP.
	201A	★ Forms 201-212 have been adapted from ICS forms for ITCS/IPS use. The numbers have been rearranged to help field supervisors determine where to begin the documentation process.
	202A	
	203E	★ Form names have been adapted to better describe ITCS/IPS field usage for nonemergency and emergency operational modes.
	204A	
	205B	★ The letter affixed behind the form number suggests who should complete the form, to better delegate the workload.
	206B	
	207B	» A — Project Lead or RIC/CI
	208B	
	209B	» B — General Foreman or AM/HASS & Foreman or HASS
	210A	
	211A	» C — Attendant or Technician
	212A	
	Map/Sketch	» D — Everyone
	Weather Forecast	
Other: Example (JHA, LOTO, P&ID or other technical drawing, Permits, Safety Attendant Log)	★ Form names and a brief explanation of the content	
	» 201A Job Objectives - Cover sheet	
	» 202A Personnel List - Identify/organize personnel into roles	
	» 203E Activity Log - Track daily tasks for accountability	
	» 204A Communication Plan - Modes, alert system, PACE zones	
	» 205B Personnel Assigned Resources - Track tools & equipment	
	» 206B Job Safety Analysis - Hazards & mitigations for job area	
	» 207B Safety Message & PPE Plan - Toolbox safety meeting	

JOB OBJECTIVES (201A)

Block Number	Block Title	Instructions
7	Risk Management Plan (the items checked on this page or prior page are included in this RMP):	
	201A	★ Form names and a brief explanation of the content
	202A	» 208B HAZWOPER/Rescue Plan - Various subcategories
	203E	» 209B Medical & Decon Plan - Victim triage and intervention
	204A	» 210A Daily Meeting Schedule - For projects; useful for step ups
	205B	» 211A Shift Status Summary - Daily end of shift note
	206B	» 212A Demobilization/Check Out - Leaving site, end of job
	207B	» Map/Sketch - May be provided by site or client. Google map
	208B	» Weather Forecast - Variable weather conditions during shift
	209B	» Other - JHA (preprinted hazards and mitigations for common tasks), LOTO documentation, P&ID, or other technical schematics, Permits, Safety Attendant Logs.
	210A	
211A		
212A		
	Map/Sketch	
	Weather Forecast	
	Other: Example (JHA, LOTO, P&ID or other technical drawing, Permits, Safety Attendant Log)	
8	Approved by Project Lead and/or Rescue Incident Commander/ Client Interface (RIC/CI) Project Lead Name RIC/CI Name	★ Enter the name of the ITCS/IPS field supervisor preparing the 201A form and approving the Risk Management Plan.
		★ Project Lead is primarily used for Catalyst and Safety Attendant Jobs and non-emergency operation modes and RIC/CI for Rescue Jobs and emergency operation modes.
		★ For all individuals, use their legal name or first initial and last name.
		★ If there is a personnel change during the specified operational period, list both names, separated by a slash "/" (e.g., "A. Smith/B. Jones).
		★ If an employee is performing duties in an authorized "Step-Up" capacity, indicate this with a "SU" in parentheses behind the name [e.g., "A. Smith(SU)"] In the case of a Unified Command, one IC may approve the 201A.
		★ For Unified Command during emergency operations mode, label 'UC' in parentheses before the RIC/CI's name [e.g., "(UC) A. Smith"]