

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
INCIDENT ORGANIZATION CHART (ICS 207-CG)

PRIVACY NOTICE

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to record the Incident Command System (ICS) organization position assignments of an incident.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Incident Organization Chart (ICS 207-CG) provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS 207-CG is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207-CG is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207-CG is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The Incident Organization Chart should be part of the Situation Display. All completed original forms MUST be given to the Documentation Unit.

- Notes:**
- The ICS 207-CG is intended to be wall mounted (printed on a plotter). Document size can be modified based on individual needs.
 - The ICS 207-CG may be added as part of the Incident Action Plan

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Operational Period	Enter date initiated (MM/DD/YYYY) and time initiated (using 24-hour clock).
4.	Incident Organization Chart	<ul style="list-style-type: none">• Complete the incident organization chart.• For all individuals, use at least the first initial and last name.• List agency where it is appropriate, such as for Unified Commanders. <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p>
5.	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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INCIDENT ORGANIZATION CHART (ICS 207-CG)

1. Incident Name:

2. Incident Location:

3. Operational Period (Date/Time):

From:

To:

4.

Incident Commander(s)/Unified Command

PUBLIC INFORMATION OFFICER

SAFETY OFFICER

INTELLIGENCE OFFICER

LIAISON OFFICER

..... Indicates
initial contact

AGENCY REPS

OPERATIONS SECTION CHIEF

STAGING AREA MANAGER

PLANNING SECTION CHIEF

SITUATION UNIT LEADER

RESOURCE UNIT LEADER

DOCUMENTATION UNIT LEADER

DEMobilIZATION UNIT LEADER

TECHNICAL SPECIALISTS

LOGISTICS SECTION CHIEF

SUPPORT BRANCH DIRECTOR

SUPPLY UNIT LEADER

FACILITIES UNIT LEADER

VESSEL SUPPORT UNIT LEADER

GROUND SUPPORT UNIT LEADER

SERVICE BRANCH DIRECTOR

FOOD UNIT LEADER

MEDICAL UNIT LEADER

COMMUNICATIONS UNIT LEADER

FINANCE/ADMIN SECTION CHIEF

COST UNIT LEADER

TIME UNIT LEADER

PROCUREMENT UNIT LEADER

COMPENSATION UNIT LEADER

INTEL/INVESTIGATION CHIEF

INTELLIGENCE GROUP

INVESTIGATIONS GROUP

5. Prepared By

Name:

Position Title:

Signature:

Date/Time: