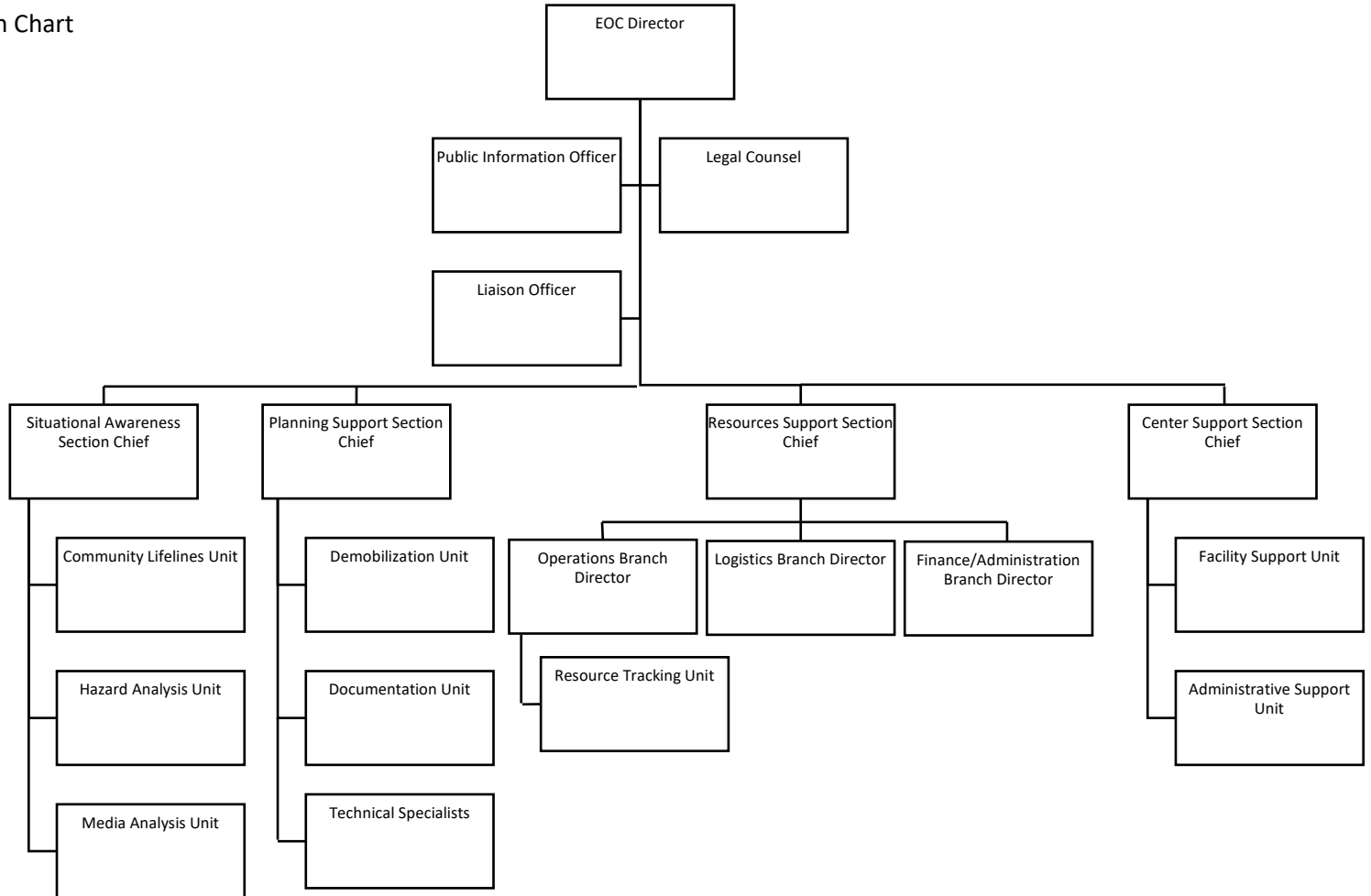


## ISM EOC ORGANIZATION CHART (ISM 207)

1. Incident Name:	2. Operational Period:	Date From: Time From:	Date To: Time To:
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### 3. Organization Chart



ISM 207	IAP Page:	4. Prepared by: Name:	Position/Title:	Signature:	Date/Time:
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## ISM 207

### ISM EOC Organization Chart

**Purpose.** The ISM EOC Organization Chart (ISM 207) provides a **visual wall chart** depicting the ISM organization position assignments for the incident. The ISM 207 is used to indicate what ISM 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 ISM 207 is prepared by the Resource Tracking Unit Leader and reviewed by the EOC Director. Complete only the blocks where positions have been activated, and add additional blocks as needed. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ISM 207 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 ISM 207 is intended to be **wall mounted** at the EOC and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ISM 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- ISM allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than four sections are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Print the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	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	<b>Organization Chart</b>	<ul style="list-style-type: none"><li>• Complete the organization chart.</li><li>• For all individuals, use at least the first initial and last name.</li><li>• If there is a shift change during the specified operational period, list both names, separated by a slash.</li></ul>
4	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).