

# DIVISION/GROUP SUPERVISOR

**MABAS Division 2  
Operational Checklist  
#03-S**  
EFFECTIVE 02/01/10  
Reviewed 6/23/21

**Upon arrival, don appropriate vest and report to IC for briefing**

<b>Responsibilities</b>	<input type="checkbox"/> <b>Obtain briefing from IC, OPS CHIEF, OR BRANCH DIRECTOR</b> <input type="checkbox"/> Determine resources <input type="checkbox"/> Confirm responsibilities <input type="checkbox"/> Confirm tactical assignment <input type="checkbox"/> Confirm communications channel <input type="checkbox"/> Receive and maintain PASSPORTS (if indicated)	<input type="checkbox"/> Resolve logistical problems within division/group
	<input type="checkbox"/> Attend operations briefing	<input type="checkbox"/> Debrief with IC, OPS CHIEF OR BRANCH DIRECTOR prior to leaving shift
	<input type="checkbox"/> Review assignments with subordinates and assign tasks	
	<input type="checkbox"/> Implement IAP for division/group	
	<input type="checkbox"/> Provide updates to IC, OPS CHIEF, or BRANCH DIRECTOR	
	<b>Brief statement of Incident Action Plan</b>	

# DIVISION/GROUP SUPERVISOR

**RADIO DESIGNATION:** AS DESIGNATED      **CHANNEL:** \_\_\_\_\_

**REPORTS TO:** IC, OPS SECTION OR BRANCH DIRECTOR

**REPORTS TO YOU:** TASK FORCES/STRIKE TEAMS, SINGLE RESOURCES

