DOCUMENTS BOX INVENTORY AND SETUP

Purpose: The purpose of this box is to provide a place to store data/documents generated during the initial spin up of an incident/event. The box is set up in an operational period format, and contains pre-made folders to hold the IAP, ICS 211, and the ICS 214. Additional folders are provided for use as the situation dictates.

Contents:

- 1 32 Liter "Really Useful Box"
- 25 Letter Size Hanging Folders
- 9 Tabs Labeled as Follows
  - 1 Tab Labeled "TOC"
  - 8 Tabs Labeled "OPS PERIOD 1 (through 8)"
- 27 Letter Size Manila Folders Labeled as Follows
  - 9 Labeled "IAP"
  - 9 Labeled "211"
  - 9 Labeled "214"

Assembly: This box is assembled in reverse order starting with TOC (time of call), working forward to end with OPS PERIOD 8. Two hanging folders are used between each OPS period folder as spacers for ease of use.

Photo