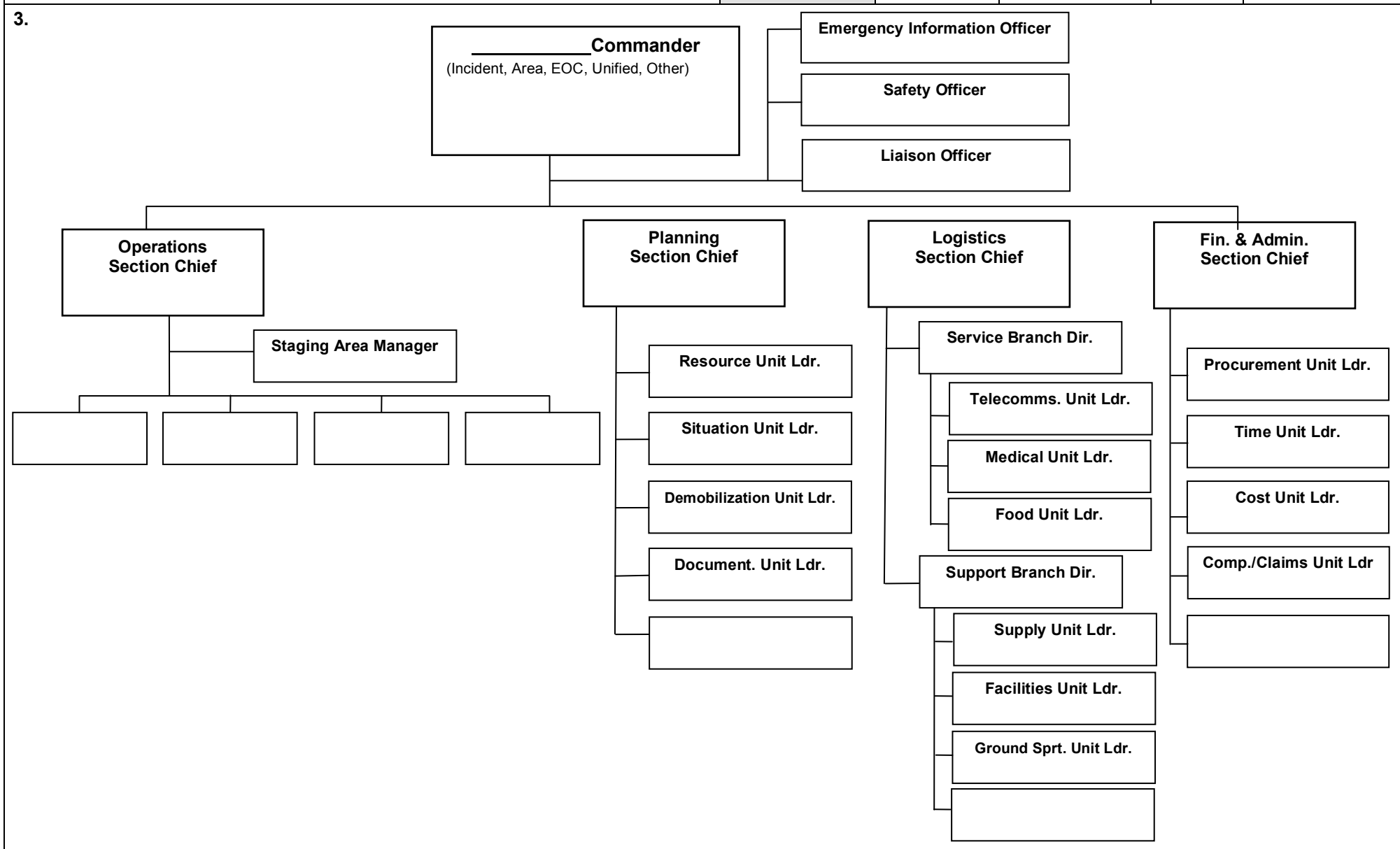


# INCIDENT ORGANIZATION CHART (IMS 207)

<b>1. Incident Name:</b>	<b>2. Operational Period:</b>	Date From:		Date To:	
		Time From:		Time To:	



<b>4. Prepared By:</b>	Name:	Position/Title:	Signature:
IAP Page: _____		Date/Time:	

**IMS 207**  
**Incident Organization Chart**

**Purpose:** The Incident Organization Chart (IMS 207) is used to indicate which IMS organizational elements are currently activated and the names of the personnel staffing each element. Personnel responsible for supervisory organizational positions should be listed in each box, as required. The composition of an actual organization will be event-specific. The composition and size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible.

**Preparation:** The IMS 207 is prepared by the Resource Unit Leader and reviewed by the Incident or EOC Commander. A chart is completed for each operational period and updated when organizational changes occur. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Organization Representatives and all Operations Section organizational elements. Additional pages can be added based on individual need. For detailed information about positions, consult the IMS Doctrine for Ontario. The IMS 207 may be used as a wall-size chart and printed on a plotter for better visibility.

**Distribution:** When completed, the chart is posted on the display board located at the Incident Command Post/EOC or circulated by email as required. All completed original forms must be given to the Documentation Unit.

**Note:** The IMS 207 may be wall mounted (printed on a plotter). Document size can be modified based on individual needs. IMS allows for organizational flexibility, so the Intelligence/Investigative function and/or technical specialists can be embedded in several different places within the organizational structure. Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Item No.	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Operational Period	Enter the start date (YYYY/MM/DD) and time (using the 24-hour clock) and end date and time for the operational period, to which the form applies.
3.	Organization Chart	<ul style="list-style-type: none"> <li>▪ Complete the incident organization chart.</li> <li>▪ For all individuals, use at least the first initial and last name.</li> <li>▪ List the organization where it is appropriate, such as for Unified Commanders.</li> <li>▪ If there is a shift change during the specified operational period, list both names, separated by a slash.</li> </ul>
4.	Prepared By	Enter the name, IMS position and signature of the person preparing the form. Enter the date (YYYY/MM/DD) and time prepared (24-hour clock).