

Auxiliary Communications (AUXCOMM)

Training Course

Student Guide
February 2022



Auxiliary Communications (AUXCOMM)

Training Course

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Training Course

Unit 0: Introduction



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

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Unit 0: Introduction



AUXCOMM

“...volunteer organizations such as community emergency response teams and auxiliary communications volunteers (e.g., amateur radio operators; also called Hams) play key roles...Today, nearly all the States and territories have incorporated some level of participation by amateur radio auxiliary communication operators into their TICPs and SCIPs; this allows them to quickly integrate the operators into response efforts, which can strengthen communications and operations during incidents of any scale.”

---National Emergency Communications Plan (NECP) 2014



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Auxiliary Communications (AUXCOMM)

Auxiliary Communicators are one of many Technical Specialists that may be called upon to support the National Incident Management System (NIMS).

The Incident Commander has the final authority as to where the auxiliary communications (AUXCOMM) personnel will reside within their command.



Terminal Learning Objective Enabling Learning Objectives

TLO: Discuss administrative requirements of the course.

ELO A: Introduce instructors, course coordinator, and volunteers.

ELO B: Present course goals and objectives.

ELO C: Explain course process and develop expectations.



Introduction

- Start/End Times
- Breaks
- Restrooms
- Emergency Exits
- Parking Instructions
- Lunch
- Turn off Radios, Cell Phones, Pagers, Computers
- Drinks/Food in Room
- Instructors
- Volunteers
- Building Access
- Smoking Areas
- Course Coordinator



Administration

- Sign-in sheet
- CASM database
- Completion certificates



CISA Personal Information Announcement

- Communication Assets Survey & Mapping Tool (CASM)
 - Pinpoint student's home agency location
 - COML, COML TtT, COMT, COMT TtT, and AUXCOMM Trainees: Student's name, organization, contact information



CISA Personal Information Announcement (Cont'd)

- CASM
 - System requires username and password
 - Statewide Interoperability Coordinator (SWIC) only allowed to view their State data and/or bordering States
 - Goal is to graphically map Auxiliary Communicator locations
 - Students may opt out



Course Goal

The goal of this 20-hour course is to provide instruction to AUXCOMM volunteers so that their individual and organizational efforts/expertise are appropriately integrated into the public safety/service communications support environment in the Auxiliary Communicator role:

- Provide alternate communications in cases where local services have failed
- At emergency incidents/planned events/training exercises



Course Goal (Cont'd)

- Within the emergency management structure (Emergency Operations Center (EOCs), etc.)
- Supporting communications with other organizations (Red Cross, Salvation Army, etc.)



Course Purpose

- Enable an AUXCOMM volunteer to fill the role of an Auxiliary Communicator
- Educate the Auxiliary Communicator on how to work in a NIMS/ICS environment under the direction of the Communications Unit Leader (COML) or at an EOC under the direction of the EMA Director or designee
- Standardize basic AUXCOMM procedures that can be used either within a state or between states
- Educate volunteers on how to work closely with the public safety community so that communications between the two will be interoperable



Objectives

- Identify the functions, duties, and responsibilities of the Auxiliary Communications Manager (ACM) and Auxiliary Communicators
- Arrive at an incident appropriately dressed, equipped, ready to gather information to assess the assignment, and begin initial planning
- Plan, organize, staff, direct, control, and demobilize the AUXCOMM personnel in a safe and effective manner



Objectives (Cont'd)

- Coordinate with incident sections, communications personnel, and other agencies to accomplish incident objectives
- Design, order, and ensure the installation, operation, and maintenance of all auxiliary communications systems
- Maintain accountability of assigned communications equipment



Unit 0: Summary

- 1) Described the administrative requirements of the course.
- 2) Introduced instructors, course coordinator, and volunteers.
- 3) Presented course goals and objectives.
- 4) Explained course process and developed expectations.



Unit 0 Questions



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ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Name | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team). |
| 4 | ICS Position | Enter the name and ICS position of the individual in charge of the Unit. |
| 5 | Home Agency (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | Resources Assigned | Enter the following information for resources assigned: |
| | <ul style="list-style-type: none"> • Name | Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | <ul style="list-style-type: none"> • ICS Position | Use this section to enter the resource's ICS position (e.g., Finance Section Chief). |
| | <ul style="list-style-type: none"> • Home Agency (and Unit) | Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit). |
| 7 | Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities | <ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc. |
| 8 | 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). |

Auxiliary Communications (AUXCOMM)

Training Course

Unit 1: The Communications Unit and Emergency Operations Center (EOC)



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Auxiliary Communications (AUXCOMM)

Training Course

Unit 1: The Communications Unit and Emergency Operations Center (EOC)



Terminal Learning Objective Enabling Learning Objectives

- TLO:** Confirm knowledge of responsibilities, roles, and functions within the Communications Unit, including roles and functions of the Auxiliary Communications Manager (ACM) and Auxiliary Communicators.
- ELO A:** Identify positions within the Communications Unit.
- ELO B:** Describe responsibilities of positions within the Communications Unit, including Auxiliary Communicators.



AUXCOMM UNIT 1 – THE COMM UNIT AND EOC | 2

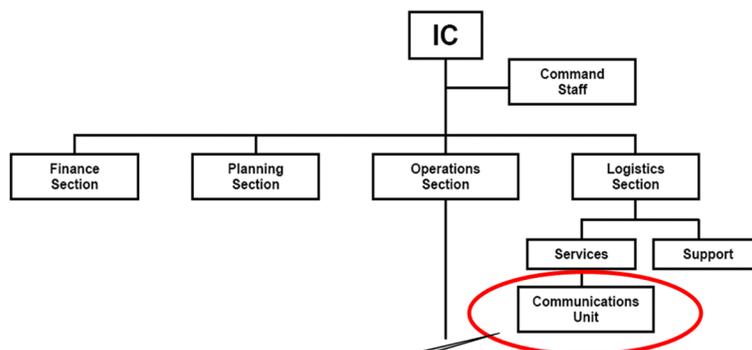
Terminal Learning Objective Enabling Learning Objectives (Cont'd)

- ELO C:** Describe the Planning Cycle.
- ELO D:** Identify other agencies/organizations responsible for coordination and providing assets.
- ELO E:** Describe the functions of an Emergency Operations Center (EOC).



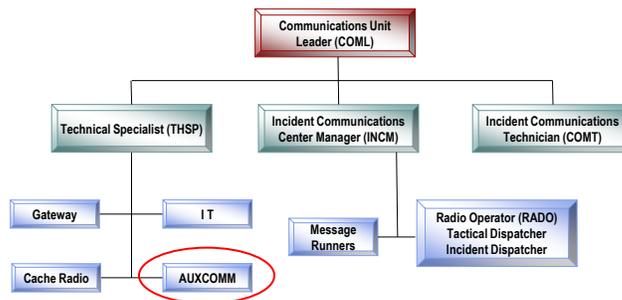
AUXCOMM UNIT 1 – THE COMM UNIT AND EOC | 3

National Incident Management System (NIMS)/Incident Communications System (ICS)



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Communications Unit Personnel



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Communications Coordinator (COMC)

- COMC coordinates communications across multiple incidents when there are multiple requests for communications resources
- COMLs work with the COMC to coordinate communications/notifications
- Locally, dispatch supervisors can act as the COMC
- Different at the field, local, regional, state, and federal levels



AUXCOMM UNIT 1 – THE COMM UNIT AND EOC 6

Communications Unit Leader (COML)

Duties:

Plans and manages the technical and operational aspects of the communications function during an incident.



COML (Cont'd)

Duties:

- Prepares Incident Radio Communications Plan (ICS Form 205)
- Establishes Incident Communications Center (ICC)
- Orders and manages personnel, equipment
- Establishes needed capabilities
- Participates in incident action planning



COML (Cont'd)

Duties:

As with any ICS position, the COML is responsible for the duties of organizationally subordinate positions (Communications Technician (COMT), Incident Communications Center Manager (INCM), Radio Operator (RADO) and Technical Specialist (THSP)) until delegated.



Incident Communications Technician (COMT)

The COMT assists the COML with the design, ordering, installation, operation, and ongoing maintenance of incident communications systems.



COMT (Cont'd)

COMT also supports:

- Other incident functions to assist in accomplishing the overall goals and objectives
- Maintenance and accountability of assigned communications equipment



Incident Communications Center Manager (INCM)

Duties:

- Assist the COML
- Establish and Maintain the Incident Communications Center (ICC)
- Manage the operational aspects of the ICC
- Supervise Radio Operators (RADOs)/Runners



Radio Operator (RADO)

- Staffs a radio position at the ICC and is responsible for documenting all radio and telephone messages
- May also staff a data position responsible for operating data communications equipment



AUXCOMM UNIT 1 – THE COMM UNIT AND EOC

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Incident Dispatchers and Tactical Dispatchers

Some local agencies have trained public safety dispatchers as Incident or Tactical Dispatchers who can bring additional training and experience to an ICC.

- “Incident Dispatcher” is generally an Emergency Medical Service (EMS)/ Fire term
- “Tactical Dispatcher” is generally a law enforcement term



AUXCOMM UNIT 1 – THE COMM UNIT AND EOC

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Technical Specialists (THSP)

THSP is a “catch-all” position that allows for the formal incorporation of personnel who may not be “qualified” in a specific NIMS/ICS position, such as:

- Audio Gateway Specialist
- Auxiliary Communicators
- Cache Radio Specialist
- Geographical Information System (GIS) Specialist



Technical Specialists (THSP) (Cont'd)

- Local Agency Radio Technicians (not qualified as a COMT)
- Mobile Communications Unit (MCU) Specialist
- Telephone/Computer Technicians



Auxiliary Communications Manager (ACM)

- Manages the operational and technical aspects for the Auxiliary Communicators and resources
- Establishes and maintains the AUXCOMM network
- Establishes and/or staffs the Auxiliary Communications area of operations



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Auxiliary Communications Manager (Cont'd)

Supervises AUXCOMM personnel:

- Auxiliary Communicators serving as:
 - Radio Operators
 - Technicians
 - Other support personnel
- Serves as a single point of contact and conduit for information flow between AUXCOMM personnel and the COML or other designated incident supervisor



AUXCOMM UNIT 1 – THE COMM UNIT AND EOC | 18

Auxiliary Communicators

- Supports the operational and technical aspects of the Auxiliary Communications Unit
- Maintains and/or operates the AUXCOMM network
- Staffs the AUXCOMM positions
- Has the knowledge to perform AUXCOMM assigned functions



Auxiliary Communicators (Cont'd)

Performs AUXCOMM duties:

- Radio Operator
- Technician
- Other Technical Specialist (THSP) duties as required and/or assigned depending on their training, experience and qualifications
- Operate on voice, digital, satellite, VoIP, RoIP and numerous other modes if equipment is available

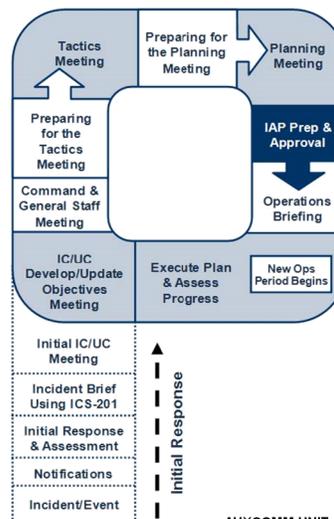


Planning Cycle

- Command and General Staff Meeting
- Tactics/Planning Meeting
- Operations Briefing
- Assertive participation by the COML
 - The ACM and other volunteers do not typically get invited to these meetings, so it is critical that any AUXCOMM requirements be carried to/from these meetings by the COML



Incident Action Planning Cycle



Declared Emergency Coordination

- JFO: Joint Field Offices
- ESF2: Emergency Support Function (Communications)
- EOC: Emergency Operations Centers
- MERS: Mobile Emergency Response Systems



Other “Potential” Jurisdiction Communications Assets

- CERT: Community Emergency Response Team
- CST: National Guard Civil Support Teams
- IMT: Regional, State, and National Incident Management Teams (Type 3, 2 or 1 IMTs)
- FEMA USAR/SUSAR: Federal Emergency Management Agency Urban Search and Rescue Teams/State Urban Search and Rescue Teams



Other “Potential” Jurisdiction Communications Assets

- IST: Incident Support Team
- FCC FedTech
- Other communications response groups



Emergency Operations Center (EOC)

- What is an EOC?
- How is it different from ICS?
- How do they interface?



EOC (Cont'd)

The purpose of an EOC is to establish a central location where government at any level can provide interagency coordination and execute decision making to support incident response.



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EOC (Cont'd)

The EOC does not command or control the on-scene response. The EOC carries out the coordination and support function through:

- Information collection and evaluation
- Priority setting
- Resource management

Communications is the key to effective operations and interface



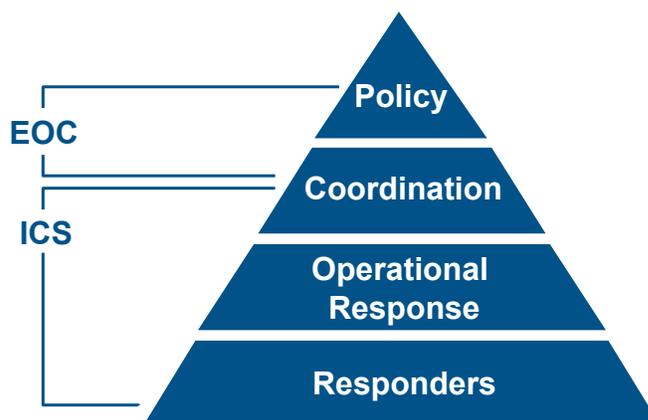
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EOC (Cont'd)

- Decision making at the EOC affects the incident response as well as the public response. The decisions made at the EOC are not tactical decisions. The EOC operates in the strategic realm.
- Tactical decisions are made by the Incident Commander and the Command & General Staff at the incident scene



EOC (Cont'd)



EOC (Cont'd)

EOCs coordinate with on-scene incident managers and other agencies and organizations to:

- Acquire, allocate, and track resources
- Manage and share information
- Establish response priorities among incidents
- Provide legal and financial support
- Liaison with other jurisdictions and other levels of government



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EOC (Cont'd)

- An EOC may be organized according to the ICS model, commonly organized based on Emergency Support Functions (ESFs)
- EOC organization can be modified as needed based on the nature of the emergency or local considerations
- AUXCOMM can play a significant part in supporting the communications link between the EOC and the incident



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EOC (Cont'd)



Unit 1 Summary

- 1) Described the responsibilities, roles, and functions within the Communications Unit, as well as roles and functions of the Auxiliary Communications Manager (ACM) and Auxiliary Communicators.
- 2) Identified positions within the Communications Unit.
- 3) Described the responsibilities of positions within the Communications Unit, including Auxiliary Communicators.



Unit 1 Summary (Cont'd)

- 4) Described the Planning Cycle.
- 5) Identified other agencies/organizations responsible for coordination and providing assets.
- 6) Described the functions of an EOC.

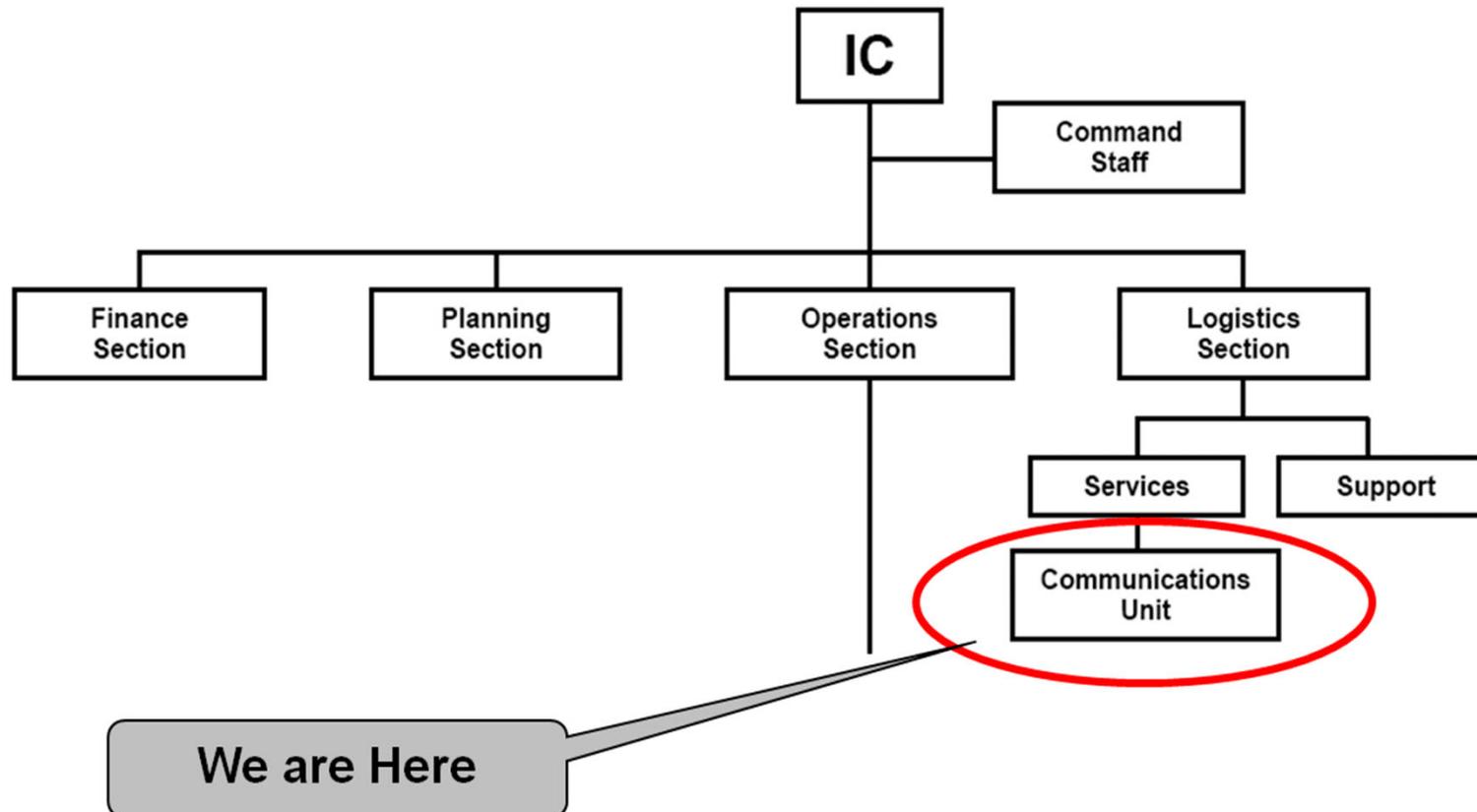


Unit 1 Questions

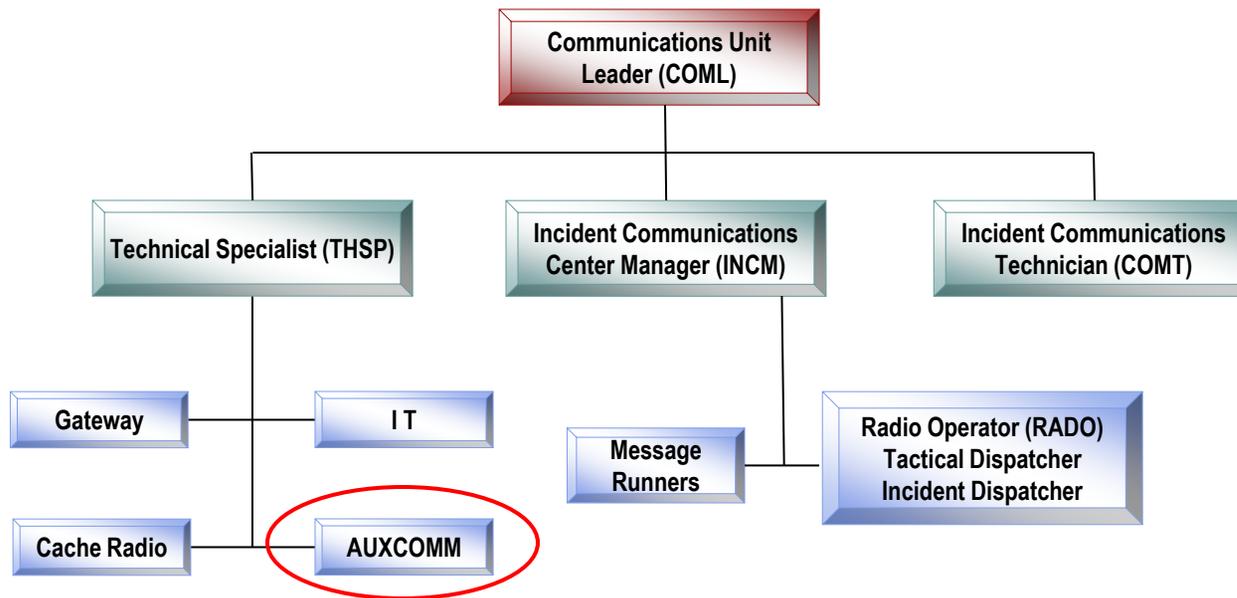




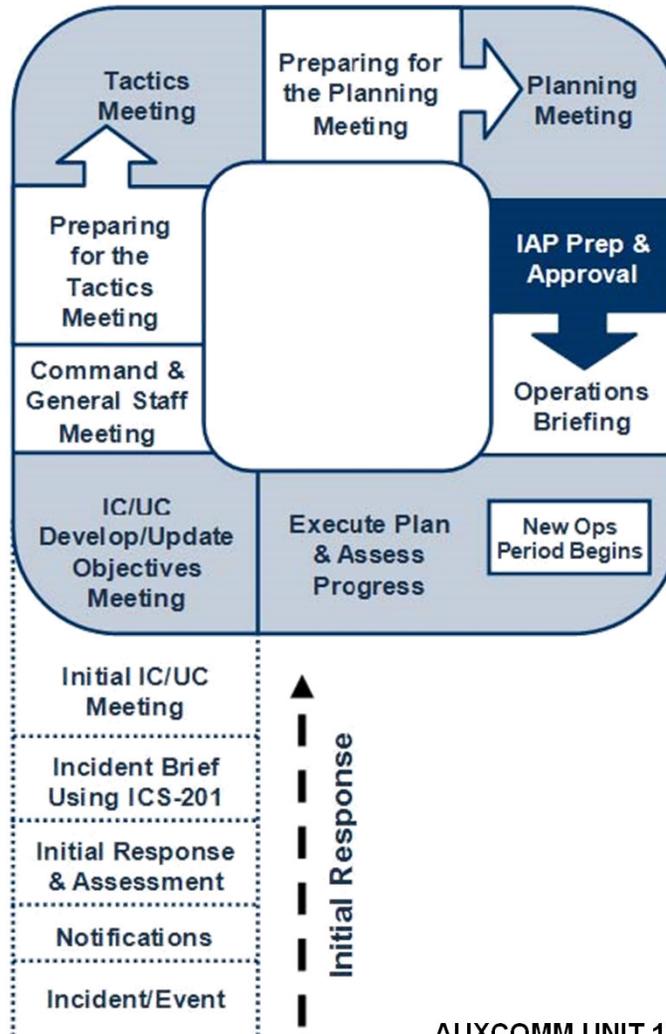
National Incident Management System (NIMS)/Incident Communications System (ICS)



Communications Unit Personnel



Incident Action Planning Cycle



Auxiliary Communications (AUXCOMM)

Training Course

Unit 2: AUXCOMM Roles and Responsibilities



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Auxiliary Communications (AUXCOMM)

Training Course

Unit 2: Roles and Responsibilities



Terminal Learning Objective Enabling Learning Objectives

- TLO:** At the conclusion of this unit, the student will describe the functions, responsibilities, and roles of personnel within the AUXCOMM function.
- ELO A:** Describe responsibilities of Auxiliary Communicators.



Enabling Learning Objectives

- ELO B:** Describe additional responsibilities of the Auxiliary Communications Manager (ACM).
- ELO C:** Identify components of the AUXCOMM “Go Kit”.
- ELO D:** Participate in Exercise 2-1 Standard Operating Procedures (SOP).



Unit Objectives

- This unit describes the general roles and responsibilities of Auxiliary Communicators
- This unit describes specific added roles and responsibilities of the ACM
- Recommended equipment to be included in the AUXCOMM “Go Kit”
- Participate in 2-1 SOP Exercise



Pre-Planning Activities

FAMILY

Preparation is required for your family before you activate/mobilize:

- Prepare family disaster plan so your family will be safe
- Home emergency supplies - water, food, first aid kit, flashlight, medications/prescriptions
- Evacuation – Routes and Locations
- Go Bag/Survival Kit - Ready on short notice
- POC (out of state) & phone number to notify & update status



Auxiliary Communicator Task List

- An ACM or Auxiliary Communicator will not undertake any task until directed to do so by their incident supervisor
- The list on the following slides contains possible assignments that could be tasked by an ACM



Auxiliary Communicator Task List (Cont'd)

MOBILIZATION

1. Upon initial activation, obtain the following:
 - Incident name and number identifying the incident for tracking purposes
 - Reporting time and location
 - Verify communication gear requirements
 - Transportation arrangements/travel routes
 - Contact procedures during travel (telephone/radio)



Auxiliary Communicator Task List (Cont'd)

2. Arrive at incident and check in.
 - Arrive properly equipped at the assigned incident location within acceptable time limits



Auxiliary Communicator Task List (Cont'd)

INCIDENT ACTIVITIES

3. Obtain briefing from ACM or COML. Examples of items covered are:
 - Current resource commitments and expectations
 - Current situation
 - Expected duration of assignment
 - Operating procedures and policies (SOPs, etc.)
 - Task assignment
 - Work schedule
 - Workspace



Auxiliary Communicator Task List (Cont'd)

4. Install AUXCOMM equipment per discussion with COML:
 - Use appropriate/approved AUXCOMM equipment
 - Install/test all components of AUXCOMM equipment to ensure systems are operational, for example:
 - Communications with aircraft (e.g., supporting Civil Air Patrol (CAP)) and other special needs
 - Links (radio and wire-based)
 - Remotes
 - Repeaters



Auxiliary Communicator Task List (Cont'd)

- Obtain installation priorities
- Cloning or programming radios

This list is not all inclusive; the Auxiliary Communicator is responsible for asking adequate questions



Auxiliary Communicator Task List (Cont'd)

5. Assist with distribution of AUXCOMM equipment by:

- Identifying kinds and numbers of AUXCOMM equipment to be distributed to specific units according to the communications plan
- Maintaining AUXCOMM equipment inventory to provide accountability
- Providing basic training as needed on equipment being fielded



Auxiliary Communicator Task List (Cont'd)

6. Establish Auxiliary Communications area(s) of operation:
- Coordinate location with ACM/COML
 - Locate away from radio frequency and electronic interference
 - Keep away from generators (ensure noise and exhaust from generators is not in close proximity to the operations area)
 - Obtain necessary supplies to function properly



Auxiliary Communicator Task List (Cont'd)

7. Perform duties within the AUXCOMM area(s) of operation by:
- Directing AUXCOMM radio/telephone traffic to proper destinations
 - Documenting AUXCOMM radio/telephone activities on appropriate ICS forms
 - Following established routing procedures for AUXCOMM messages



Auxiliary Communicator Task List (Cont'd)

- Identifying AUXCOMM system problems, both technical and operational, and determining appropriate solutions
- Setting up the filing system for AUXCOMM documentation



Auxiliary Communicator Task List (Cont'd)

8. Coordinate resources by:
- Notifying ACM of personnel/equipment excesses or deficiencies
 - Identifying AUXCOMM resources as to capabilities, quantity, and location



Auxiliary Communicator Task List (Cont'd)

9. Initiate and maintain accurate records of all AUXCOMM equipment by:
- Documenting geographic locations of AUXCOMM equipment and transfer this information to local maps (latitude/longitude)
 - Initiating and maintaining an accountability system for issuing AUXCOMM hand-held and mobile radio resources
 - Keeping records of AUXCOMM resources to ensure return to proper location



Auxiliary Communicator Task List (Cont'd)

10. Perform operational tests of AUXCOMM systems throughout the duration of the incident by:
- Acting decisively to minimize interruptions in system operation
 - Identifying and taking necessary action to accomplish minor field repair
 - Planning for battery replacement



Auxiliary Communicator Task List (Cont'd)

11. Interact and coordinate with appropriate AUXCOMM operational personnel by:
- Coordinating with ACM regarding system coverage and needs
 - Knowing what other AUXCOMM resources may be coming to the incident
 - Participating in briefings and other planning meetings when permitted



Auxiliary Communicator Task List (Cont'd)

12. Maintain ICS Form 214 Activity Log. The activity log will be kept current, legible, and will document all significant activities, which may include:
- Equipment locations
 - Medical evacuations
 - Personnel changes
 - Meetings attended/briefings
 - Personnel issues



Auxiliary Communicator Task List (Cont'd)

DEMOBILIZATION

13. Demobilize and check out by:

- Receiving demobilization instructions from ACM
- Briefing AUXCOMM subordinate staff on demobilization procedures and responsibilities
- Completing required ICS form(s) and turning them in to the appropriate person



Auxiliary Communicator Task List (Cont'd)

- Documenting lost/damaged equipment on agency/organization specific form(s)
- Ensuring that incident and agency/organization demobilization procedures are followed
- Submitting all required information to the ACM



Auxiliary Communications Manager (ACM) Task List

In addition to the Auxiliary Communicator Task List

1. Obtain and assemble information and materials needed for a “Go Kit” prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 72 hours.

Documentation, such as local Tactical Interoperable Communications Plans (TICPs), if available, may be provided by the local jurisdiction to the ACM and not to all Auxiliary Communicators.



ACM Task List (Cont'd)

2. Establish and maintain positive interpersonal working relationships by:
 - Coordinating with the Communications Unit Leader and other Communications Unit personnel to share information and assure appropriate communications support is provided
 - Creating a work environment that provides diversity and equal opportunity for all AUXCOMM personnel assigned to the incident



ACM Task List (Cont'd)

3. Provide for the safety and welfare of assigned AUXCOMM personnel during the entire period of supervision by:
 - Recognizing potentially hazardous situations and informing subordinates of hazards
 - Providing safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks
 - Ensuring that special precautions are taken when hazards exist



ACM Task List (Cont'd)

- Ensuring adequate rest, hydration, and nutrition is provided to all AUXCOMM personnel
- Don't assign personnel with serious health problems
- Recognizing any special medical needs of AUXCOMM personnel



ACM Task List (Cont'd)

4. Receive and review the Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed and available to Auxiliary Communicators from the COML
5. Determine requirements for communications to be established, evaluate AUXCOMM needs, and order supplies, materials, and personnel per incident protocol to keep unit operating



ACM Task List (Cont'd)

6. Organize and supervise by:
 - Assigning and monitoring Auxiliary Communicator work assignments
 - Briefing and keeping subordinates informed and updated
 - Developing and promoting teamwork
 - Establishing timeframes and schedules
 - Following established procedures for reporting inappropriate actions



ACM Task List (Cont'd)

- Using the chain of command
- Briefing relief AUXCOMM personnel
- Managing or delegating the responsibility to manage the AUXCOMM area(s) of operation
- Ensuring proper demobilization
- Distributing AUXCOMM documentation as necessary
- Notifying other AUXCOMM groups of assignments and communication information



ACM Task List (Cont'd)

7. Participate in meetings with the COML related to formal ICS Incident Planning meetings as the AUXCOMM subject matter expert for communications needs, by:
 - Determining the feasibility of providing the required AUXCOMM support
 - Providing operational and technical information on available AUXCOMM equipment
 - Providing operational and technical information on communications equipment and systems capabilities and restrictions



ACM Task List (Cont'd)

8. Design AUXCOMM systems to support incident operational needs by:
 - Preparing a communications plan
 - Assisting with preparation of the Incident Radio Communications Plan (ICS Form 205), as may be requested by the COML
 - Coordinating through the COML for any additional communication needs
 - Verifying Estimated Time of Arrival (ETA) of personnel
 - Basing assignments on incident requirements
 - Setting schedules around operations requirements



Assembling the 72 Hour AUXCOMM “Go Kit”

Suggested “Go Kit” items:

- Personal Care
 - Cash (potentially no working ATMs in the area)
 - Alarm Clock (manual or battery powered)
 - Appropriate clothing with 3 or more changes
 - Personal items, toiletries, toilet paper
 - Insect repellent, sunscreen, moisturizer, and hand wipes/gel



Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- First aid kit, medications/prescriptions
- Flashlight or portable lighting
- Extra batteries
- Keys (including site access cards/keys)
- Foul weather gear



Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- Sustenance and Shelter
 - Beverages (water) and food for 9 meals minimum
 - Snack items
 - Waterproof matches
 - Mess kit with cleaning accessories
 - Portable stove with extra propane tanks
 - Shelter (mattress, pillow, sleeping bag, tent)



Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- Communications Equipment
 - Pads of paper, pencils, pens, tape, sticky-notes
 - ICS Forms (201, 205, 205A, 213, and 214) and Forms 217A and 309
 - 24-hour clock
 - Hand-held GPS
 - Mobile and portable radio(s) as appropriate for the region and assignment, radio manuals, batteries, headset



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES | 35

Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- AUXCOMM radio programming equipment (adapters, cloning cable and/or computer, software, manuals for front panel radio programming)
- Patch cords
- Power supplies, chargers
- Standing Wave Ratio (SWR) bridge(s), antenna analyzer



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES | 36

Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- Safety glasses
- Multi-purpose knife
- Volt-Ohm meter (VOM/Multi-meter)
- Communications tool kit including soldering iron & solder (other than 110 volt)
- Electrical, flagging, & duct tape
- Antennas, coax, RF connectors, and proper tools



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

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Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- AUXCOMM Mobilization Guide
- Auxiliary Communications Field Operations Guide (AUXFOG)
- National Interoperability Field Operations Guide (NIFOG)
- Local or State Field Operation Guides
- Local system coverage maps
- Current Repeater Directory



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

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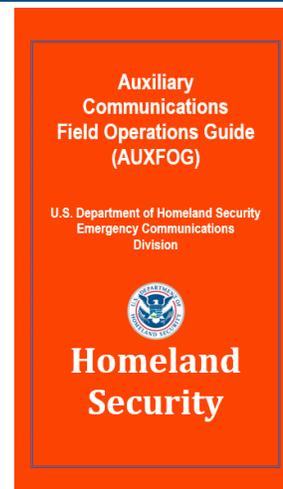
Assembling the 72 Hour AUXCOMM “Go Kit” (Cont'd)

- Specifically added “Go Kit” items for the ACM are:
 - Availability, capability and contact information for local and regional AUXCOMM personnel
 - Current TICP for area(s) being served, if available and provided by the local jurisdiction
 - ICS Forms 211, 221 and 225



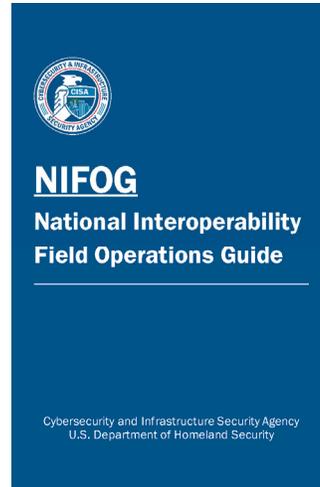
Resources – AUXFOG

- The DHS Auxiliary Communications Field Operations Guide (AUXFOG) was originally released in 2013.
- The latest version can be downloaded from the DHS Public Safety Technical Assistance Tools website at <https://www.cisa.gov/publication/foq-documents>



Resources – NIFOG

- Pocket-sized reference guide used by technical personnel for emergency communications planning and incident response
- Includes details on use of nationwide and other interoperability channels, along with a wide variety of additional technical reference information
- eNIFOG available as app for Android® and iOS®



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

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Auxiliary Communicator General Information

- **Plain Language:**
- All Public Safety Agencies are required to use plain language and common terminology in major emergencies
- Auxiliary Communicators need to do the same
 - Don't use "Q Signals" or "10 Codes"
 - Avoid abbreviations
 - Only use local time in a 24-hour format (i.e., 2330 hrs. = 11:30 pm)



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

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AUXCOMM Communicator General Information (Cont'd)

ITU PHONETIC ALPHABET

| | | | |
|---|---------|---|----------|
| A | ALFA | N | NOVEMBER |
| B | BRAVO | O | OSCAR |
| C | CHARLIE | P | PAPA |
| D | DELTA | Q | QUEBEC |
| E | ECHO | R | ROMEO |
| F | FOXTROT | S | SIERRA |
| G | GOLF | T | TANGO |
| H | HOTEL | U | UNIFORM |
| I | INDIA | V | VICTOR |
| J | JULIETT | W | WHISKEY |
| K | KILO | X | X-RAY |
| L | LIMA | Y | YANKEE |
| M | MIKE | Z | ZULU |

Word list adopted by the International Telecommunication Union.



AUXCOMM—When Support Is Needed

AUXCOMM Support is needed when:

- All communications have failed, been severely disrupted, or is insufficient to meet response needs for emergencies, planned events, etc.

During emergencies/incidents, Auxiliary Communicators should:

- If directed by the COML, maintain contact with the local dispatch center using a Public Safety radio if the COML has one for you



AUXCOMM–When Support Is Needed (Cont'd)

Examples of Communications Systems that may fail or become disrupted during a major incident:

- Cell phones
- FAX
- Internet connections
- Phone lines
- Public Safety radio systems



Exercise 2-1: SOP Exercise

Terminal Learning Objective

- Develop a usable draft SOP for AUXCOMM personnel

Enabling Learning Objective

- Describe the components of an SOP

Instructions

- Break into groups
- Review the SAFECOM Interoperability Continuum and Writing Guide for SOPs slides



Exercise 2-1: SOP Exercise (Cont'd)

Based on individual organization needs, for example:

- Communications Support Between EOCs
- Initial Deployment
- Logistics Support
- Net Management
- Shelter Management
- Support in Absence of Reliable Public Safety Comms



Exercise 2-1: SOP Exercise (Cont'd)

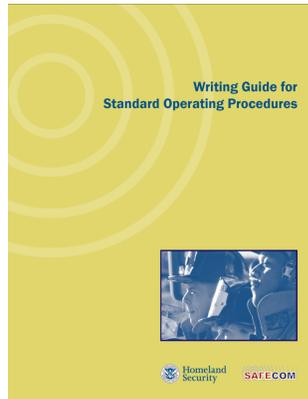
Outputs

- Draft an SOP based on the review of the SAFECOM Interoperability Continuum and Writing Guide for SOPs presentation
- Present and discuss draft SOP details per group

Exercise Duration: 1 hour



Background Document for Exercise



A softcopy can be downloaded from the SAFECOM Website at: https://www.cisa.gov/sites/default/files/publications/Writing%20Guide%20for%20Standard%20Operating%20Procedures_0.pdf



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES | 49

Section 1: Introduction

Questions to consider:

- To what capability does this SOP apply
- What is the recognized need
- Are any established agreements already in place among responders
- Who will be using the SOP
- Why is this concern being addressed



AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES | 50

Section 2: Purpose Section 3: Scope

Purpose:

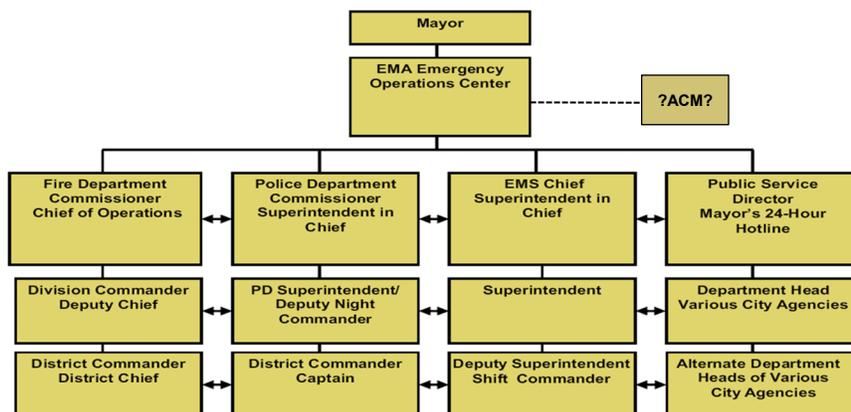
- What is the principal objective
- What is the authority, roles, and procedures
- Are there other communications alternatives to the proposed solution

Scope:

- Which agencies/groups are to be included
- What level of authority
- When will this resource be used
 - Critical incidents
 - Day-to-Day
 - Discretion of Emergency Manager
 - Planned events



Section 4: Communications Structure



Sample Organization Chart



Section 5: Channel Patching and Monitoring

5a: Patching the Interoperability Channel

- What bands are going to be used
- What are the benefits of the current configuration?
- Are there more effective alternatives

5b: Interoperability Channel Monitoring

- Who will monitor the channel?
- What are the monitoring procedures once the channel is activated?



Section 6: Activation, Transfer and Discontinuation

6a: Rules of Use

- Use Common language
- Use the International Phonetic Alphabet
- NIMS/ICS compliance
- How will the channel be used
 - Emergency information transmissions

6b: Operational Procedure and Guidelines for Limited and Full Activation

- What are the requirements, procedures, and guidelines for:
 - limited activation (e.g., day-to-day incidents)
 - full activation (e.g., large-scale incidents)



Section 6: Activation, Transfer and Discontinuation (Cont'd)

6c: Activation Authority

- What are the procedures for requesting use of the resource
- What are the conditions for use for each organization using the resource
- What are proper uses of the resource



6d: Establishing and Transferring Net Control

- What are the procedures for requesting users to switch their radios to the support channel
- Who is involved in the procedure
- Who has the authority to order it
- Will a lead Net Control operator be designated

AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

55

Section 6: Activation, Transfer and Discontinuation (Cont'd)

6e: Notification Process for Establishing Command Control

- What are the notification procedures for establishing command and control among participating agencies?
- Who is authorized to activate the AUXCOMM resource?



6f: Discontinuation of AUXCOMM Support

- What are the procedures for discontinuing AUXCOMM support?
- Who will make the decision to discontinue use?
- How will all participants be notified?

AUXCOMM UNIT 2 – ROLES AND RESPONSIBILITIES

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Section 7: Separation of the AUXCOMM Channels Due to Interference

What procedures should be in place when there is intentional or unintentional interference with the AUXCOMM support resource?



Section 8: Communications Alternatives

- Telephone Conference Bridges
- Cellular/Push-to-Talk Commercial Wireless Technology
- Computerized Emergency Notification System
- Internet/E-mail
- Satellite Phones



Section 8: Communications Alternatives (Cont'd)

- Cache of Portable Radios on Various Bands
- Mobile Capabilities with Conventional Channels
- Dispatch/Radio Communications Center to Dispatch/Radio Communications Center Messaging
- Runner System



Section 9: Training Requirements

- Who will be responsible for ensuring that participating agencies' and organizations' personnel are familiar with the SOP and are properly trained
- What will be the minimum training requirements for:
 - How the resource is set up
 - How to select the right channel
 - Proper terminology and radio etiquette
 - Who to notify if they have a radio problem



Section 10: Testing Requirements

- What are the standardized testing procedures
- Will there be different phases of testing (i.e., weekly net testing and operational testing)
- What are the procedures for each testing phase
- When should testing take place
- What agencies/organizations should be involved



Section 11: Responsibility

- Whose responsibility will it be to ensure that these SOPs are followed when necessary
- Whose responsibility will it be to be familiar with and comply with these SOPs



SOP Exercise 2-1

- Draft and present an SOP.
- Groups have 30 minutes to prepare and 30 minutes to present and discuss.



Conclusion

Creating and applying SOPs that foster AUXCOMM support communications across an area or region can be challenging due to differences in technology, organizational structures, and the overall experience of the volunteer responders.

However, SOPs are essential for successful incident response.



Unit 2 Summary

- 1) Described the functions, responsibilities, and roles of personnel within the AUXCOMM function.
- 2) Described the responsibilities of the Auxiliary Communicator.
- 3) Described additional responsibilities of the ACM.
- 4) Identified components of the AUXCOMM "Go Kit."
- 5) Participate in exercise 2-1 SOP.

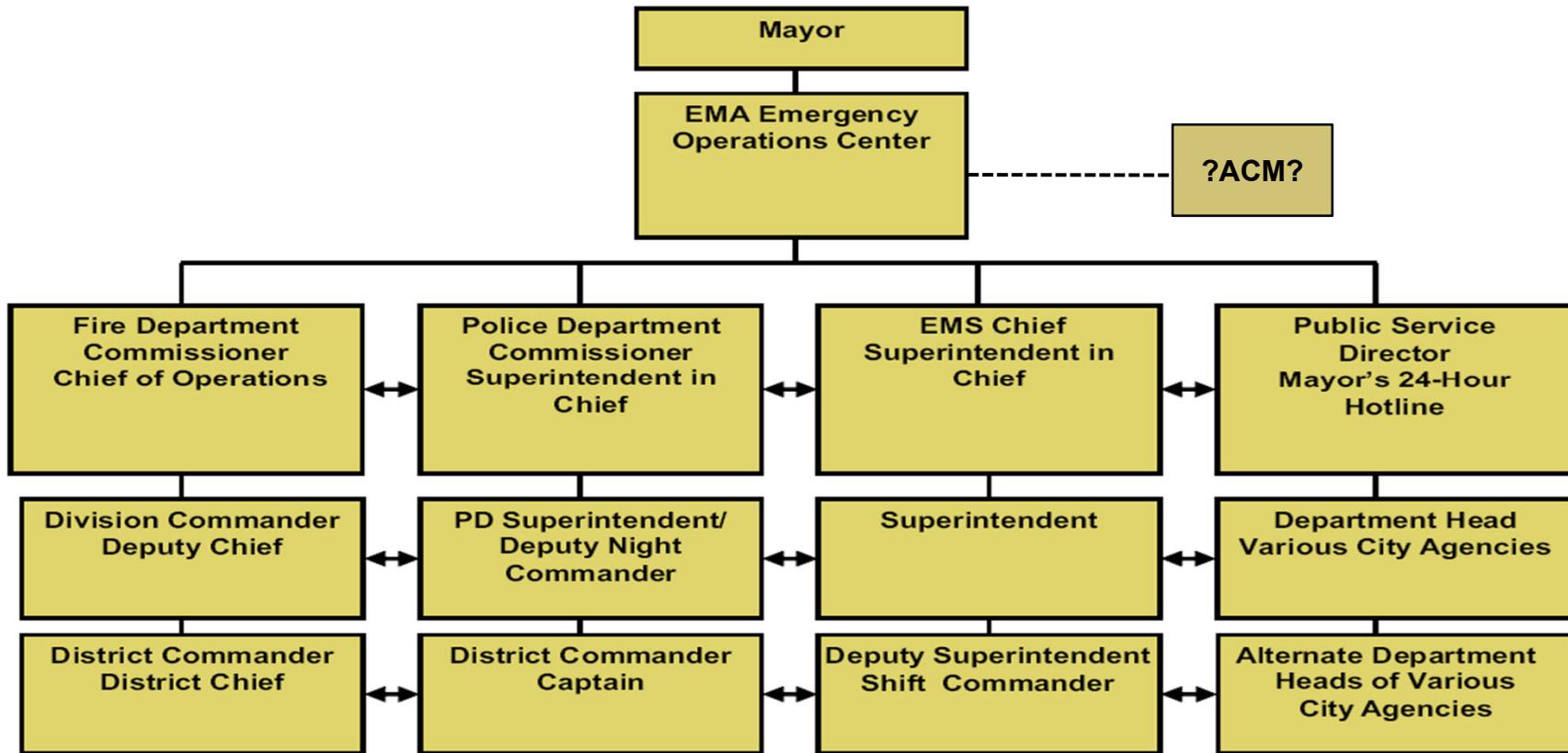


Unit 2 Questions





Section 4: Communications Structure



Sample Organization Chart



Auxiliary Communications (AUXCOMM)

Training Course

Unit 3: Interoperable Communications



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 3: Interoperable Communications



Terminal Learning Objective Enabling Learning Objectives

TLO: At the conclusion of this unit, the student will confirm knowledge of the SAFECOM Interoperability Continuum and interoperable communications.

ELO A: Define operable communications.

ELO B: Define interoperable communications.

ELO C: Describe the Interoperability Continuum.



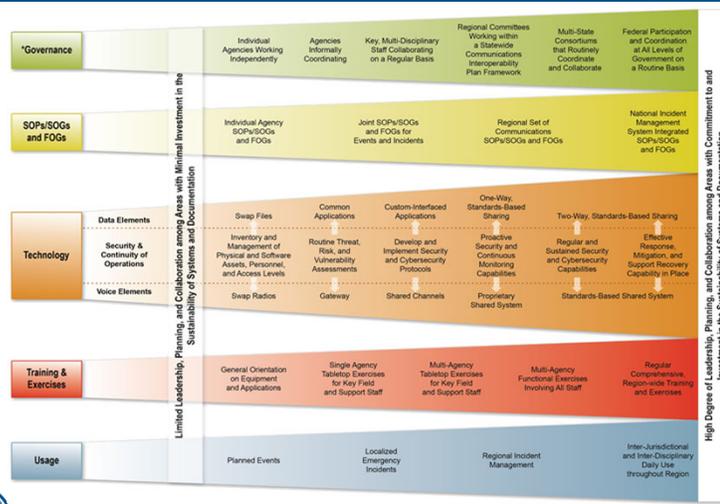
AUXCOMM UNIT 3 – INTEROPERABLE COMMUNICATIONS | 2

Operability

- The ability of emergency responders to establish and sustain communications in support of mission operations
- Operability is an agency's day-to-day, internal communications system
- Communications operability is a critical building block for interoperability



SAFECOM Interoperability Continuum



VIDEO – Are We Prepared?

- VIDEO: “Are We Prepared? The Interoperability Continuum”
- <http://www.youtube.com/watch?v=A7IAxQ2HYsA>



AUXCOMM UNIT 3 – INTEROPERABLE COMMUNICATIONS | 5

Unit 3 Summary

- 1) Described the Interoperability Continuum and interoperable communications.
- 2) Defined operable communications.
- 3) Defined interoperable communications.
- 4) Described the Interoperability Continuum lanes.



AUXCOMM UNIT 3 – INTEROPERABLE COMMUNICATIONS | 6

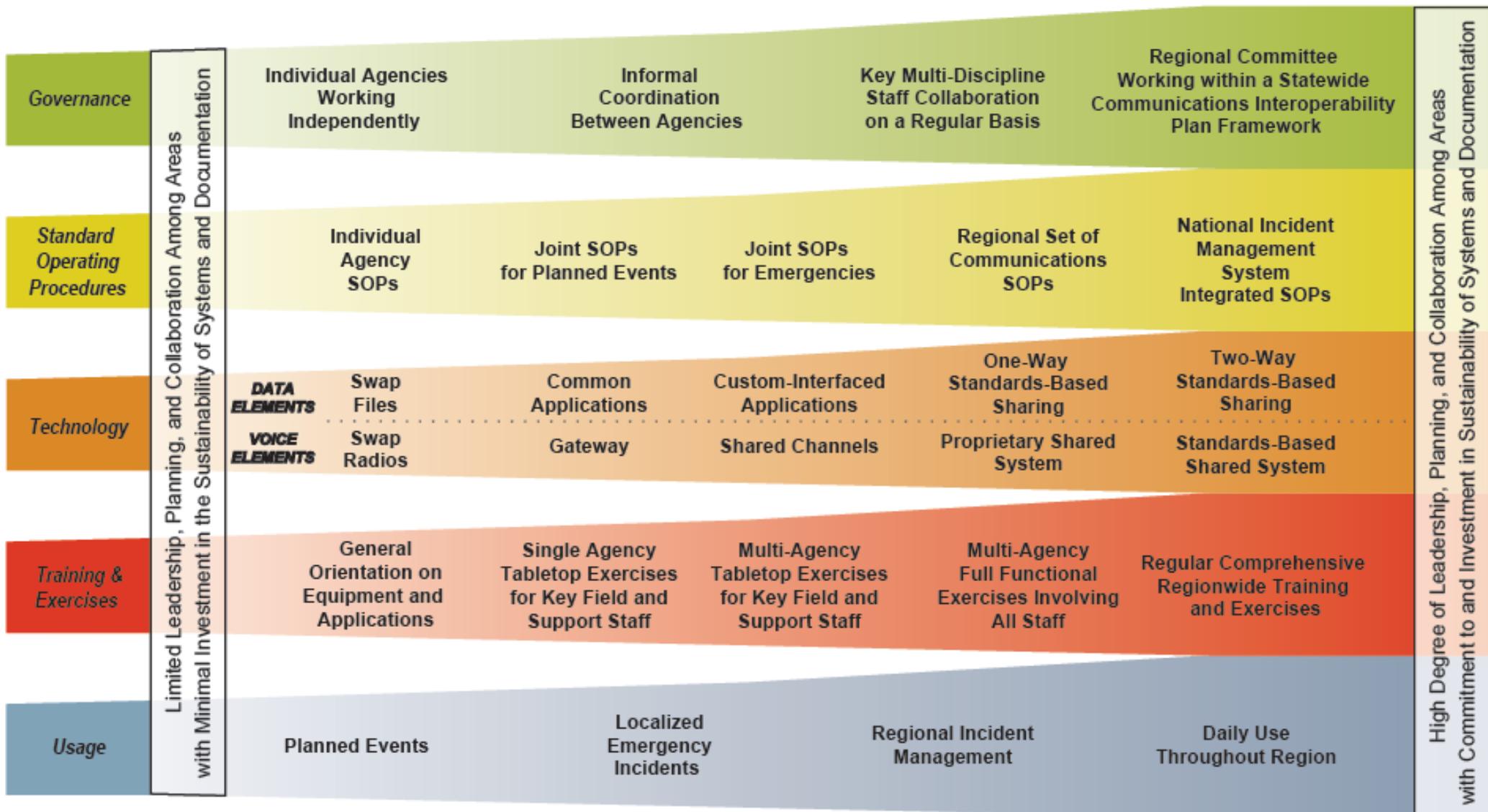
Unit 3 Questions



AUXCOMM UNIT 3 – INTEROPERABLE COMMUNICATIONS | 7



SAFECOM Interoperability Continuum



Auxiliary Communications (AUXCOMM)

Training Course

Unit 4: Incident Communications



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 4: Incident Communications



Terminal Learning Objective Enabling Learning Objectives

- TLO:** At the conclusion of the unit, the student will describe COML responsibilities and the role of Auxiliary Communicators in assisting the COML.
- ELO A:** Identify incident information sources used to establish AUXCOMM support.
- ELO B:** Describe use of various AUXCOMM radio nets.



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS | 2

Terminal Learning Objective Enabling Learning Objectives (Cont'd)

ELO C: Identify requirements for establishing an AUXCOMM radio communications system.



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS | 3

Incident Information Resources

- Face-to-face meeting with COML
- Incident Briefing Form (ICS Form 201)
- From the Incident Action Plan (IAP)



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS | 4

Briefing

- Frequencies/channels in use
- Current and anticipated resources
- Current and anticipated communications related issues
- Expected duration of the incident



ICS Form 201: Incident Briefing Page 1

Page 1 will include:

- Incident map sketch
 - Location of assigned personnel and equipment
 - Command and tactical frequency assignments

INCIDENT BRIEFING (ICS 201)

| | | |
|---|---------------------------------------|--|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
| 4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): | | |
| *Sketch showing incident, roads, location of assigned personnel & equipment | | |
| *Command and Tactical Frequencies | | |



ICS Form 201: Incident Briefing Page 1 (Cont'd)

- Situation summary, health and safety briefing
 - Health and safety hazards

5. **Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

***Health Hazards – Warnings/Protective Measures**

*** Safety Hazards –Warnings/ Removal Measures**

6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: *S. Moldune*
ICS 201, Page 1 Date/Time: xx/xx/20xx 0600



ICS Form 201: Incident Briefing Page 2

Page 2 will include:

- Current and planned objectives
 - Incident objectives
 - Specific problem areas

INCIDENT BRIEFING (ICS 201)

| | | |
|---|---------------------------------------|--|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
|---|---------------------------------------|--|

7. Current and Planned Objectives:

***Incident Objectives**

***Specific Problem Areas**



ICS Form 201: Incident Briefing Page 2 (Cont'd)

- Current and planned actions, strategies, tactics, and events
 - Chronological list of current actions
 - Significant events

| | |
|--|--|
| 8. Current and Planned Actions, Strategies, and Tactics: | |
| Time: | Actions: |
| | |
| | Actions Strategies, Tactics, Events |
| | |
| | |
| 6. Prepared by: Name: <u>S. Moldune</u> Position/Title: <u>ICT3</u> Signature: <u>S. Moldune</u> | |
| ICS 201, Page 2 | Date/Time: <u>xx/xx/20xx 0600</u> |



ICS Form 201: Incident Briefing Page 3

Page 3 illustrates the incident organization including:

- Command Staff
- Agency representatives
- General Staff
- Branches
- Divisions/Groups
- Staging



ICS Form 201: Incident Briefing Page 3 (Cont'd)

| INCIDENT BRIEFING (ICS 201) | | |
|---|---------------------------------------|--|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
| 9. Current Organization (fill in additional organization as appropriate): | | |
| Enter Names of Individuals Assigned to positions | | |
| <pre>graph TD; IC[Incident Commander(s)] --- LO[Liaison Officer]; IC --- SO[Safety Officer]; IC --- PIO[Public Information Officer]; IC --- PSC[Planning Section Chief]; IC --- OSC[Operations Section Chief]; IC --- FASCS[Finance/Administration Section Chief]; IC --- LSC[Logistics Section Chief];</pre> | | |
| Add/Expand to Branches, Divisions, Groups as needed | | |
| 6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: <i>S. Moldune</i> | | |
| ICS 201, Page 3 | Date/Time: Xx/xx/20xx 0600 | |

ICS Form 201: Incident Briefing Page 4

Page 4 documents the:

- List of personnel and equipment
- Initial response
- When ordered
- ETA
- On scene
- Location/Assignment



ICS Form 201: Incident Briefing Page 4 (Cont'd)

INCIDENT BRIEFING (ICS 201)

| 1. Incident Name: Independence Day Parade | | 2. Incident Number: 14-2112 | | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 | |
|--|---------------------|---------------------------------------|-----------------------------------|--|--|
| 10. Resource Summary: | | | | | |
| Resource | Resource Identifier | Date/Time Ordered | ETA | Arrived | Notes (location/assignment/status) |
| Engine | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| Rescue | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| Ambulance | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| 6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: <i>S. Moldune</i> | | | | | |
| ICS 201, Page 4 | | | Date/Time: xx/xx/20xx 0600 | | |

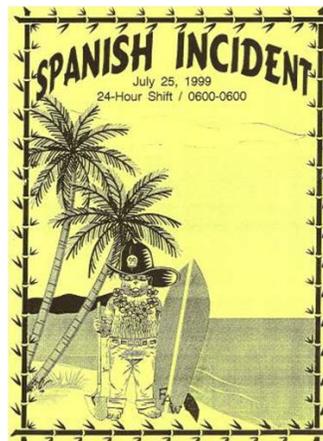
List personnel, equipment ordered, status estimated time of arrival



Incident Action Plan (IAP)

- Specific operational period – commonly 12 hours
- May be only one IAP per incident
- Unnecessary if the ICS Form 201 meets incident needs

“A plan that contains general management objectives reflecting the overall incident strategy, and specific action plans for the next operational period”



Incident Action Plan (Cont'd)

Typically Includes:

- Cover Page
- ICS Form 202: Incident Objectives
- ICS Form 203: Organization Assignment List
- ICS Form 204: Assignment List
- ICS Form 205: Incident Radio Communications Plan
- ICS Form 206: Medical Plan
- Safety Message
- Maps



Example of IAP

Saipan Independence Day Action Plan



Day/Night Operation Period

xx July 20xx



ICS Form 202: Incident Objectives

INCIDENT OBJECTIVES (ICS 202)

| | |
|---|---|
| 1. Incident Name: Independence Day Parade | 2. Operational Period: Date From: xx/xx/20xx Date To: 0600 Time From: xx/xx/20xx Time To: 1700 |
| 3. Objective(s): Implement safe, efficient and fun event Develop contingency plans for an incident during the event (SWAT, lost child, etc.). Provide Security | |
| 4. Operational Period Command Emphasis: All personnel will have proper personal protective equipment (PPE) with them at all times. Report injuries to the Incident Command Post (ICP) and your immediate supervisor. Communications to operate on assigned channels. | |



ICS Form 202: Incident Objectives (Cont'd)

General Situational Awareness

Temperatures predicted to be above 90 degrees- keep watch for elderly
Known protestors may attempt disruptions- be ready to report any situations

5. Site Safety Plan Required? Yes No
Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

| | | |
|---|--|--------------------------------|
| <input checked="" type="checkbox"/> ICS 202 | <input checked="" type="checkbox"/> ICS 206 | Other Attachments: |
| <input checked="" type="checkbox"/> ICS 203 | <input type="checkbox"/> ICS 207 | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ICS 204 | <input type="checkbox"/> ICS 208 | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ICS 205 | <input checked="" type="checkbox"/> Map/Chart | <input type="checkbox"/> _____ |
| <input type="checkbox"/> ICS 205A | <input type="checkbox"/> Weather Forecast/Tides/Currents | <input type="checkbox"/> _____ |

7. Prepared by: Name: **Florence Calvo** Position/Title: **PSC1** Signature: *Florence Calvo*

8. Approved by Incident Commander: Name: **Jonas Barcinas** Signature: *Jonas Barcinas*

ICS 202 IAP Page **1** Date/Time: **Xx/xx/20xx 0600**



ICS Form 203: Organization Assignment List

ORGANIZATION ASSIGNMENT LIST (ICS 203)

| | | | | |
|---|--------------------------|---|-----------------------|-----------------------|
| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From: xx/xx/20xx Date To: 0600 Time From: xx/xx/20xx Time To: 1700 | | |
| 3. Incident Commander(s) and Command Staff: | | 7. Operations Section: | | |
| IC/UCs | S. Moldune | Chief | Perry Saldan | |
| | | Deputy | David Rabaluan | |
| Deputy | Sergeant Rangamar | Staging Area | | |
| Safety Officer | Juan Pua | Branch | | |
| Public Info. Officer | Tony Benvente | Branch Director | | |
| Liaison Officer | | Deputy | | |
| 4. Agency/Organization Representatives: | | Division/Group | Traffic | Peter Bonja |
| Agency/Organization | Name | Division/Group | Security | Patrick Semens |
| FBI | Frank Tudlea | Division/Group | PSD | Perry Saldan |
| GPD | Regina Celta Jr | Division/Group | | |
| USCG | Ivan Igutol | Division/Group | | |
| GGH | Carol Canaganti | Branch | | |
| | | Branch Director | | |
| | | Deputy | | |
| 5. Planning Section: | | Division/Group | | |
| Chief | Florence Calvo | Division/Group | | |
| Deputy | | Division/Group | | |

ICS Form 203: Organization Assignment List (Cont'd)

| | | | | |
|---|----------------------|---|----------------------------------|--|
| 6. Logistics Section: | | Division/Group | | |
| Chief | Jesus Pinsula | Division/Group | | |
| Deputy | | Air Operations Branch | | |
| Support Branch | | Air Ops Branch Dir. | | |
| Director | | | | |
| Supply Unit | Joe Pudse | | | |
| Facilities Unit | | 8. Finance/Administration Section: | | |
| Ground Support Unit | | Chief | | |
| Service Branch | | Deputy | | |
| Director | | Time Unit | | |
| Communications Unit | Clive Kilroy | Procurement Unit | | |
| Medical Unit | | Comp/Claims Unit | | |
| Food Unit | T. Cookies | Cost Unit | | |
| 9. Prepared by: Name: Florence Calvo | | Position/Title: PSC1 | Signature: <i>Florence Calvo</i> | |
| ICS 203 | IAP Page 2 | Date/Time: xx/xx/20xx 0600 | | |
|  | | AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS 20 | | |

| ICS Form 204: Assignment List | | | |
|--|---|--|---|
| ASSIGNMENT LIST (ICS 204) | | | |
| 1. Incident Name: Independence Day Parade | 2. Operational Period: Date From: xx/xx/20xx Time From: 0600 | Date To: xx/xx/20xx Time To: 1700 | 3. Branch: |
| 4. Operations Personnel: Name _____ Contact Number(s) _____ Operations Section Chief: Perry Saiden Branch Director: Floyd Memeliola Division/Group Supervisor: _____ | | | Division: Group: Staging Area: |
| 5. Resources Assigned: | | # of Persons | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
| Resource Identifier | Leader | | Contact (e.g., phone, pager, radio frequency, etc.) |
| Hazmat | Ken Kerneau | | ICP |
| Utility Vehicle | Don Davis | | Assembly Area |
| | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p style="font-size: small; margin: 0;">AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS</p> </div> <div style="text-align: right;"> <p style="font-size: small; margin: 0;">21</p> </div> </div> | | | |

| ICS Form 204: Assignment List (Cont'd) | | | | | | | |
|---|--|--------------|------------------|--|---------------|-------------------|--|
| 6. Work Assignments: Provide HazMat Services and assist other agencies as needed Distribute Water & Food to support personnel | | | | | | | |
| 7. Special Instructions: All personnel will have proper PPE with them at all times Report any injury or illness to the ICP and your immediate supervisor | | | | | | | |
| 8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; border-bottom: 1px solid black;">TIC 1</td> <td style="width: 30%; text-align: center; border-bottom: 1px solid black;">/ Command</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">HazMat</td> <td style="text-align: center; border-bottom: 1px solid black;">/ Tactical</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> | | TIC 1 | / Command | | HazMat | / Tactical | |
| TIC 1 | / Command | | | | | | |
| HazMat | / Tactical | | | | | | |
| 9. Prepared by: Name: Florence Calvo Position/Title: PSC1 Signature: <i>Florence Calvo</i> | | | | | | | |
| ICS 204 | IAP Page 3 Date/Time: xx/xx20xx 0600 | | | | | | |

ICS Form 205: Communications Plan

| 1. Incident Name: Independence Day Parade | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1300 | | | 3. Operational Period: Date From: xx/xx/20xx Time From: 0600 | | | | Date To: xx/xx/20xx Time To: 1700 | |
|--|------|--|---|----------------------------|---|--------------|----------------|--------------|---|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp | Ch # | Function | Channel Name/Trunked Radio System/Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |
| | 1 | Command | TIC 1 | Command | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Command and General Staff, and offsite |
| | 2 | Tactical | DSP 3 | Traffic | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Interoperable Channel for LE |
| | 3 | Tactical | DSP 3 | Security | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | |
| | 4 | Tactical | DSP 3 | PSD | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | |
| | 5 | Tactical | EMS | EMS | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Interoperable Channel for EMS/Hospital |
| | 6 | Tactical | HazMat | HazMat | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | |
| | 7 | Tactical | EMS | SAR | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | |
| | 8 | Tactical | CNMI ARES | AuxComm | 443.8750 W | CSQ | 448.8750 W | CSQ | A | |
| | 9 | AVAILABLE CHANNEL IN CASE OF AN INCIDENT DURING THE PLANNED EVENT (ICS FORM 217A AVAILABLE CHANNEL LIST) | | | | | | | | |
| | 10 | Tactical | TIC 2 | All Public Safety | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Channel to be assigned for an incident if needed |
| 5. Special Instructions: | | | | | | | | | | |
| 6. Prepared by (Communications Unit Leader): Name: <u>Joaquin Kirby</u> Signature: <u>Joaquin Kirby</u> | | | | | | | | | | |
| ICS 205 | | IAP Page <u>4</u> | | Date/Time: xx/xx/20xx 1300 | | | | | | |

ICS Form 206: Medical Plan

| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From: xx/xx/20xx Time From: xx/xx/20xx | | Date To: 0600 Time To: 1700 | |
|---|------------------------------|--|--|--|--|
| 3. Medical Aid Stations: | | | | | |
| Name | Location | Contact Number(s)/Frequency | Paramedics on Site? | | |
| Medical Station #1 | Incident Command Post | (123) 223-3344 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 4. Transportation (indicate air or ground): | | | | | |
| Ambulance Service | Location | Contact Number(s)/Frequency | Level of Service | | |
| DPS Fire | | 9-1-1 | <input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS | | |



ICS Form 206: Medical Plan (Cont'd)

| 5. Hospitals: | | | | | | | |
|---------------|--|------------------------------|-------------|--------|--|--|---|
| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/ Frequency | Travel Time | | Trauma Center | Burn Center | Helipad |
| | | | Air | Ground | | | |
| CHC | 32 W. Cali Rd. San Juan, CA 12345 | (123) 223-3344 | | | <input type="checkbox"/> Yes Level: _____ <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

6. Special Medical Emergency Procedures:

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: **Jesus Tefano** Signature: *Jesus Tefano*

| | | |
|---------|-------------------|-----------------------------------|
| ICS 206 | IAP Page <u>5</u> | Date/Time: xx/xx/20xx 0600 |
|---------|-------------------|-----------------------------------|

Instructions for Completing ICS Form 208: Safety Message/Plan

- Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions
- Enter information such as known safety hazards and specific precautions to be observed during this operational period
- If needed, additional safety message(s) should be referenced and attached



ICS Form 208: Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)

| | | | |
|--|----------|---|-------------|
| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From xx/xx/20xx Date To: 0600 Time From xx/xx/20xx Time To: 1700 | |
| 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: <p>Communications: Monitor your tactical channel. Refer to the ICS 205 Communications Plan for more information.</p> <p>Security: Be aware of suspicious people or packages.</p> <p>Awareness: Monitor your surroundings and communicate with adjoining resources. Anything you feel is out of the ordinary, report immediately. Report all injuries.</p> <p>Health: Drink plenty of fluids. Wear sun protection.</p> | | | |
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Approved Site Safety Plan(s) Located At: ICP | | | |
| 5. Prepared by: Name: Juan Pua | | Position/Title: SOFR Signature: <i>J. Pua</i> | |
| ICS 208 | IAP Page | Date/Time: xx/xx/20xx | 0600 |



Map

- Parade Starting Point
- Assembly Area
- Parade End Point
- Reviewing Stand/ICP
In this position if in the AM
- Fire/EMS Staging
- Restrooms
- Carnival
- Fire/EMS Rescue unit
Follows the Parade as it proceeds to provide services
- CHC
- Debarkation
- First Aide Stations
- Fireworks (if possible)
- Parade Route



AUXCOMM Net Assignments

- AUXCOMM assignments will be determined by the ACM and COML
- The Net assigned to the Communications Unit is often used as a link between the ACM and the COML
- An Auxiliary Communicator may be assigned as a “radio operator” to shadow key personnel



Tactical Nets

There are typically a number of Tactical Nets. Examples of Tactical Nets include:

- CERT
- First Aid Stations
- Hazard Assessment
- Parade Management and Parade Route
- Parking Management
- Severe Weather Reporting



Support Nets

Other Nets called “Support Nets” include:

- Communications Support (within AUXCOMM organization)
- Evacuation Shelter Support



Tactical Net Interoperability

- Emergency Medical Services (EMS)
- Fire
- Law Enforcement
- Emergency Management
- Explosive Ordnance Disposal
- HAZMAT
- Environmental Health
- DHS/FEMA
- Medical Examiner
- Military
- Public Health
- Public Works



Tactical Net Interoperability (Cont'd)

- Special Weapons & Tactics (SWAT)
- Urban Area Search and Rescue Teams (USAR)
- Hospitals
- Transportation (Public and Private)
- Radiological Support
- Schools
- Utilities
- Nongovernmental Organizations (NGOs), e.g., Red Cross and Salvation Army



AUXCOMM Available/Assigned Nets

- Reference documents for available Nets
 - ICS Form 217A
 - AUXFOG and NIFOG
 - Frequency/Agency Listing
 - Local/Region Communications Plans
 - NTIA/FCC (applicable rules and regulation documents)
- Assigning Nets
 - ACM



Communications Systems

- Design to support the needs of the incident/event
- Use shared frequencies
- Share a repeater system in the area
- Utilize a mobile communications unit
- Set up repeaters and portable towers
- Adhere to user agreements if applicable
- Document the plan with the ICS Form 205



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS

35

Order, Install, and Use Temporary System Equipment

- Apply local and regional communications SOPs
- Adhere to FCC rules and restrictions on channel use, including license parameters such as licensed Area of Operation
- Adhere to interoperability and mutual aid agreements



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS

36

Order, Install, and Use Temporary System Equipment (Cont'd)

- Avoid interference issues
- Determine required coverage area
- Locate specific equipment sites
- Provide for equipment security



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS | 37

Swap/Cache Radios

- Accountability/inventory
- Provide AUXCOMM radio cache programming
- “On-the-fly” training of licensed personnel who are issued AUXCOMM cache radios



AUXCOMM UNIT 4 – INCIDENT COMMUNICATIONS | 38

Accountability

Examples of methods used for tracking accountability of issued equipment:

- Paper forms
- Computer Database
- Bar Code System
- T-Cards



T-CARDS

| ST/Unit | LDW | # Pers. | Order # |
|------------------------------|---------------|-----------|---------|
| Agency | Call/Kit/Type | Name/ID # | |
| <i>Front</i> | | | |
| Date/Time Checked In: | | | |
| Leader Name: | | | |
| Primary Contact Information: | | | |
| Resource (IC #s) or Name(s): | | | |
| | | | |
| | | | |
| Home Base: | | | |
| Departure Point: | | | |
| ETA: | | | |
| Date/Time Ordered: | | | |
| Remarks: | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: _____ | | | |
| ICS 216-7 EQUIPMENT (YELLOW) | | | |

| ST/Unit | LDW | # Pers. | Order # |
|---|---------------|-----------|---------|
| Agency | Call/Kit/Type | Name/ID # | |
| <i>Back</i> | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> OIS Rest <input type="checkbox"/> OIS Pers <input type="checkbox"/> Available <input type="checkbox"/> OIS Mech <input type="checkbox"/> ETR | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> OIS Rest <input type="checkbox"/> OIS Pers <input type="checkbox"/> Available <input type="checkbox"/> OIS Mech <input type="checkbox"/> ETR | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> OIS Rest <input type="checkbox"/> OIS Pers <input type="checkbox"/> Available <input type="checkbox"/> OIS Mech <input type="checkbox"/> ETR | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> OIS Rest <input type="checkbox"/> OIS Pers <input type="checkbox"/> Available <input type="checkbox"/> OIS Mech <input type="checkbox"/> ETR | | | |
| Notes: | | | |
| Prepared by: | | | |
| Date/Time: _____ | | | |
| ICS 216-7 EQUIPMENT (YELLOW) | | | |



Consider Using AUXCOMM Volunteers

Properly trained Auxiliary Communicators can assist with:

- Data systems
- Point-to-point connectivity (e.g., 5.8 GHz microwave)
- Emergency Power
- Radio system design and implementation
- Satellite
- Telephones
- Technical support



Test Systems

**Continually Test and Evaluate Both Your Personnel
and Systems**



Unit 4 Summary

- 1) Described the COML responsibilities and the role of Auxiliary Communicators in assisting the COML.
- 2) Identified incident information sources used to establish AUXCOMM support.
- 3) Described use of various AUXCOMM radio nets.
- 4) Identified requirements for establishing an AUXCOMM radio communications system.



Unit 4 Questions





ICS Form 201: Incident Briefing Page 1

Page 1 will include:

- Incident map sketch
 - Location of assigned personnel and equipment
 - Command and tactical frequency assignments

INCIDENT BRIEFING (ICS 201)

| | | |
|---|---------------------------------------|--|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
| 4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): *Sketch showing incident, roads, location of assigned personnel & equipment *Command and Tactical Frequencies | | |



ICS Form 201: Incident Briefing Page 1 (Cont'd)

- Situation summary, health and safety briefing
 - Health and safety hazards

5. **Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

***Health Hazards – Warnings/Protective Measures**

*** Safety Hazards –Warnings/ Removal Measures**

6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: *S. Moldune*

ICS 201, Page 1

Date/Time: xx/xx/20xx 0600



ICS Form 201: Incident Briefing Page 2

Page 2 will include:

- Current and planned objectives
 - Incident objectives
 - Specific problem areas

INCIDENT BRIEFING (ICS 201)

| | | |
|--|--------------------------------|--|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
| 7. Current and Planned Objectives: | | |
| <p>*Incident Objectives</p> <p>*Specific Problem Areas</p> | | |



ICS Form 201: Incident Briefing Page 2 (Cont'd)

- Current and planned actions, strategies, tactics, and events
 - Chronological list of current actions
 - Significant events

| | |
|--|-----------------------------------|
| 8. Current and Planned Actions, Strategies, and Tactics: | |
| Time: | Actions: |
| | |
| Actions Strategies, Tactics, Events | |
| | |
| | |
| 6. Prepared by: Name: <u>S. Moldune</u> Position/Title: <u>ICT3</u> Signature: <u><i>S. Moldune</i></u> | |
| ICS 201, Page 2 | Date/Time: <u>xx/xx/20xx 0600</u> |



ICS Form 201: Incident Briefing Page 3 (Cont'd)

INCIDENT BRIEFING (ICS 201)

| | | |
|---|--|---|
| 1. Incident Name: Independence Day Parade | 2. Incident Number: 14-2112 | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 |
| 9. Current Organization (fill in additional organization as appropriate): | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%; color: red; font-weight: bold; text-align: left;"> Enter Names of Individuals Assigned to positions </div> <div style="width: 65%;"> <pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- PSC[Planning Section Chief] IC --- OSC[Operations Section Chief] IC --- FASC[Finance/Administration Section Chief] IC --- LSC[Logistics Section Chief] </pre> </div> </div> | | |
| Add/Expand to Branches, Divisions, Groups as needed | | |
| 6. Prepared by: Name: <u>S. Moldune</u> Position/Title: <u>ICT3</u> Signature: <u><i>S. Moldune</i></u> | | |
| ICS 201, Page 3 | Date/Time: <u>Xx/xx/20xx 0600</u> | |

ICS Form 201: Incident Briefing Page 4 (Cont'd)

INCIDENT BRIEFING (ICS 201)

| 1. Incident Name: Independence Day Parade | | 2. Incident Number: 14-2112 | | 3. Date/Time Initiated: Date: xx/xx/20xx Time: 0600 | |
|--|---------------------|---------------------------------------|-----------------------------------|--|--|
| 10. Resource Summary: | | | | | |
| Resource | Resource Identifier | Date/Time Ordered | ETA | Arrived | Notes (location/assignment/status) |
| Engine | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| Rescue | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| Ambulance | 1 | xx/xx/20xx | 0600 | <input checked="" type="checkbox"/> | Report to the first aid station at ICP |
| 6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: <i>S. Moldune</i> | | | | | |
| ICS 201, Page 4 | | | Date/Time: xx/xx/20xx 0600 | | |

List personnel, equipment ordered, status estimated time of arrival



ICS Form 202: Incident Objectives

INCIDENT OBJECTIVES (ICS 202)

| | |
|---|---|
| 1. Incident Name: Independence Day Parade | 2. Operational Period: Date From: xx/xx/20xx Date To: 0600 Time From: xx/xx/20xx Time To: 1700 |
| 3. Objective(s): Implement safe, efficient and fun event Develop contingency plans for an incident during the event (SWAT, lost child, etc.). Provide Security | |
| 4. Operational Period Command Emphasis: All personnel will have proper personal protective equipment (PPE) with them at all times. Report injuries to the Incident Command Post (ICP) and your immediate supervisor. Communications to operate on assigned channels. | |



ICS Form 202: Incident Objectives (Cont'd)

General Situational Awareness

Temperatures predicted to be above 90 degrees- keep watch for elderly
Known protestors may attempt disruptions- be ready to report any situations

5. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

| | | |
|---|--|--------------------------------|
| <input checked="" type="checkbox"/> ICS 202 | <input checked="" type="checkbox"/> ICS 206 | <u>Other Attachments:</u> |
| <input checked="" type="checkbox"/> ICS 203 | <input type="checkbox"/> ICS 207 | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ICS 204 | <input type="checkbox"/> ICS 208 | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ICS 205 | <input checked="" type="checkbox"/> Map/Chart | <input type="checkbox"/> _____ |
| <input type="checkbox"/> ICS 205A | <input type="checkbox"/> Weather Forecast/Tides/Currents | <input type="checkbox"/> _____ |

7. Prepared by: Name: Florence Calvo Position/Title: PSC1 Signature: *Florence Calvo*

8. Approved by Incident Commander: Name: Jonas Barcinas Signature: *Jonas Barcinas*

ICS 202 IAP Page 1 Date/Time: Xx/xx/20xx 0600



ICS Form 203: Organization Assignment List

ORGANIZATION ASSIGNMENT LIST (ICS 203)

| | | | | |
|---|--------------------------|--|-----------------------|-----------------------|
| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From: xx/xx/20xx Date To: 0600 Time From: xx/xx/20xx Time To: 1700 | | |
| 3. Incident Commander(s) and Command Staff: | | 7. Operations Section: | | |
| IC/UCs | S. Moldune | Chief | Perry Saldan | |
| | | Deputy | David Rabaluan | |
| Deputy | Sergeant Rangamar | Staging Area | | |
| Safety Officer | Juan Pua | Branch | | |
| Public Info. Officer | Tony Benvente | Branch Director | | |
| Liaison Officer | | Deputy | | |
| 4. Agency/Organization Representatives: | | Division/Group | Traffic | Peter Bonja |
| Agency/Organization | Name | Division/Group | Security | Patrick Semens |
| FBI | Frank Tudlea | Division/Group | PSD | Perry Saldan |
| GPD | Regina Celta Jr | Division/Group | | |
| USCG | Ivan Igutol | Division/Group | | |
| GGH | Carol Canaganti | Branch | | |
| | | Branch Director | | |
| | | Deputy | | |
| 5. Planning Section: | | Division/Group | | |
| Chief | Florence Calvo | Division/Group | | |
| Deputy | | Division/Group | | |

ICS Form 203: Organization Assignment List (Cont'd)

| | | | |
|--|----------------------|---|--|
| 6. Logistics Section: | | Division/Group | |
| Chief | Jesus Pinsula | Division/Group | |
| Deputy | | Air Operations Branch | |
| Support Branch | | Air Ops Branch Dir. | |
| Director | | | |
| Supply Unit | Joe Pudse | | |
| Facilities Unit | | 8. Finance/Administration Section: | |
| Ground Support Unit | | Chief | |
| Service Branch | | Deputy | |
| Director | | Time Unit | |
| Communications Unit | Clive Kilroy | Procurement Unit | |
| Medical Unit | | Comp/Claims Unit | |
| Food Unit | T. Cookies | Cost Unit | |
| 9. Prepared by: Name: <u>Florence Calvo</u> Position/Title: <u>PSC1</u> Signature: <u><i>Florence Calvo</i></u> | | | |
| ICS 203 | IAP Page <u>2</u> | Date/Time: <u>xx/xx/20xx 0600</u> | |



ICS Form 204: Assignment List (Cont'd)

6. Work Assignments:

Provide HazMat Services and assist other agencies as needed
Distribute Water & Food to support personnel

7. Special Instructions:

All personnel will have proper PPE with them at all times
Report any injury or illness to the ICP and your immediate supervisor

8. Communications (radio and/or phone contact numbers needed for this assignment):

| Name/Function | Primary Contact: indicate cell, pager, or radio (frequency/system/channel) |
|-------------------|--|
| / | |
| TIC 1 / Command | |
| HazMat / Tactical | |
| / | |

9. Prepared by: Name: **Florence Calvo** Position/Title: **PSC1** Signature: *Florence Calvo*

ICS 204 IAP Page **3** Date/Time: **xx/xx20xx 0600**

ICS Form 205: Communications Plan

| 1. Incident Name: Independence Day Parade | | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1300 | | | | 3. Operational Period: Date From: xx/xx/20xx Date To: xx/xx/20xx Time From: 0600 Time To: 1700 | | | |
|--|------|--|---|---|-----------------------------------|----------------------------|----------------|---|-------------------|--|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks | |
| | 1 | Command | TIC 1 | Command | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Command and General Staff, and offsite | |
| | 2 | Tactical | DSP 3 | Traffic | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Interoperable Channel for LE | |
| | 3 | Tactical | DSP 3 | Security | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | | |
| | 4 | Tactical | DSP 3 | PSD | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | | |
| | 5 | Tactical | EMS | EMS | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Interoperable Channel for EMS/Hospital | |
| | 6 | Tactical | HazMat | HazMat | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | | |
| | 7 | Tactical | EMS | SAR | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | | |
| | 8 | Tactical | CNMI ARES | AuxComm | 443.8750 W | CSQ | 448.8750 W | CSQ | A | | |
| | 9 | AVAILABLE CHANNEL IN CASE OF AN INCIDENT DURING THE PLANNED EVENT (ICS FORM 217A AVAILABLE CHANNEL LIST) | | | | | | | | | |
| | 10 | Tactical | TIC 2 | All Public Safety | CNMI 800 MHZ TRUNKED RADIO SYSTEM | | | | | Channel to be assigned for an incident if needed | |
| 5. Special Instructions: | | | | | | | | | | | |
| 6. Prepared by (Communications Unit Leader): Name: <u>Joaquin Kirby</u> Signature: <u>Joaquin Kirby</u> | | | | | | | | | | | |
| ICS 205 | | | IAP Page <u>4</u> | | | Date/Time: xx/xx/20xx 1300 | | | | | |

ICS Form 206: Medical Plan

| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From: xx/xx/20xx Date To: 0600 Time From: xx/xx/20xx Time To: 1700 | |
|---|-----------------------|--|--|
| 3. Medical Aid Stations: | | | |
| Name | Location | Contact Number(s)/Frequency | Paramedics on Site? |
| Medical Station #1 | Incident Command Post | (123) 223-3344 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Transportation (indicate air or ground): | | | |
| Ambulance Service | Location | Contact Number(s)/Frequency | Level of Service |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS |
| DPS Fire | | 9-1-1 | <input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS |



ICS Form 206: Medical Plan (Cont'd)

| 5. Hospitals: | | | | | | | |
|---------------|--|------------------------------------|-------------|--------|--|--|---|
| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/ Frequency | Travel Time | | Trauma Center | Burn Center | Helipad |
| | | | Air | Ground | | | |
| CHC | 32 W. Cali Rd. San Juan, CA 12345 | (123) 223-3344 | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

6. Special Medical Emergency Procedures:

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: **Jesus Tefano** Signature: *Jesus Tefano*

ICS 206

IAP Page 5

Date/Time: **xx/xx/20xx 0600**

ICS Form 208: Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)

| | | | |
|---|----------------|---|--------------------------|
| 1. Incident Name: Independence Day Parade | | 2. Operational Period: Date From xx/xx/20xx Date To: 0600 Time From xx/xx/20xx Time To: 1700 | |
| 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: | | | |
| <p>Communications: Monitor your tactical channel. Refer to the ICS 205 Communications Plan for more information.</p> <p>Security: Be aware of suspicious people or packages.</p> <p>Awareness: Monitor your surroundings and communicate with adjoining resources. Anything you feel is out of the ordinary, report immediately. Report all injuries.</p> <p>Health: Drink plenty of fluids. Wear sun protection.</p> | | | |
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Approved Site Safety Plan(s) Located At: ICP | | | |
| 5. Prepared by: Name: Juan Pua | | Position/Title: SOFR | Signature: <i>J. Pua</i> |
| ICS 208 | IAP Page _____ | Date/Time: xx/xx/20xx 0600 | |



Map

-  [Parade Starting Point](#)
Assembly Area
-  [Parade End Point](#)
-  [Reviewing Stand/ICP](#)
In this position if in the AM
-  [Fire/EMS Staging](#)
-  [Restrooms](#)
-  [Carnival](#)
-  [Fire/EMS Rescue unit](#)
Follows the Parade as it proceeds to provide services
-  [CHC](#)
-  [Debarcation](#)
-  [First Aide Stations](#)
-  [Fireworks \(if possible\)](#)
-  [Parade Route](#)



Parade Route



ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

| Block Number | Block Title | Instructions |
|------------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Branch Division Group Staging Area | This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing. |
| 4 | Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor | Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s). |
| 5 | Resources Assigned | Enter the following information about the resources assigned to the Division or Group for this period: |
| | <ul style="list-style-type: none"> • Resource Identifier | The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined). |
| | <ul style="list-style-type: none"> • Leader | Enter resource leader's name. |
| | <ul style="list-style-type: none"> • # of Persons | Enter total number of persons for the resource assigned, including the leader. |
| | <ul style="list-style-type: none"> • Contact (e.g., phone, pager, radio frequency, etc.) | Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number. |
| 5 (continued) | <ul style="list-style-type: none"> • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information | Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information. |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 6 | Work Assignments | Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group. |
| 7 | Special Instructions | Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information. |
| 8 | Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) | <p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p> |
| 9 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

Auxiliary Communications (AUXCOMM)

Training Course

Unit 5: Incident Radio Communications Plan



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 5: Incident Radio Communications Plan



Terminal Learning Objective Enabling Learning Objectives

TLO: At the conclusion of the unit, the student will be able to complete ICS Form 217A, the Communications Resource Availability Worksheet, and ICS Form 205, the Incident Radio Communications Plan

ELO A: Complete ICS Form 217A

ELO B: Complete ICS Form 205

ELO C: Identify security requirements for ICS Form 205 and ICS Form 217A



AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN | 2

ICS Form 217A: Communications Resource Availability Worksheet

- Purpose
- Preparation
- Distribution



Exercise 5-1: ICS Form 217A Communications Resource Availability Worksheet

Purpose/Objective

- Complete ICS Form 217A
- Identify security requirements for ICS Form 217A

Exercise Instructions

- All AUXCOMM organizations should have the ICS Form 217A(s) that include all auxiliary communications resources available to that specific group
- Identify available channels at the state, region, or local level



Exercise 5-1: ICS Form 217A Communications Resource Availability Worksheet (Cont'd)

Exercise Instructions (Cont'd)

- List other available AUXCOMM-related resources that provide coverage in the AUXCOMM organization's area of operation (repeaters, designated channels, etc.)
- Provide and review samples of ICS Form 217A



Exercise 5-1: ICS Form 217A Communications Resource Availability Worksheet (Cont'd)

Outputs

- Participants will work in small groups to produce a hard and/or soft copy of the ICS Form 217A
- Present and discuss results per group
- Present and discuss security requirements

Duration

- 1 hour



AUXILIARY COMMUNICATIONS (AUXCOMM)
TRAINING COURSE

ICS Form 217A for Group Exercises

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET | | | | | | | Frequency Band | | | Description | | | | | |
|--|----------------|---------------|----------------|---------------|--------------|---------------|--------------------------|--------------|---------------|-------------|--------------------------|--|------------|--|--|
| ICS Form 217-A | | | | | | | Page 1 of 3 | | | 3 - 30 MHz | | | Nationwide | | |
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/ Narrow | RX Tone / NAC | Tx Frequency | Wide/ Narrow | Tx Tone / Nac | Mode (A/D) | Remarks | | | | |
| 1 | 80/75 Meters | RTTY/ DATA | | 3.5700-3.6000 | | | | | | | | | | | |
| 2 | 80/75 Meters | SSB-DX | | 3.7900-3.8000 | | | | | | | | | | | |
| 3 | 80/75 Meters | SSTV | | 3.8450 | | | | | | | | | | | |
| 4 | 80/75 Meters | AM-Calling | | 3.8850 | | | | | | | | | | | |
| 5 | 60 Meters | 1 | | 5.3305 | | | Shared with primary user | | | | | | | | |
| 6 | 60 Meters | 2 | | 5.3465 | | | Shared with primary user | | | | | | | | |
| 7 | 60 Meters | 3 | | | | | 5.3585 | | | | Shared with primary user | | | | |
| 8 | 60 Meters | 4 | | 5.3715 | | | Shared with primary user | | | | | | | | |
| 9 | 60 Meters | 5 | | 5.4035 | | | Shared with primary user | | | | | | | | |

ICS Form 217A for Group Exercises (Cont'd)

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET | | | | | | | Frequency Band | | | Description | | | | | |
|--|----------------|------------------|----------------|-----------------|--------------|---------------|------------------------------------|--------------|---------------|-------------|---------|--|------------|--|--|
| ICS Form 217-A | | | | | | | Page 2 of 3 | | | 3 - 30 MHz | | | Nationwide | | |
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/ Narrow | RX Tone / NAC | Tx Frequency | Wide/ Narrow | Tx Tone / Nac | Mode (A/D) | Remarks | | | | |
| 10 | 40 Meters | RTTY-DX | | 7.0400 | | | | | | | | | | | |
| 11 | 40 Meters | PSK31 DX | | 7.03515 | | | | | | | | | | | |
| 12 | 40 Meters | SSTV | | 7.1710 | | | | | | | | | | | |
| 13 | 40 Meters | AM-Calling | | | | | 7.2900 | | | | | | | | |
| 14 | 20 Meters | PSK31 | | 14.07015 | | | | | | | | | | | |
| 15 | 20 Meters | RTTY | | 14.0700-14.0950 | | | | | | | | | | | |
| 16 | 20 Meters | NCDXF Beacons | | 14.1000 | | | Do Not Transmit On This Frequency! | | | | | | | | |
| 17 | 20 Meters | SSTV | | 14.2300 | | | | | | | | | | | |
| 18 | 20 Meters | AM-Calling | | 14.2860 | | | | | | | | | | | |

ICS Form 217A for Group Exercises (Cont'd)

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217-A Page 3 of 3 | | | | Frequency Band 3 - 30 MHz | | | | Description Nationwide | | | | |
|--|----------------|---------------|----------------|------------------------------|-------------|---------------|-------------------|---------------------------|--------------|------------|-----------------|------------------------------------|
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/Narrow | RX Tone / NAC | Tx Frequency | Wide/Narrow | Tx Tone/ Nac | Mode (A/D) | Remarks | |
| 19 | 15 Meters | RTTY/DATA | | 21.0700 - 21.1100 | | | | | | | | |
| 20 | 15 Meters | PSK31 | | 21.07015 | | | | | | | | |
| 21 | 15 Meters | NCDXF Beacons | | 21.1500 | | | | | | | | Do Not Transmit On This Frequency! |
| 22 | 15 Meters | SSTV | | 21.3400 | | | | | | | | |
| 23 | 10 Meters | RTTY/DATA | | 28.0700 - 28.1500 | | | | | | | | |
| 24 | 10 Meters | PSK31 | | 28.12015 | | | | | | | | |
| 25 | 10 Meters | NCDXF Beacons | | 28.2000-28.3000 | | | | | | | | Do Not Transmit On This Frequency! |
| 26 | 10 Meters | AM | | 29.0000 - 29.2000 | | | | | | | | |
| 27 | 10 Meters | FM Repeaters | | 29.6100 - 29.7000 | W | | 29.5200 - 29.5900 | W | | A | | |
| 28 | 10 Meters | FM Calling | | 29.6000 | CSQ | W | 29.6000 | CSQ | W | A | Simplex Calling | |



ICS Form 205: Incident Radio Communications Plan

- Purpose
- Preparation
- Distribution



ICS Form 205: Incident Radio Communications Plan (Cont'd)

- Determine needs:
 - What is their assignment?
 - Who is here?
 - When are they doing it?
 - Where are they doing it?
 - Why are they doing it; what are roles of resources?
 - How is the incident organized?
 - How much? What bandwidth/capacity is needed and over what coverage area?



ICS Form 205: Incident Radio Communications Plan (Cont'd)

- Assess available resources
- Determine most appropriate and available application of resources
 - Shared channels/systems?
 - Interconnects (gateways)?
 - Radio cache equipment?
- Assign nets
 - Create the ICS Form 205



ICS Form 205: Incident Radio Communications Plan (Cont'd)

- Message Coordination
- Incident support (Operational and Technical)

Networks for large incidents may be organized as follows:

- Command Net
- Tactical Net
- Support Net
- Air Nets (air-to-ground, air-to-air, etc.)
- Staging Area Nets



Incident Radio Communications Plan Sensitive Information

- Generally, IAPs become public information and radio programming information may become compromised through general distribution of the IAP beyond incident personnel



Incident Radio Communications Plan Sensitive Information (Cont'd)

- The Department of Homeland Security (DHS) restricts the publication of detailed frequency and programming information regarding Urban Search & Rescue (USAR) and Disaster Medical Assistance Team (DMAT) channels to DHS-authorized personnel who have obtained the necessary clearances



Incident Radio Communications Plan Sensitive Information (Cont'd)

- USAR and DMAT frequencies will not be published on an ICS Form 205, even if known to the COML
- This same philosophy may apply to the Bomb Squad, SWAT team, military teams, intelligence gathering, or other sensitive channels being used
- Media access to ICS Form 205

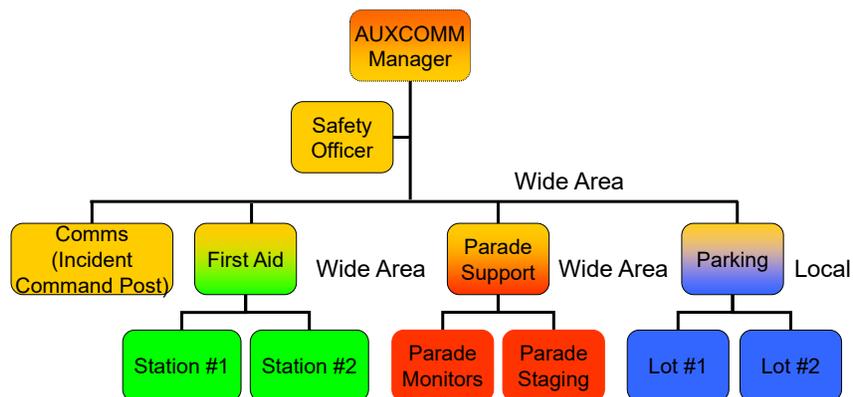


Incident Radio Communications Plan Sensitive Information (Cont'd)

- Encryption
 - Not allowed on amateur radio frequency per FCC rules
- Project 25 Digital Standards

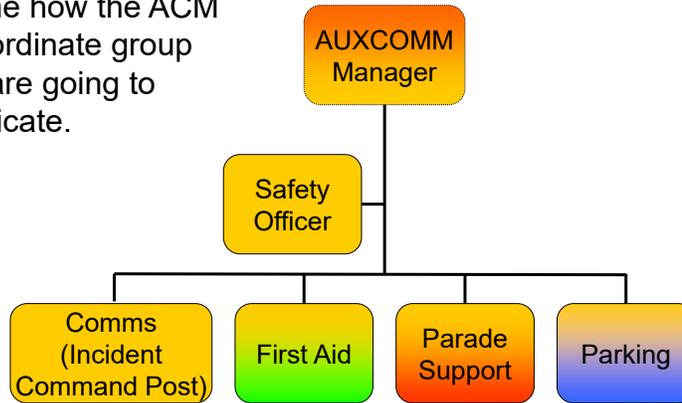


Functional Assignments



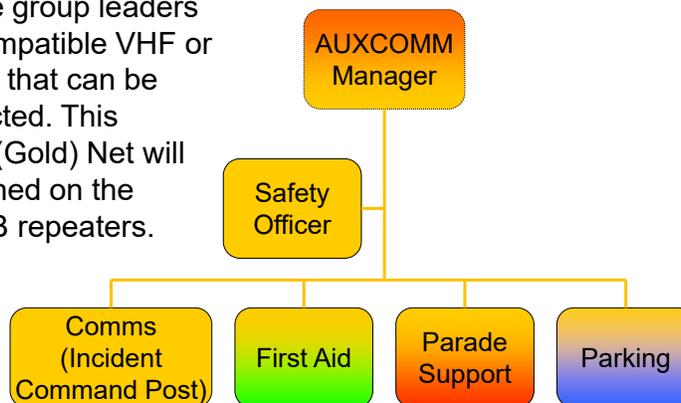
Functional Assignments (Cont'd)

Determine how the ACM and subordinate group leaders are going to communicate.



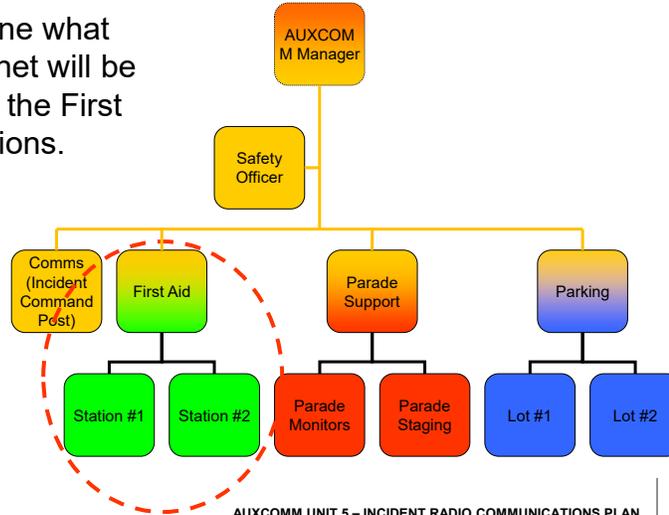
Functional Assignments (Cont'd)

The COML, ACM and subordinate group leaders all carry compatible VHF or UHF radios that can be interconnected. This Command (Gold) Net will be established on the linked KxAB repeaters.



Functional Assignments (Cont'd)

Determine what tactical net will be used by the First Aid Stations.

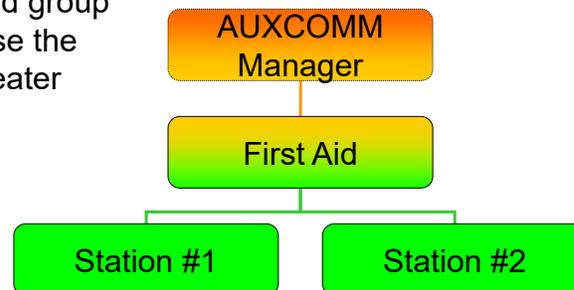


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

All First Aid Station resources are local and carry VHF radios. The group leader and group members will use the KxIJK VHF repeater (Green Net).

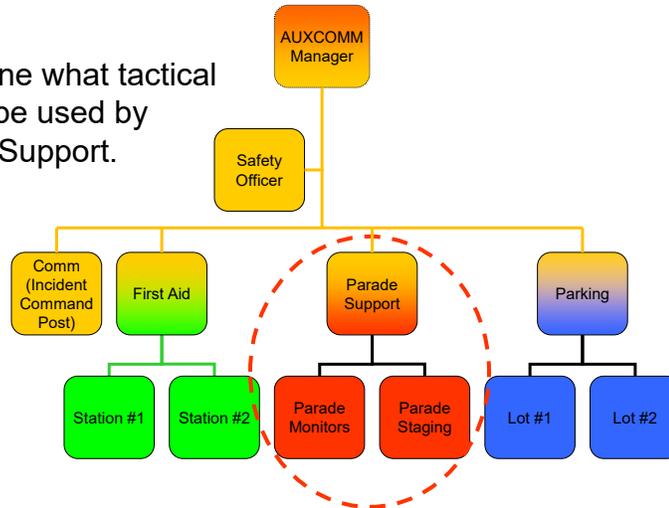


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

Determine what tactical net will be used by Parade Support.

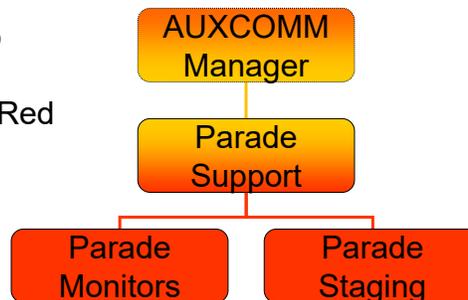


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

All Parade Support resources carry dual band (VHF/UHF) radios. The group leader and group members will use the KxCDE UHF repeater (Red Net).

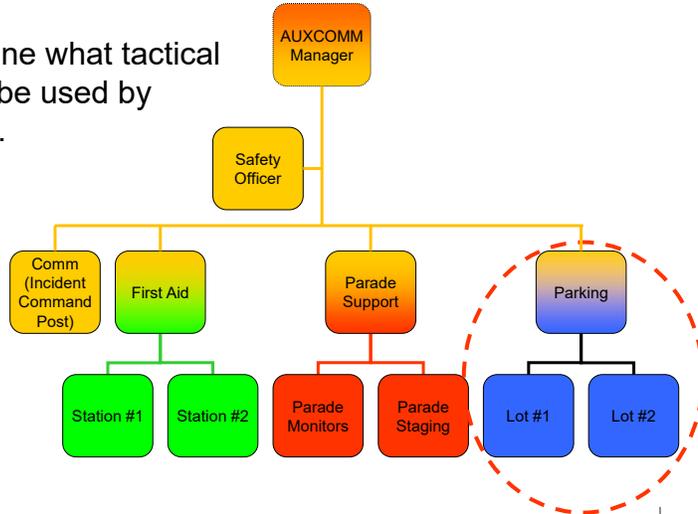


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

Determine what tactical net will be used by Parking.

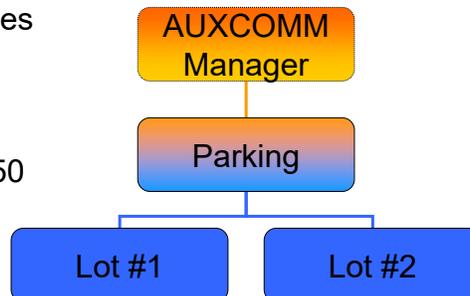


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

All parking lots are in the same area of the Central City and parking resources carry VHF radios. The group leader and group members will use the simplex channel 147.5850 MHz (Blue Net).

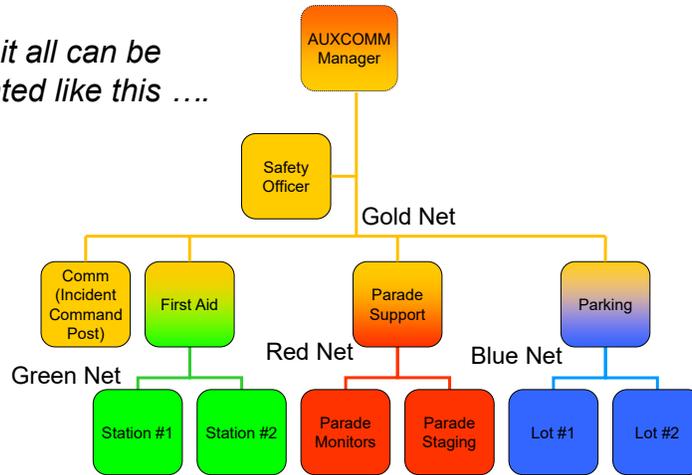


AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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Functional Assignments (Cont'd)

Visually, it all can be represented like this



Functional Assignments (Cont'd)

- Management positions (typically) within the AUXCOMM function need to monitor and participate in radio nets both above and below them
- Two options are generally available to meet this requirement, carrying two radios or scanning
- A third option, if two bands are being used, is a dual band radio that allows simultaneous use of both bands



ICS Form 205 (AUXCOMM Communications)

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Time From: 0800 Date To: xx/xx/20xx Time To: 1800 | | | |
|---|------|----------|---|---------------------|----------------|----------------------------|---|--------------|-------------------|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer |
| | 2 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 442.1000 W | 141.3 | 447.1000 W | 141.3 | A | Gold Net: Linked to Ch #1 at AuxComm Trailer |
| | 3 | TACTICAL | KxIJK | First Aid | 145.1450 W | CSQ | 144.5450 W | 123.0 | A | Green Net |
| | 4 | TACTICAL | KxCDE | Parade Mgt | 442.2000 W | CSQ | 447.2000 W | 141.3 | A | Red Net |
| | 5 | TACTICAL | Simplex | Parking | 147.5850 W | CSQ | 147.5850 W | CSQ | A | Blue Net |
| | 6 | | | | | | | | | |
| | 7 | | WxMNO | SPARE | 147.1950 W | CSQ | 147.7950 W | CSQ | A | Used for expansion if needed |
| | 8 | | Simplex | SPARE | 446.0000 W | CSQ | 446.0000 W | CSQ | A | Used for expansion if needed |
| 5. Special Instructions: | | | | | | | | | | |
| 6. Prepared by (Communications Unit Leader): Name: S. Spotter (WX4PTC) Signature: S. Spotter | | | | | | | | | | |
| ICS 205 | | | IAP Page 4 | | | Date/Time: xx/xx/20xx 1000 | | | | |

Completion of ICS Form 205

To complete the ICS Form 205, first fill out header information:

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Time From: 0800 Date To: xx/xx/20xx Time To: 1800 | | | |
|------------------------------------|------|----------|---|------------|----------------|--------------|---|--------------|-------------------|---------|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |



Completion of ICS Form 205 (Cont'd)

Then complete each line, preferably by “copy/paste”
from an already completed ICS Form 217A:

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | 3. Operational Period: Date From: xx/xx/20xx Time From: 0800 | | | Date To: xx/xx/20xx Time To: 1800 | | |
|------------------------------------|------|----------|---|---------------------|----------------|---|----------------|--------------|--|--|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks | |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer | |

Updating the Function, Assignment and Remarks columns as required for each line on the ICS Form 205 as it is added.



Completion of ICS Form 205 (Cont'd)

Until all nets are properly documented.

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | 3. Operational Period: Date From: xx/xx/20xx Time From: 0800 | | | Date To: xx/xx/20xx Time To: 1800 | | |
|------------------------------------|------|----------|---|---------------------|----------------|---|----------------|--------------|--|--|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks | |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer | |
| | 2 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 442.1000 W | 141.3 | 447.1000 W | 141.3 | A | Gold Net: Linked to Ch #1 at AuxComm Trailer | |
| | 3 | TACTICAL | KxIJK | First Aid | 145.1450 W | CSQ | 144.5450 W | 123.0 | A | Green Net | |
| | 4 | TACTICAL | KxCDE | Parade Mgt | 442.2000 W | CSQ | 447.2000 W | 141.3 | A | Red Net | |
| | 5 | TACTICAL | Simplex | Parking | 147.5850 W | CSQ | 147.5850 W | CSQ | A | Blue Net | |



Completion of ICS Form 205 (Cont'd)

And not forgetting to complete the footer information!

| | |
|--|--|
| 6. Prepared by (Communications Unit Leader): Name: <u>S. Spotter (WX4PTC)</u> Signature: <u>S. Spotter</u> | |
| ICS 205 | IAP Page <u>4</u> Date/Time : <u>xx/xx/20xx 1000</u> |

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (Project 25).

REMEMBER – the ICS Form 205 is part of the IAP!



Exercise 5-2: ICS Form 205 Incident Radio Communications Plan

Purpose/Objective

- Complete an ICS Form 205
- Identify security requirements for an ICS Form 205

Instructions

- Review exercise 5-2 background, scenario, tasking, resources, parade map, and organization chart



Exercise 5-2: ICS Form 205 Incident Radio Communications Plan (Cont'd)

Outputs

- Completed ICS Form 205 including security requirements
- Present and discuss results per individual or group

Exercise Duration: 1 hour



Background

- Annually on July 4, the Central City holds the largest parade in the region drawing from 5,000 to 7,500 attendees, including entrants
- The parade typically draws from 75 to 100 entrants (bands, floats, etc.) from throughout the state
- The parade route is 1.25 miles long along the east bank of the Central River
- The parade starts at 10 am local time and is typically over by 12:30 pm



Scenario

- Because Central City is a small community, it relies heavily on volunteer support through its Community Emergency Response Team to its public safety agencies for large events such as the July 4 parade
- The July 4 parade is managed by the Fire & Police Chiefs and Emergency Manager using a unified command structure (see Organization Chart)



Scenario (Cont'd)

- Central City provides parade monitors along the entire route of the parade to keep the parade flowing and to watch for disruptions and people in need of first aid or other special attention
- Central City provides a first aid station and rest area for attendees



Tasking

- The Emergency Manager (EM) has called the Central City's Community Emergency Response Team (CERT), asking for the following CERT support, including communications support from the AUXCOMM Manager
- Place no more than two Auxiliary Communicators at the Command Post (located in a Command Vehicle near the Reviewing Stand) to relay AUXCOMM radio traffic between Command and Auxiliary Communicators staffing field activities



Tasking (Cont'd)

- Emergency Manager's request (Cont'd)
 - Provide Auxiliary Communicator shadows to the 3 parade management staff handling parade staging in the assembly area near the start of the parade
 - Provide Auxiliary Communicator shadows to the 6 parade monitors spread every .25 miles along the route to monitor parade flow and report problems



Tasking (Cont'd)

- Emergency Manager's request (Cont'd)
 - Provide Auxiliary Communicators at the First Aid Station to report urgent care requirements to the Command Post and to assist with dispatching EMS or first aid volunteers to field incidents reported by any parade personnel or CERT volunteers



Tasking (Cont'd)

- Emergency Manager's request (Cont'd)
 - Central Fire Department dispatches EMS which is provided by a private ambulance company that has its own UHF radio system using UHF Med Channels for dispatch and hospital communications



Tasking (Cont'd)

- Emergency Manager's request (Cont'd)
 - Provide radio-equipped CERT members to staff entrances to two public parking lot entrances and assist motorists into lots, reporting parking lot status and any first aid/safety needs to the Command Post



Resources

- 15 CERT members serving the Central City area who are licensed Amateur Radio operators. Ten will have dual band (VHF/UHF) radios and five will have no radios
- Central City's Command Vehicle is equipped with two VHF and one UHF Amateur radio station



Resources (Cont'd)

- Central City has a cache of 5 VHF portables of the same model used by fire and police, and typically used for special events
- These radios are front-panel programmable and cover the frequency range of 138 to 174 MHz. Each has a rechargeable battery plus AA battery clamshell for backup

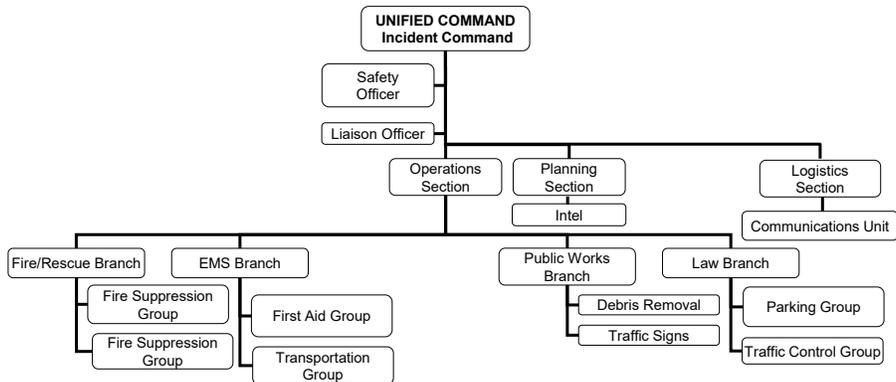


Exercise 5-2: Planned Event: Parade Map

- Parade Starting Point
Assembly Area
- Parade End Point
- Reviewing Stand/ICP
In this position if in the AM
- Fire/EMS Staging
- Restrooms
- Carnival
- Fire/EMS Rescue unit
Follows the Parade as it proceeds to provide services
- CHC
- Debarkation
- First Aid Station
- Fireworks (if possible)
- Parade Route



Exercise 5-2: Planned Event Parade Organization Chart



Use this org chart as reference to support the incident



Unit 5 Summary

- 1) Completed ICS Form 217A, the Communications Resource Availability Worksheet.
- 2) Completed ICS Form 205, the Incident Radio Communications Plan.
- 3) Identified security requirements for ICS Form 217A and ICS Form 205.



Unit 5 Questions



AUXCOMM UNIT 5 – INCIDENT RADIO COMMUNICATIONS PLAN

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ICS Form 217A for Group Exercises

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET | | | | | | | Frequency Band | | | Description | |
|--|----------------|---------------|----------------|---------------|-------------|---------------|----------------|-------------|---------------|-------------|--------------------------|
| ICS Form 217-A | | | | Page 1 of 3 | | | 3 - 30 MHz | | | Nationwide | |
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/Narrow | RX Tone / NAC | Tx Frequency | Wide/Narrow | Tx Tone / Nac | Mode (A/D) | Remarks |
| 1 | 80/75 Meters | RTTY/ DATA | | 3.5700-3.6000 | | | | | | | |
| 2 | 80/75 Meters | SSB-DX | | 3.7900-3.8000 | | | | | | | |
| 3 | 80/75 Meters | SSTV | | 3.8450 | | | | | | | |
| 4 | 80/75 Meters | AM-Calling | | 3.8850 | | | | | | | |
| 5 | 60 Meters | 1 | | 5.3305 | | | | | | | Shared with primary user |
| 6 | 60 Meters | 2 | | 5.3465 | | | | | | | Shared with primary user |
| 7 | 60 Meters | 3 | | | | | 5.3585 | | | | Shared with primary user |
| 8 | 60 Meters | 4 | | 5.3715 | | | | | | | Shared with primary user |
| 9 | 60 Meters | 5 | | 5.4035 | | | | | | | Shared with primary user |

ICS Form 217A for Group Exercises (Cont'd)

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET | | | | | | | Frequency Band | | | | Description | |
|--|----------------|---------------|----------------|-----------------|-------------|---------------|----------------|-------------|---------------|------------|------------------------------------|------------|
| ICS Form 217-A | | | | | | | Page 2 of 3 | | | | 3 - 30 MHz | Nationwide |
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/Narrow | RX Tone / NAC | Tx Frequency | Wide/Narrow | Tx Tone / Nac | Mode (A/D) | Remarks | |
| 10 | 40 Meters | RTTY-DX | | 7.0400 | | | | | | | | |
| 11 | 40 Meters | PSK31 DX | | 7.03515 | | | | | | | | |
| 12 | 40 Meters | SSTV | | 7.1710 | | | | | | | | |
| 13 | 40 Meters | AM-Calling | | | | | 7.2900 | | | | | |
| 14 | 20 Meters | PSK31 | | 14.07015 | | | | | | | | |
| 15 | 20 Meters | RTTY | | 14.0700-14.0950 | | | | | | | | |
| 16 | 20 Meters | NCDXF Beacons | | 14.1000 | | | | | | | Do Not Transmit On This Frequency! | |
| 17 | 20 Meters | SSTV | | 14.2300 | | | | | | | | |
| 18 | 20 Meters | AM-Calling | | 14.2860 | | | | | | | | |

ICS Form 217A for Group Exercises (Cont'd)

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217-A Page 3 of 3 | | | | | | | Frequency Band 3 - 30 MHz | | | Description Nationwide | |
|--|----------------|---------------|----------------|-------------------|-------------|---------------|------------------------------|-------------|--------------|---------------------------|------------------------------------|
| Ch # | Channel Config | Channel Name | Eligible Users | Rx Frequency | Wide/Narrow | RX Tone / NAC | Tx Frequency | Wide/Narrow | Tx Tone/ Nac | Mode (A/D) | Remarks |
| 19 | 15 Meters | RTTY/DATA | | 21.0700 - 21.1100 | | | | | | | |
| 20 | 15 Meters | PSK31 | | 21.07015 | | | | | | | |
| 21 | 15 Meters | NCDXF Beacons | | 21.1500 | | | | | | | Do Not Transmit On This Frequency! |
| 22 | 15 Meters | SSTV | | 21.3400 | | | | | | | |
| 23 | 10 Meters | RTTY/DATA | | 28.0700 - 28.1500 | | | | | | | |
| 24 | 10 Meters | PSK31 | | 28.12015 | | | | | | | |
| 25 | 10 Meters | NCDXF Beacons | | 28.2000-28.3000 | | | | | | | Do Not Transmit On This Frequency! |
| 26 | 10 Meters | AM | | 29.0000 - 29.2000 | | | | | | | |
| 27 | 10 Meters | FM Repeaters | | 29.6100 - 29.7000 | | W | 29.5200 - 29.5900 | W | | A | |
| 28 | 10 Meters | FM Calling | | 29.6000 | CSQ | W | 29.6000 | CSQ | W | A | Simplex Calling |



ICS Form 205 (AUXCOMM Communications)

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Date To: xx/xx/20xx Time From: 0800 Time To: 1800 | | | |
|---|------|----------|---|---------------------|----------------|----------------------------|---|--------------|-------------------|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer |
| | 2 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 442.1000 W | 141.3 | 447.1000 W | 141.3 | A | Gold Net: Linked to Ch #1 at AuxComm Trailer |
| | 3 | TACTICAL | KxIJK | First Aid | 145.1450 W | CSQ | 144.5450 W | 123.0 | A | Green Net |
| | 4 | TACTICAL | KxCDE | Parade Mgt | 442.2000 W | CSQ | 447.2000 W | 141.3 | A | Red Net |
| | 5 | TACTICAL | Simplex | Parking | 147.5850 W | CSQ | 147.5850 W | CSQ | A | Blue Net |
| | 6 | | | | | | | | | |
| | 7 | | WxMNO | SPARE | 147.1950 W | CSQ | 147.7950 W | CSQ | A | Used for expansion if needed |
| | 8 | | Simplex | SPARE | 446.0000 W | CSQ | 446.0000 W | CSQ | A | Used for expansion if needed |
| 5. Special Instructions: | | | | | | | | | | |
| 6. Prepared by (Communications Unit Leader): Name: <u>S. Spotter (WX4PTC)</u> Signature: <u>S. Spotter</u> | | | | | | | | | | |
| ICS 205 | | | IAP Page <u>4</u> | | | Date/Time: xx/xx/20xx 1000 | | | | |

Completion of ICS Form 205

To complete the ICS Form 205, first fill out header information:

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Date To: xx/xx/20xx Time From: 0800 Time To: 1800 | | | |
|------------------------------------|------|----------|---|------------|----------------|--------------|---|--------------|-------------------|---------|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |



Completion of ICS Form 205 (Cont'd)

Then complete each line, preferably by “copy/paste” from an already completed ICS Form 217A:

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Date To: xx/xx/20xx Time From: 0800 Time To: 1800 | | | |
|------------------------------------|------|----------|---|---------------------|----------------|--------------|---|--------------|-------------------|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer |

Updating the Function, Assignment and Remarks columns as required for each line on the ICS Form 205 as it is added.



Completion of ICS Form 205 (Cont'd)

Until all nets are properly documented.

| 1. Incident Name: PARADE | | | 2. Date/Time Prepared: Date: xx/xx/20xx Time: 1000 | | | | 3. Operational Period: Date From: xx/xx/20xx Date To: xx/xx/20xx Time From: 0800 Time To: 1800 | | | |
|------------------------------------|------|----------|---|---------------------|----------------|--------------|---|--------------|-------------------|--|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/ NAC | TX Freq N or W | TX Tone/ NAC | Mode (A, D, or M) | Remarks |
| | 1 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 146.9400 W | 100.0 | 146.3400 W | 100.0 | A | Gold Net: Linked to Ch #2 at AuxComm Trailer |
| | 2 | TACTICAL | KxAB | AuxComm Mgr & Supvs | 442.1000 W | 141.3 | 447.1000 W | 141.3 | A | Gold Net: Linked to Ch #1 at AuxComm Trailer |
| | 3 | TACTICAL | KxIJK | First Aid | 145.1450 W | CSQ | 144.5450 W | 123.0 | A | Green Net |
| | 4 | TACTICAL | KxCDE | Parade Mgt | 442.2000 W | CSQ | 447.2000 W | 141.3 | A | Red Net |
| | 5 | TACTICAL | Simplex | Parking | 147.5850 W | CSQ | 147.5850 W | CSQ | A | Blue Net |



Completion of ICS Form 205 (Cont'd)

And not forgetting to complete the footer information!

| | |
|--|--|
| 6. Prepared by (Communications Unit Leader): Name: <u>S. Spotter (WX4PTC)</u> Signature: <u>S. Spotter</u> | |
| ICS 205 | IAP Page <u>4</u> Date/Time : <u>xx/xx/20xx</u> 1000 |

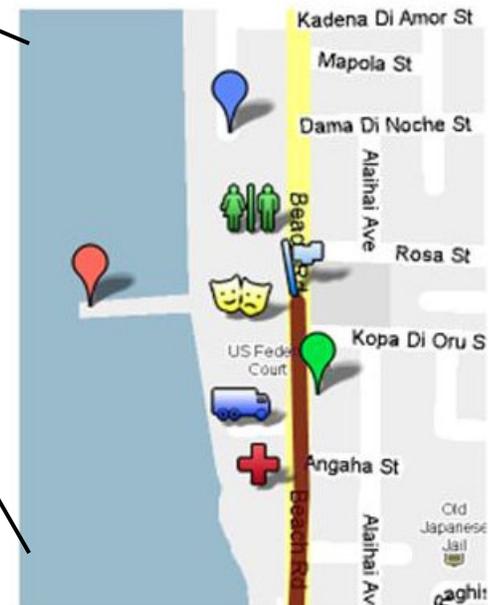
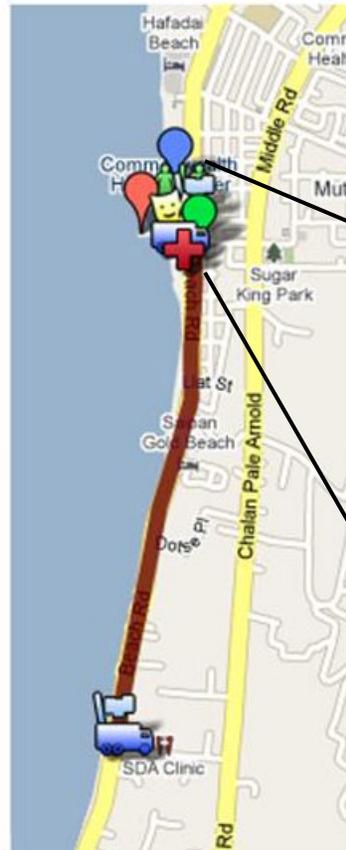
The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (Project 25).

REMEMBER – the ICS Form 205 is part of the IAP!

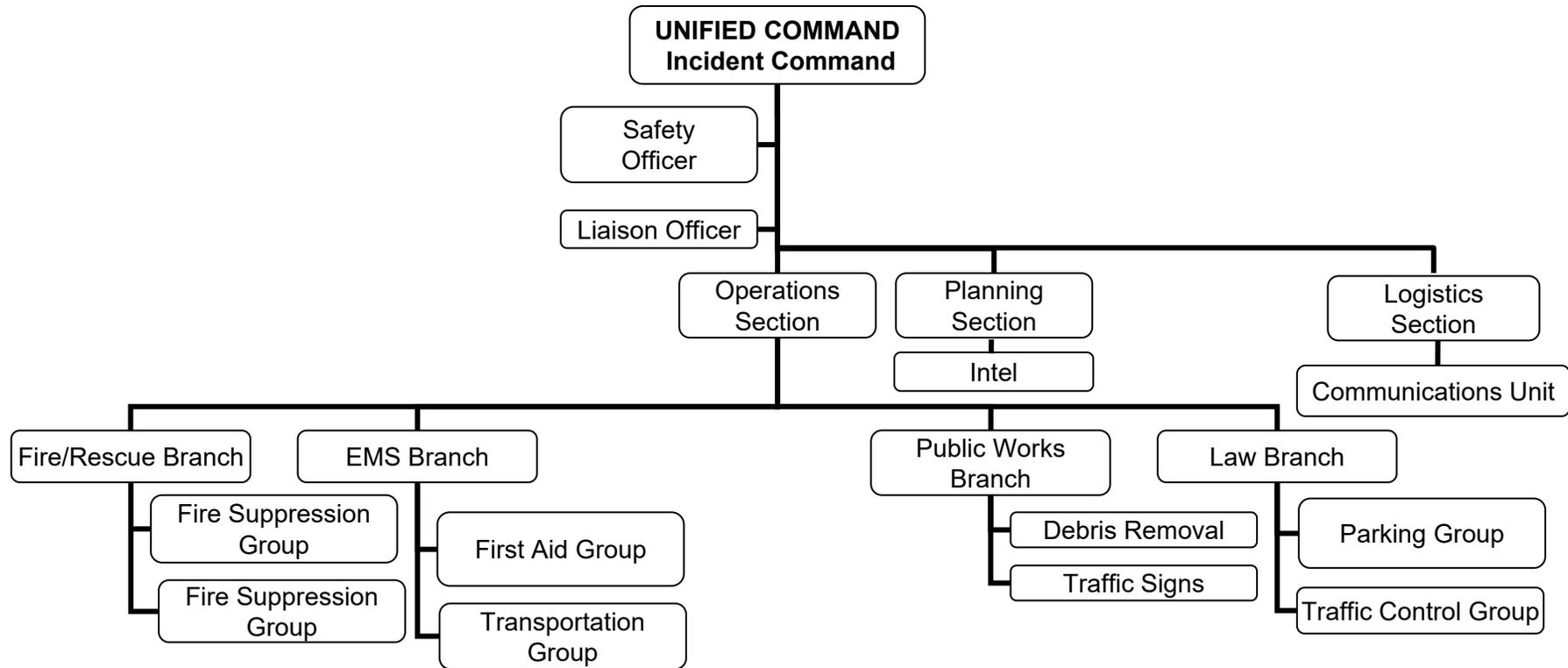


Exercise 5-2: Planned Event: Parade Map

-  [Parade Starting Point](#)
Assembly Area
-  [Parade End Point](#)
-  [Reviewing Stand/ICP](#)
In this position if in the AM
-  [Fire/EMS Staging](#)
-  [Restrooms](#)
-  [Carnival](#)
-  [Fire/EMS Rescue unit](#)
Follows the Parade as it proceeds to provide services
-  [CHC](#)
-  [Debarcation](#)
-  [First Aide Station](#)
-  [Fireworks \(if possible\)](#)
-  [Parade Route](#)



Exercise 5-2: Planned Event Parade Organization Chart



Use this org chart as reference to support the incident



INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| | | |
|--------------------------|---|---|
| 1. Incident Name: | 2. Date/Time Prepared: Date: _____ Time: _____ | 3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ |
|--------------------------|---|---|

| 4. Basic Radio Channel Use: | | | | | | | | | | |
|------------------------------------|------|----------|---|------------|-------------------|-------------|-------------------|-------------|----------------------|---------|
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____

| | | |
|---------|----------------|------------------|
| ICS 205 | IAP Page _____ | Date/Time: _____ |
|---------|----------------|------------------|

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Date/Time Prepared | Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). |
| 3 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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. |
| 4 | Basic Radio Channel Use | Enter the following information about radio channel use: |
| | Zone Group | |
| | Channel Number | Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. |
| | Function | Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). |
| | Channel Name/Trunked Radio System Talkgroup | Enter the nomenclature or commonly used name for the channel or talkgroup such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG). |
| | Assignment | Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. |
| | RX (Receive) Frequency (N or W) | Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information. |
| | RX Tone/NAC | Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. |

| Block Number | Block Title | Instructions |
|-------------------------|---|--|
| 4 (continued) | TX (Transmit) Frequency (N or W) | Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. |
| | TX Tone/NAC | Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. |
| | Mode (A, D, or M) | Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. |
| | Remarks | Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. |
| 5 | Special Instructions | Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident. |
| 6 | Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time | Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS Form 217A

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A | | | | | Frequency Band | | | Description | | |
|--|-----------------------|---|----------------------------|----------------|----------------|----------------|-------------|-----------------|---------|--|
| | Channel Configuration | Channel Name/Trunked Radio System Talkgroup | Eligible Users/Assignments | RX Freq N or W | RX Tone/NAC | TX Freq N or W | Tx Tone/NAC | Mode A, D, or M | Remarks | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS Form 217A

| COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A | | | | | Frequency Band | | | Description | | |
|--|-----------------------|---|----------------------------|----------------|----------------|----------------|-------------|-----------------|---------|--|
| | Channel Configuration | Channel Name/Trunked Radio System Talkgroup | Eligible Users/Assignments | RX Freq N or W | RX Tone/NAC | TX Freq N or W | Tx Tone/NAC | Mode A, D, or M | Remarks | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
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| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
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| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

Form 217A Communications Resource Availability Worksheet

| Block Number | Block Title | Instructions |
|--------------|-----------------------|--|
| 1. | Incident Name | Print the name assigned to the incident. |
| 2. | Date | Enter date (month, day, year) prepared. |
| 3. | Operational Period | Enter the time interval for which the assignment applies. Record the start date/time and end date/time (e.g., 9/17/96-0600 to 9/18/96-0600). |
| 4. | Incident Organization | List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency. |
| 5. | Radio Data | For each radio cache and frequency assigned, record the associated function. Functional assignment for: Command Support Division tactical Ground-to-air |
| 6. | Agency | List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned. |
| 7. | Total Radios Required | Total each column. This provides the number of radios required by each organizational unit. Also total each row which provides the number of radios using each available frequency. |
| 8. | Prepared By | Enter the name and position of the person completing the worksheet. |

Purpose: The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution: The worksheet, prepared by the Communications Unit, is for internal use. Form 217A is not an official ICS form, but is routinely used in the field. It can be filled out in advance of incidents with known channels available in the region.

Auxiliary Communications (AUXCOMM)

Training Course

Unit 6: Incident Communications Center (ICC)



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 6: Incident Communications Center (ICC)



Terminal Learning Objective Enabling Learning Objectives

- TLO:** At the conclusion of the unit, the student will identify Auxiliary Communicators' responsibilities in assisting the COML to establish an Incident Communication Center (ICC).
- ELO A:** Describe Auxiliary Communicators' responsibilities at the ICC.



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 2

Location of an ICC

Considerations:

- Coordinate the incident from the dispatch center or an ICC
- Locate away from noise and high traffic areas
- Locate away from electronic and radio frequency interference
- Locate close to Incident Command Post



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 3

Fixed Location Emergency Operations Facilities

Multi-Agency Coordination Centers (MACCs)

Emergency
Operations Center



Regional Response
Center



State Coordination
Center



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 4

Mobile Communication Centers

- Technical and Operational Resources
- Mobile Communications Centers



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC)

5

Mobile Communications Center Voice and Data Capabilities

Basic:

- Voice – Cell Phones, Interoperability Channels, Radios

Medium:

- Voice – Gateways, Phones, Interoperability Channels, Radios, Radio Caches
- Data – Printer/FAX, Wireless Data
- Other – Auxiliary Power, External Antenna Mast



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC)

6

Mobile Communications Center Voice and Data Capabilities (Cont'd)

High:

- Voice – Dispatch, Gateways, Interoperability Channels, Phones, Radios, Radio Caches
- Data – Computer Aided Dispatch (CAD), Printer/FAX, Satellite Communications, Wireless Data, Workstations
- Other – AC & Heat, Auxiliary Power, External Antenna Mast



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC)

7

AUXCOMM Mobile Communications

AUXCOMM Mobile Communications Examples:



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC)

8

Determine Personnel Needs

Ensure adequate personnel:

- Communication Technicians (COMT)
- Message Runners
- Net Control Operators
- Radio Operators (RADO)
- Scribes
- Technical Specialists (THSP)



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 9

ICC Operations

- Ensure auxiliary radio traffic is monitored continuously and calls to the ICC are answered promptly
- Document radio/telephone activities on appropriate forms. Include significant events/transmissions
- Consider audio/data recording of all AUXCOMM radio traffic



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 10

Form 309: Communications Log

| | | | |
|----------------------------------|------|---------------|----------------------------------|
| COMMUNICATIONS LOG | | TASK # | DATE PREPARED: TIME PREPARED: |
| FOR OPERATIONAL PERIOD # | | TASK NAME: | |
| RADIO OPERATOR NAME (LOGISTICS): | | STATION I.D. | |
| LOG | | | |
| STATION I.D. | | | |
| TIME | FROM | TO | SUBJECT |
| | | | |
| | | | |
| | | | |
| | | | |



ICS Form 213: General Message Form

GENERAL MESSAGE (ICS 213)

| | | |
|--|------------------|---------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and Position): | | |
| 4. Subject: | 5. Date: | 6. Time |
| 7. Message: | | |
| 8. Approved by: Name: _____ Signature: _____ Position/Title: _____ | | |
| 9. Reply: | | |
| 10. Replied by: Name: _____ Position/Title: _____ Signature: _____ | | |
| ICS 213 | Date/Time: _____ | |



Incident within the Incident

- Failure of primary communications systems
 - Be prepared to move a remote unit at a moment's notice
 - Have back-up options ready to activate rapidly
- Dignitaries' (un)scheduled site visit
- Responder(s) hurt or killed



Exercise 6-1: Power Outage

Purpose

- The purpose of this exercise is to identify the Auxiliary Communicator responsibilities in assisting the COML to establish an Incident Communication Center (ICC)

Objective

- Describe the Auxiliary Communicator's responsibilities at the ICC



Exercise 6-1: Power Outage (Cont'd)

Instructions

- Review exercise 6-1 background, scenario, tasking, resources, and organization chart



Exercise 6-1: Power Outage (Cont'd)

Outputs

- Describe how the Auxiliary Communicator can assist the COML in establishing an ICC
- Describe the Auxiliary Communicator's responsibilities in the ICC
- Describe security requirements for the ICC
- AUXCOMM Organization Chart
- Create an ICS Form 205

Exercise Duration: 1 hour



Background

- Central City is a rural community of 5,000 covering 2 square miles
- Central City is bisected by High Hill that runs east-west through the town
- Central City's main public safety repeaters share a cell tower site on the east end of High Hill



Background (Cont'd)

- Fire and police are on VHF repeaters
- Public Works is on a UHF repeater
- EMS is provided by a private company and uses UHF-MED channels for dispatch/hospital
- AUXCOMM repeaters are on the west end of High Hill



Scenario

- A failure at Central City's utility substation has caused an explosion disrupting the station and sending a power surge to part of the town
- The 48vdc chargers for the battery banks that support all equipment at the cell/public safety site are "fried" and can't be replaced for 48 hours



Scenario (Cont'd)

- All Central City's cellular and public safety repeaters have enough battery backup for 4-6 hours
- AUXCOMM repeaters on the west end of High Hill are not disrupted, with battery backup plus a standby generator



Tasking

- The Emergency Manager (EM) has opened the town's EOC located adjacent to Central City's 9-1-1 Public Safety Answering Point (PSAP)/Dispatch Center



Tasking (Cont'd)

- With communications failure imminent, the EM has called the ACM for the Central City's Emergency Response Team (CERT), asking for the following support:
 - Place someone in the Dispatch Center/EOC to relay traffic to Central City's public safety and public works field units until power to public safety repeaters is restored



Tasking (Cont'd)

- Emergency Manager's request
 - Central City has 5 police officers. Shadow the one on duty at all times, and provide a method for notifying the Chief of any emergencies
 - It would be ideal if all 5 officers could monitor police traffic as they normally do on the police channel when off-duty



Tasking (Cont'd)

- Emergency Manager's request
 - Provide communications alerting support for the 6 primary volunteer fire fighters in case of a fire. Once at a fire, they will use simplex public safety channel VFIRE22 for fire-ground
 - Firefighters normally also carry a pager and are “toned out” by the dispatcher for fire calls. This support request would be a temporary, one-way replacement for that function



Tasking (Cont'd)

- Emergency Manager's request
 - Shadow the two public works employees on duty during the day
 - Elderly and disabled have been evacuated to a school that is one block from the EOC (both on the south side of town) and equipped with air conditioning, backup generator, cots and a kitchen
 - Provide emergency communications link between the EOC and the shelter



Resources

- 15 CERT members serving the Central City area who are licensed Amateur Radio operators. Ten will have dual band (VHF/UHF) radios and five will have no radios
- Central City's EOC is equipped with two VHF and one UHF Amateur radio station, plus two extra antennas/feed-lines for both bands



Resources (Cont'd)

- Central City provides take-home front keypad-programmable portable radios to each of its personnel, all are also equipped with National Interoperability channels in the appropriate band
- These radios are front-panel programmable and cover the frequency range of 138 to 174 MHz. Each has a rechargeable battery plus AA battery clamshell for backup



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 27

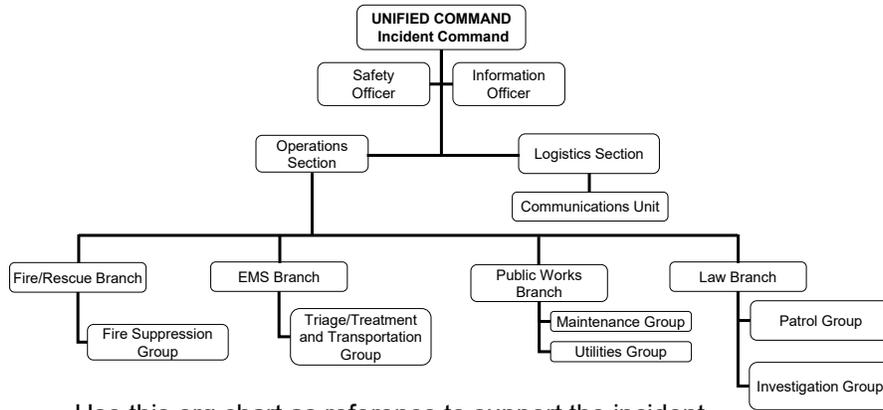
Resources (Cont'd)

- Fire and police each have a single VHF repeater channel and Public Works has a UHF repeater channel, all on High Hill
- Central City has a cache of 5 VHF portables of the same model used by fire and police, normally used for special events



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC) | 28

Exercise 6-1: Power Outage Organization Chart



Use this org chart as reference to support the incident



Unit 6 Summary

- 1) Described the Auxiliary Communication Support Specialist's responsibilities in assisting the COML to establish an ICC.
- 2) Described Auxiliary Communication Support Specialist's responsibilities at the ICC.



Unit 6 Questions



AUXCOMM UNIT 6 – INCIDENT COMMUNICATIONS CENTER (ICC)

31



Form 309: Communications Log

| | | | |
|----------------------------------|--------------|---------------|----------------------------------|
| COMMUNICATIONS LOG | | TASK # | DATE PREPARED: TIME PREPARED: |
| FOR OPERATIONAL PERIOD # | | TASK NAME: | |
| RADIO OPERATOR NAME (LOGISTICS): | | STATION I.D. | |
| LOG | | | |
| | STATION I.D. | | |
| TIME | FROM | TO | SUBJECT |
| | | | |
| | | | |
| | | | |
| | | | |



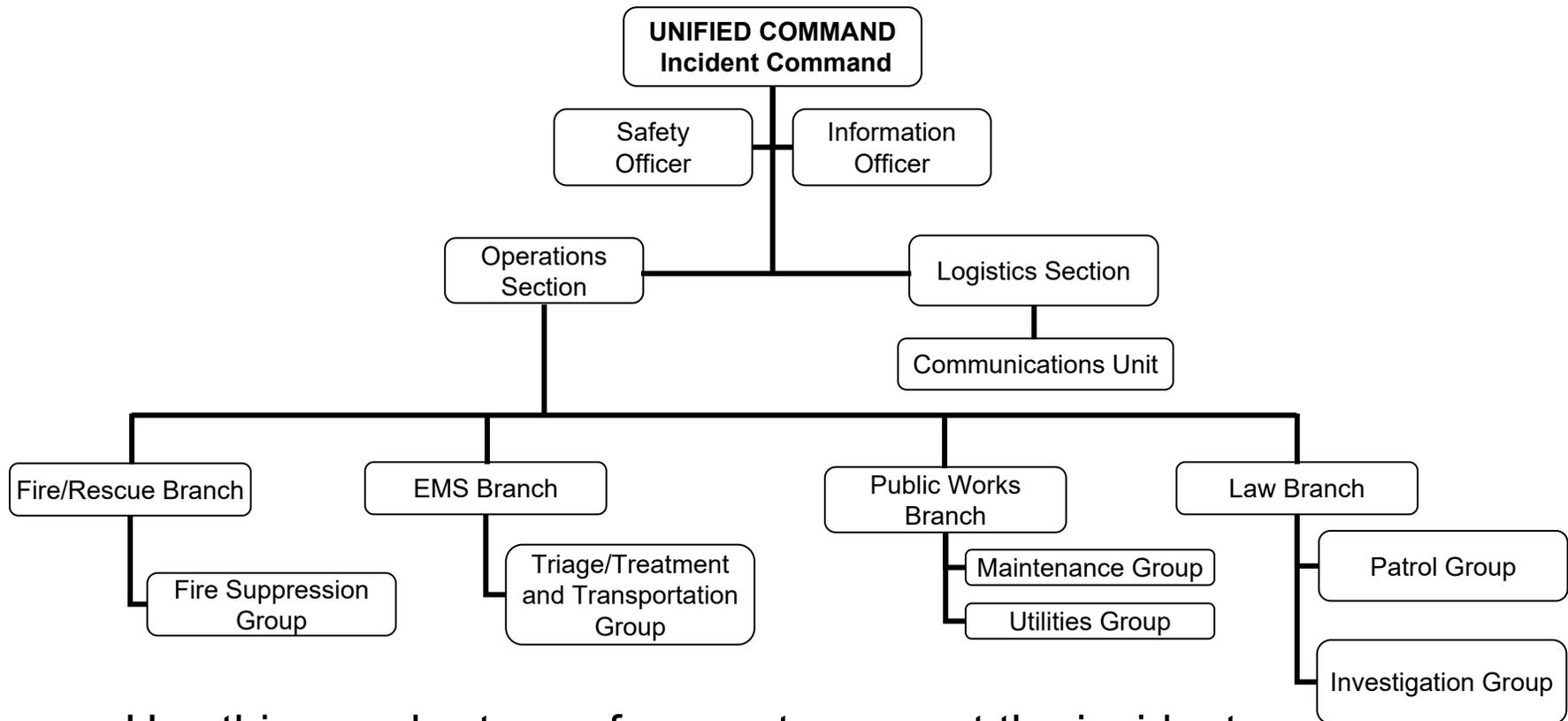
ICS Form 213: General Message Form

GENERAL MESSAGE (ICS 213)

| | | |
|--|------------------|---------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and Position): | | |
| 4. Subject: | 5. Date: | 6. Time |
| 7. Message: | | |
| 8. Approved by: Name: _____ Signature: _____ Position/Title: _____ | | |
| 9. Reply: | | |
| 10. Replied by: Name: _____ Position/Title: _____ Signature: _____ | | |
| ICS 213 | Date/Time: _____ | |



Exercise 6-1: Power Outage Organization Chart



Use this org chart as reference to support the incident



Auxiliary Communications (AUXCOMM)

Training Course

Unit 7: Team Management and Accountability



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 7: Team Management and Accountability



Terminal Learning Objective Enabling Learning Objectives

- TLO:** Understand the ACM roles and responsibilities for supporting ICS, team management, and accountability.
- ELO A:** Describe how to fit into the ICS environment.
- ELO B:** Describe components of a Demobilization Plan.
- ELO C:** Identify Demobilization documentation.



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY | 2

Teamwork

Promote teamwork by:

- Holding unit meetings
- Sharing information
- Providing incident and reference documents
- Maintaining a positive attitude
- Pairing people up on assignments and/or allow opportunities for training/learning



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY | 3

Professional Standards

- Provide a safe and comfortable environment
- Equal Opportunity, Civil Rights, Freedom From Sexual Harassment
- Critical incident stress management
- Personnel Evaluations (ICS Form 225)
- Maintain Time Keeping Records
- Maintain an Activity Log (ICS Form 214)



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY | 4

Safety and Risk Management Process

- Everyone is responsible for safety
- Risk management process

Definition: A process of evaluating and mitigating hazards in the work environment



Safety and Risk Management Process (Cont'd)

Steps of the risk management process:

- Situational awareness
- Hazard assessment
- Hazard control
- Decision point
- Evaluate



Demobilization Plan

- Demobilization planning starts upon arrival
- Date and time of demobilization
- Transitioning to other teams
- Personnel and equipment
- Facility
- Accountability



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY | 7

Equipment Demobilization

- Gateway/patch deactivation requires announcement and confirmation
- Announcements made on all AUXCOMM channels
- Equipment is accounted for and returned
- Issues are resolved and documented
- Equipment is rehabbed and ready for the next incident



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY | 8

Equipment Demobilization (Cont'd)

| Radio # | Name | Home Base | Assignment | Fire Name | Division | Date | Misc Info |
|---------|------------------|--------------------|----------------|-----------|----------|------|-----------|
| K045-01 | Kelly Auey | | Medical | Kinishba | | 7/15 | |
| K045-02 | Returned | | | | | | |
| K045-03 | Dean Stewart | Prescott | | Kinishba | | 7/17 | |
| K045-04 | Russell Fox | | Ground Support | Kinishba | | 7/17 | O-19 |
| K045-05 | Robert Ferrh | Lakeside Fire | | Kinishba | | 7/15 | E-70 |
| K045-06 | Justin Fisher | Springerville Fire | Task Force One | Kinishba | | 7/16 | |
| K045-07 | James Scotthatch | Globe Fire | | Kinishba | | 7/16 | E-259 |
| K045-08 | Mark Wade | Greer Fire | | Kinishba | | 7/16 | E-260 |
| K045-09 | Returned | | | | | | |



Documentation

Final Documentation

- All Communications Unit documentation is the COML's responsibility
- Auxiliary Communications Unit documentation is the ACM's responsibility to draft and submit for approval
- Evaluating communications staff performance documents experience and ways to improve next assignment



Documentation (Cont'd)

After Action Report (AAR)

- Brief description of incident
- Resources used
- Best practices/lessons learned
- Conclusion/recommendations



ICS Form 221: Demobilization Checkout

DEMOBILIZATION CHECK-OUT (ICS 221)

| | | | |
|--|----------------------|------------------------------------|--------------------------|
| 1. Incident Name: | | 2. Incident Number: | |
| 3. Planned Release Date/Time: Date: _____ Time: _____ | | 4. Resource or Personnel Released: | 5. Order Request Number: |
| 6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). | | | |
| LOGISTICS SECTION | | | |
| <input type="checkbox"/> | Unit/Manager | Remarks | Signature |
| <input type="checkbox"/> | Supply Unit | | |
| <input type="checkbox"/> | Communications Unit | | |
| <input type="checkbox"/> | Facilities Unit | | |
| <input type="checkbox"/> | Ground Support Unit | | |
| <input type="checkbox"/> | Security Manager | | |
| <input type="checkbox"/> | | | |
| FINANCE/ADMINISTRATION SECTION | | | |
| <input type="checkbox"/> | Unit/Leader | Remarks | Signature |
| <input type="checkbox"/> | Time Unit | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| OTHER SECTION/STAFF | | | |
| <input type="checkbox"/> | Unit/Other | Remarks | Signature |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| PLANNING SECTION | | | |
| <input type="checkbox"/> | Unit/Leader | Remarks | Signature |
| <input type="checkbox"/> | Documentation Leader | | |
| <input type="checkbox"/> | | | |

ICS Form 221: Demobilization Checkout (Cont'd)

| | | |
|---|--|--|
| 7. Remarks: | | |
| 8. Travel Information: | | Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Estimated Time of Departure: _____ | Actual Release Date/Time: _____ | |
| Destination: _____ | Estimated Time of Arrival: _____ | |
| Travel Method: _____ | Contact Information While Traveling: _____ | |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No | Area/Agency/Region Notified: _____ | |
| Number: _____ | | |
| 9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Incident Name: _____ | Incident Number: _____ | |
| Location: _____ | Order Request Number: _____ | |
| 10. Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
| ICS 221 | Date/Time: _____ | |



ICS Form 225: Incident Personnel Performance Rating

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| | | | | | |
|--|--|---|---|---|--------------------------|
| THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT | | | | | |
| 1. Name: | | 2. Incident Name: | | 3. Incident Number: | |
| 4. Home Unit Name and Address: | | | 5. Incident Agency and Address: | | |
| 6. Position Held on Incident: | 7. Date(s) of Assignment: From: _____ To: _____ | | 8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | 9. Incident Definition: | |
| 10. Evaluation | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | |
| | | | | 4 | |
| | | | | 5 – Exceeded Expectations | |
| 11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) | <input type="checkbox"/> | Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. | <input type="checkbox"/> | Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. | <input type="checkbox"/> |
| 12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work. | <input type="checkbox"/> | Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. | <input type="checkbox"/> | Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. | <input type="checkbox"/> |
| | | | | | |
| | | | | | |

Exercise 7-1: Train Derailment

- **Purpose**

- The purpose of this exercise is to assist the COML with AUXCOMM capabilities including voice and data

- **Objectives**

- Describe AUXCOMM capabilities for voice and data
- Draft an AUXCOMM ICS Form 205



Exercise 7-1: Train Derailment (Cont'd)

Instructions

- Review exercise 7-1 Background, Scenario Response, Tasking, Resources, and Organization Chart

Outputs

- Present organization chart and ICS Form 205
- Present and discuss results per individual or group

Exercise Duration: 1 hour



Background/Scenario

Background

- Dead of winter; -3°F and calm

Scenario

- Early morning train derailment
- Propane, ethanol, and unknown materials burning
- Massive explosion blows out windows within a one-mile radius
- Electricity out for 20,000 people
- Injuries are minimal



Response

- The IC (Fire Chief) has established a Command Post upwind from the derailment on the Interstate Highway that has been closed. A COML is at the ICP with the town's MCU serving as the ICC
- Unified Command consists of EMS (private contractor), Fire/Rescue, Police and Public Works
- The IC has also called for the town's EOC to be opened and the Emergency Manager is enroute to the EOC, along with other key town personnel



Response (Cont'd)

- Evacuation Center for 1500 people has been set up at the vacant State College dorms northwest (and upwind) of the scene with many evacuees anticipated
- Four evacuation collection points have been established in the area of homes impacted by the explosion and 5 school buses are being used to ferry evacuees to the Evacuation Center



Response (Cont'd)

- Evacuation is being coordinated by the Police Department and the Evacuation Center is being staffed by Public Health
- Two Hazard Assessment Teams have been established by Public Works to check on the habitability of homes very near the location



Tasking

The COML has called the ACM for the Central region's Community Emergency Response Team (CERT), asking for the following support:

- Only two RADOs are available in the ICC and are already very overloaded. Provide two qualified supplemental personnel to assist RADOs
- With fire and police channels overloaded, place someone in the EOC to relay critical resource requests (via data messages) between the EOC and ICC



Tasking (Cont'd)

COML's request (Cont'd)

- Provide communications between Evacuation Center and the EOC (Public Health), including both data – primarily evacuee names/addresses – and voice
- Numerous evacuees are anticipated due to power outage and extremely low temperatures



Tasking (Cont'd)

COML's request (Cont'd)

- Provide communications support between the five evacuation buses and the Evacuation Center, to also be monitored at the ICC for special requests (disabled, special needs, etc.)
- Provide communications between two Hazard Assessment Teams, the EOC (Public Works Branch) and ICC



Resources

- 25 CERT members serving the Central City area who are licensed Amateur Radio operators, 15 with dual-band (VHF/UHF) radios and 1 portable data station
- Four members have been trained and are qualified by fire/police to work as public safety RADO
- Central City's EOC is equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-lines for both bands. EOC also has data communications capability



Resources (Cont'd)

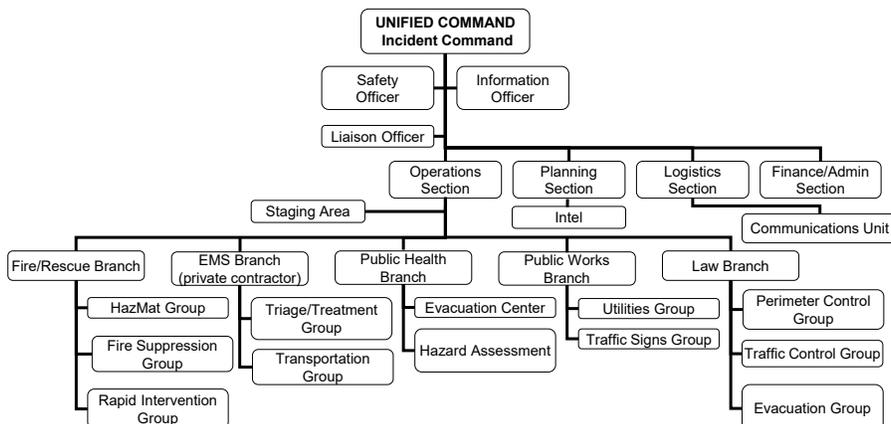
- Central City's MCU is also equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-lines for both bands. MCU also has data communication capabilities
- Central City has a cache of 15 VHF portables normally used for special events
- Radios are keypad programmable and equipped with National Interoperability channels, covering both Amateur and Public Safety bands. Each has a rechargeable battery plus AA battery clamshell



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY

25

Exercise 7-1: Train Derailment Organization Chart



Use this org chart as reference to support the incident



AUXCOMM UNIT 7 – TEAM MANAGEMENT AND ACCOUNTABILITY

26

Unit 7 Summary

- 1) Described the Auxiliary Communicator's roles and responsibilities for supporting ICS, team management and accountability.
- 2) Described how to fit into the ICS environment.
- 3) Described components of a Demobilization Plan and ICS forms.



Unit 7 Questions





Equipment Demobilization (Cont'd)

| Radio # | Name | Home Base | Assignment | Fire Name | Division | Date | Misc Info |
|---------|------------------|--------------------|----------------|-----------|----------|------|-----------|
| K045-01 | Kelly Auey | | Medical | Kinishba | | 7/15 | |
| K045-02 | Returned | | | | | | |
| K045-03 | Dean Stewart | Prescott | | Kinishba | | 7/17 | |
| K045-04 | Russell Fox | | Ground Support | Kinishba | | 7/17 | O-19 |
| K045-05 | Robert Ferrh | Lakeside Fire | | Kinishba | | 7/15 | E-70 |
| K045-06 | Justin Fisher | Springerville Fire | Task Force One | Kinishba | | 7/16 | |
| K045-07 | James Scotthatch | Globe Fire | | Kinishba | | 7/16 | E-259 |
| K045-08 | Mark Wade | Greer Fire | | Kinishba | | 7/16 | E-260 |
| K045-09 | Returned | | | | | | |



ICS Form 221: Demobilization Checkout (Cont'd)

| | | | |
|--|--|--|--|
| 7. Remarks: | | | |
| 8. Travel Information: | | Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Estimated Time of Departure: _____ | | Actual Release Date/Time: _____ | |
| Destination: _____ | | Estimated Time of Arrival: _____ | |
| Travel Method: _____ | | Contact Information While Traveling: _____ | |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Area/Agency/Region Notified: _____ | |
| Number: _____ | | _____ | |
| 9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Incident Name: _____ | | Incident Number: _____ | |
| Location: _____ | | Order Request Number: _____ | |
| 10. Prepared by: Name: _____ | | Position/Title: _____ | |
| Signature: _____ | | _____ | |
| ICS 221 | | Date/Time: _____ | |

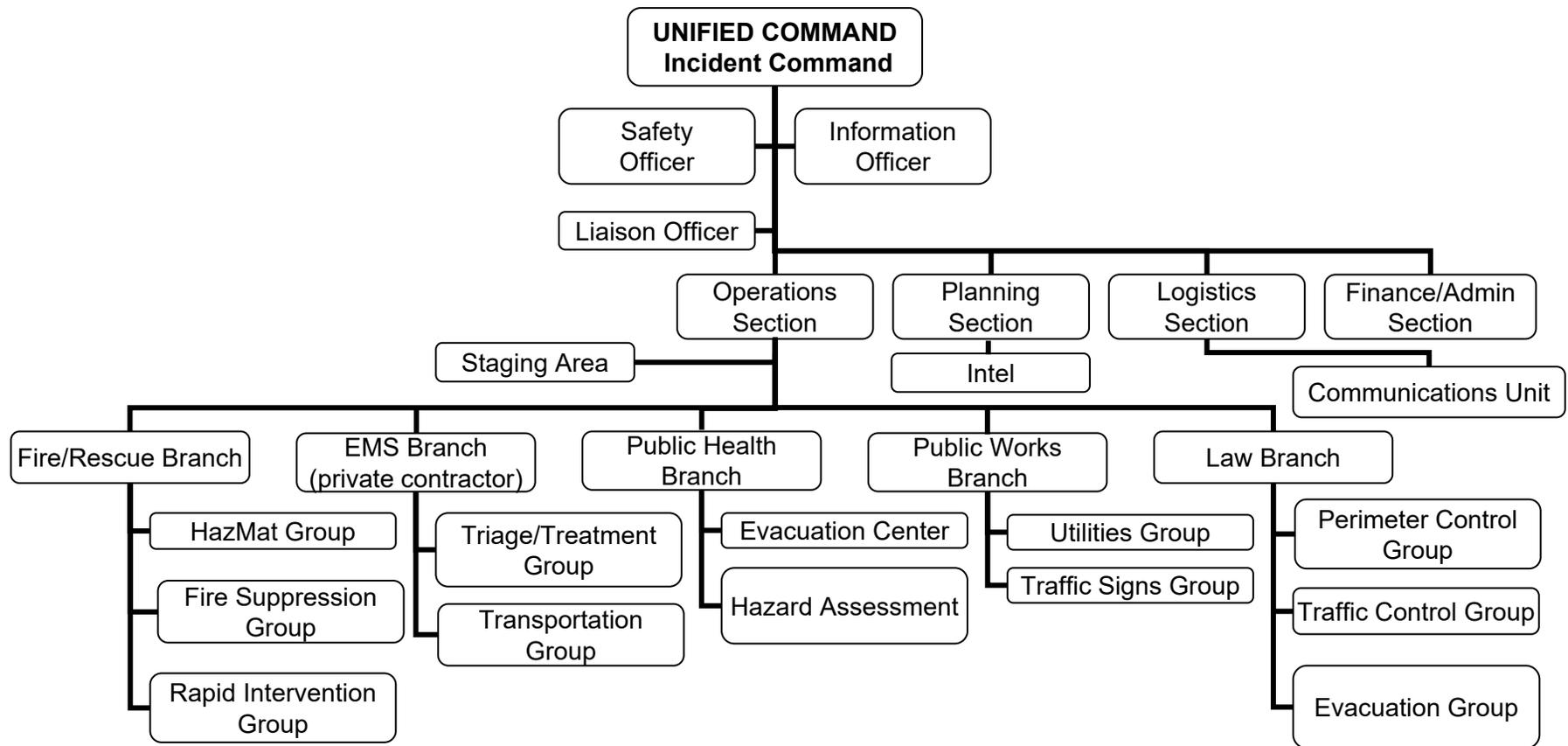


ICS Form 225: Incident Personnel Performance Rating

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT | | | | | | |
|--|--|---|---|---|--------------------------|--|
| 1. Name: | | 2. Incident Name: | | 3. Incident Number: | | |
| 4. Home Unit Name and Address: | | | 5. Incident Agency and Address: | | | |
| 6. Position Held on Incident: | 7. Date(s) of Assignment: From: _____ To: _____ | | 8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | | 9. Incident Definition: | |
| 10. Evaluation | | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | 4 | 5 – Exceeded Expectations |
| 11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) | <input type="checkbox"/> | Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. | <input type="checkbox"/> | Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. | <input type="checkbox"/> | Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. |
| 12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work. | <input type="checkbox"/> | Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. | <input type="checkbox"/> | Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. | <input type="checkbox"/> | Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. |

Exercise 7-1: Train Derailment Organization Chart



Use this org chart as reference to support the incident



Auxiliary Communications (AUXCOMM)

Training Course

Unit 8: Resources



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 8: Resources



Terminal Learning Objective Enabling Learning Objectives

TLO: At the conclusion of this unit, the student will identify additional resources to assist with preparing for and completing the function of AUXCOMM support.

ELO A: Describe additional available resources.



AUXCOMM UNIT 8 – RESOURCES | 2

Resources

- **NECP:** National Emergency Communications Plan
- **SCIP:** Statewide Communications Interoperability Plan
- **TICP:** Tactical Interoperable Communications Plan (State, region, and county)
- **Priority Telecommunications Services:** GETS, WPS, TSP



Priority Telecommunications Services

Provide national security and emergency preparedness (NS/EP) and public safety users the ability to communicate on telecommunications networks during times of congestion

- Government Emergency Telecommunications Service (GETS)
- Wireless Priority Service (WPS)
- Telecommunications Service Priority (TSP)



GETS: Enhances Voice Call Completion When Commercial Networks are Overloaded/Impaired

- GETS provides end-to-end priority over landline commercial networks
- GETS calls receive some priority features in WPS-capable cellular networks
- Greater than 95% call completion rates
- Over 400,000 GETS subscribers



How GETS Works

1. Ensure That You Have a Dial Tone
2. Dial the GETS Access Number From Any Phone (1-710-627-4387)
3. Network Routes Call to a GETS Carrier. After the Tone, Enter Your PIN
4. When Prompted, Enter Destination Number



WPS: Enhances Call Completion When Cellular Networks are Overloaded/Impaired

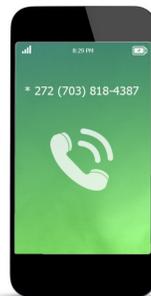
- WPS is an add-on feature to existing cellular service
- WPS provides priority on the radio connection between the user's cellular device and the cell tower, and provides priority processing in the core wireless networks
- Available on all nationwide and some regional cellular carriers
- Provides greater than 90% call completion rates
- There are over 400,000 WPS users



AUXCOMM UNIT 8 – RESOURCES | 7

How WPS Works

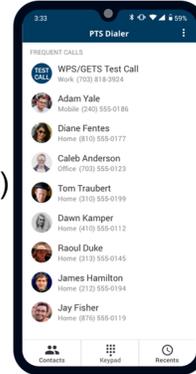
1. Confirm You Have a Signal
2. Enter *272 + Destination Number
3. Press **SEND**



AUXCOMM UNIT 8 – RESOURCES | 8

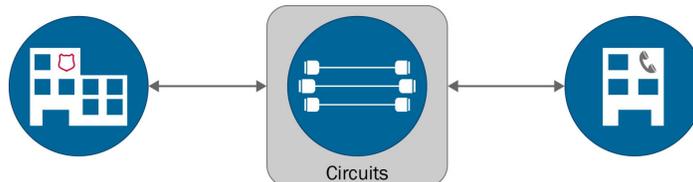
PTS Dialer App for GETS and WPS

- Dialer Application for smartphones
 - Apple (iOS 11 or later)
 - Android (Android OS 5.0 or later)
- 3 types of priority calls (GETS, WPS, WPS+GETS)
- Simple interface to enter and edit GETS PIN
 - PIN stored for future calls
- Easy to find WPS/GETS Test Call
- Select destination number selection from:
 - Frequent Calls, Contacts, Keypad, or Recents
- Add dialed numbers to Contacts



TSP: Solution for Repair of Damaged Circuits or Expediting Installation of New Circuits

- Established in November 1988 by Federal Communications Commission (FCC) Report and Order FCC 88-341
- TSP is a mandatory requirement for all FCC-regulated telecommunications companies
- Tariffed rates are approved by state utility regulators



Circumstances to Apply TSP to Circuits

TSP provides priority repair or expedited installation of critical voice and data circuits:

- Repair and replacement of damaged circuits at EOCs, hospitals, PSAPs, power facilities, government headquarters, financial institutions, etc.
- Priority installation of new circuits when needed to support operations such as disaster response and recovery, and large-scale security events



AUXCOMM UNIT 8 – RESOURCES

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Requesting GETS and WPS

- Designate a GETS/WPS Point of Contact (POC) for your organization
- POC establishes GETS and WPS account online using www.cisa.gov/gets or www.cisa.gov/wps or by contacting the Priority Telecommunications Service Center at **1-866-627-2255**
- POC requests GETS and WPS for an initial group of users/key functions/locations through the online system
- POC distributes GETS Cards and confirms WPS activations

! A subscriber must specifically request GETS and/or WPS - signing up for one service doesn't automatically subscribe the POC to both



AUXCOMM UNIT 8 – RESOURCES

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Requesting TSP

- Request a TSP Account (TSP “POC”) through the Priority Telecommunications Service Center at **1-866-627-2255**
- Identify specific services for TSP; Submit TSP Service Request(s) on a per service basis
- Upon approval, the Service Center sends TSP Code for each specific service
- Order TSP through your service vendor
- Update internal records and procedures to reflect implementation of TSP

! Signing up for TSP doesn't automatically subscribe the POC to GETS and/or WPS – a subscriber must specifically request each service of interest



AUXCOMM UNIT 8 – RESOURCES

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Resources

Web Sites:

- www.cisa.gov/gets
- www.cisa.gov/wps
- www.cisa.gov/tsp
- www.cisa.gov/publication/getswps-documents
- www.cisa.gov/pts-videos

CISA Priority Telecommunications Service Center:

- **1-866-627-2255**
- Monday–Friday, 8 am–6 pm Eastern Time Zone
- Follow voice prompts for GETS, WPS or TSP



AUXCOMM UNIT 8 – RESOURCES

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Other Resources

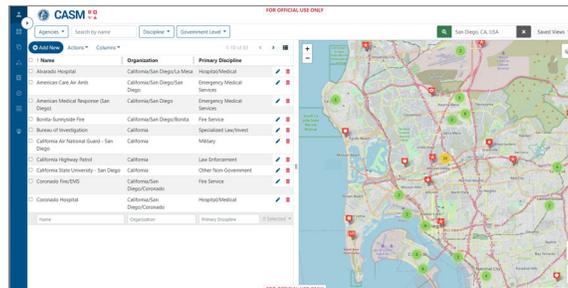
- **TICFOG:** Tactical Interoperable Communications Field Operations Guide
- **CASM:** Communication Assets Survey and Mapping Tool
- **AUXFOG:** Auxiliary Communications Field Operations Guide
- **NIFOG:** National Interoperability Field Operations Guide
- Other regional plans and field guides



CASM

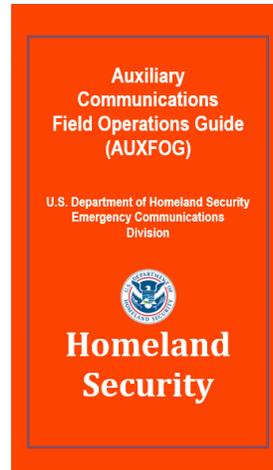
CASM

- Communication Assets Survey and Mapping Tool
- CASM was designed as a strategic planning tool, but has tactical use and utility



AUXFOG

- The Auxiliary Communications Field Operations Guide (AUXFOG) was released by ECD (formerly OEC) in 2013.
- The latest version can be downloaded from the CISA Public Safety Technical Assistance Tools website at <https://www.cisa.gov/publication/fog-documents>



AUXCOMM UNIT 8 – RESOURCES

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AUXFOG – Content

- Safety Information
- Radio Service Rules and Regulations
- Deployment, Mobilization and Demobilization
- AUXCOMM Points of Contact
- Telephone Network Communications
- U.S. Amateur Radio Band Plan
- Field Expedient Antennas
- Connectors



AUXCOMM UNIT 8 – RESOURCES

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AUXFOG – Content (Cont'd)

- Cable Properties
- Code Squelch Systems
- GMRS/FRS
- Incident Command System (ICS)
- Standard Phonetic Alphabet and its Equivalentents

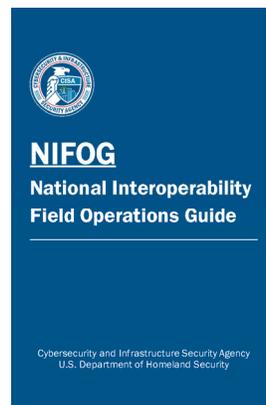


NIFOG – Resource

- National Interoperability Field Operations Guide (NIFOG)
– reference guide containing:
 - Rules and regulations
 - Interoperability channels
 - Operational contact info
 - Technical information
- The current version of the NIFOG is available for download in soft-copy format from:

<https://www.cisa.gov/publication/fog-documents>

eNIFOG available as app for Android® and iOS®



NIFOG – Resource (Cont'd)

NIFOG is NOT

- A teaching guide
- A license to transmit
- An Incident Radio Communications Plan



NIFOG – Resource (Cont'd)

Rules and Regulations

- Different rules for state, local, tribal, territorial governments (FCC) vs. Federal Government (NTIA)
- Some channels are authorized by rule, some require individual licensing



NIFOG – Resource (Cont'd)

Interoperability Channels

- National Interoperability Channels (FCC rules)
- Federal Interoperability Channels (NTIA rules)
- Mutual Aid Channels – require FCC License or NTIA Authorization
- Conditions on license can limit availability, e.g., near Canadian border



NIFOG – Resource (Cont'd)

Operational Info

- National-level Operations Centers
- Emergency Support Functions (ESF) at FEMA HQ
- FEMA Regional Offices
- USCG Rescue Coordination Centers



NIFOG – Resource (Cont'd)

Technical Info

- CTCSS, DCS, NAC
- Connectors: DB25, DE9, RJ45
- Non-routable IP Address Ranges
- Telco Wiring Color Codes
- Satellite Phone Dialing, WPS, GETS
- Aviation and Maritime Channels
- State Government (Part 90) HF Channels



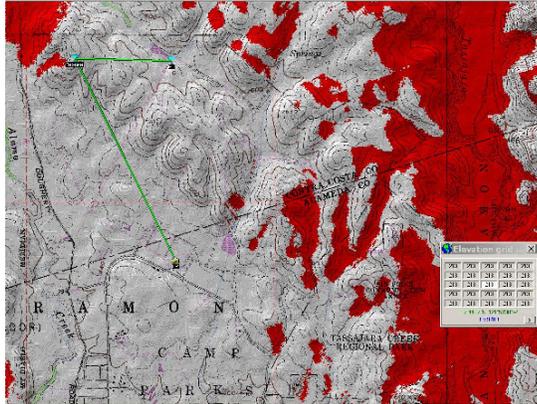
NIFOG – Resource (Cont'd)

- Downloadable from the DHS website
 - .pdf version
 - Hard-copy request form
 - “Programming Template” – ICS-217A of all interop channels
 - Downloadable from Apple App Store or Google Play
 - eNIFOG



Additional Resources (Cont'd)

- Radio Propagation Example



AUXCOMM UNIT 8 – RESOURCES

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Additional Resources (Cont'd)

- National Interagency Incident Communications Division
<https://www.nifc.gov/resources/NIICD>
- NIICD document forms
www.nifc.gov/NIICD/documents.html
- SAFECOM
<https://www.cisa.gov/safecom>



AUXCOMM UNIT 8 – RESOURCES

30

Additional Resources (Cont'd)

- To create a mini logging recorder using a Scanner and PC:
wiki.radioreference.com/index.php/Recording_Software_and_Tips
- To get almost every frequency, PL and Talkgroup:
www.RadioReference.com
- Voice of America Coverage Analysis Program (VOACAP) Quick Guide:
www.voacap.com



Exercise 8-1: Wild Land Fire

Purpose

- The purpose of this exercise is to identify additional resources to assist with preparing for and completing the function of AUXCOMM support and the drafting of an ICS Form 205 to support the additional resources

Objectives

- List and describe needed additional AUXCOMM communication capabilities (voice and data)
- Draft an ICS Form 205 to support all AUXCOMM resources



Scenario

- A wild land fire is threatening Central City and the Emergency Manager wants to establish communications to support Animal Rescue, EOC-to-State EOC, Hazard Assessment Teams and the Health Department (for Evacuation Centers)



Exercise Instructions

- Review the exercise response and tasking information
- Break volunteers in small groups.
- Advise the groups of the exercise outputs

Outputs

- List and describe needed additional AUXCOMM capabilities (voice and data)
- Draft an ICS Form 205 to support all AUXCOMM resources

Duration: 1 hour



Wild Land Fire Tasking

- Central City has activated its Emergency Plan and a COML is present at the County EOC
- The COML has called the County ACM asking for the following support, including communications support for the EOC Director:
 - Provide support to the four Animal Rescue Teams and Animal Shelter to coordinate activities with the Shelter



Wild Land Fire Tasking (Cont'd)

- COML's request
 - Place an Auxiliary Communicator at the County EOC to provide a direct radio communications link to Auxiliary Communicators at the State Emergency Operations Center (SEOC)
 - Provide support to two Hazard Assessment Teams providing real time assessment of damages



Wild Land Fire Tasking (Cont'd)

- COML's request
 - Provide support between County EOC (Public Health Branch) and four Evacuation Centers located throughout the county
 - Provide support to two field Staging Areas to issue cache radios to first responders coming from neighboring counties



AUXCOMM UNIT 8 – RESOURCES | 37

Resources

- 15 AUXCOMM members serve Central City as licensed Amateur Radio operators, all with dual-band (VHF/UHF) radios and 1 portable data communications station
- Central City's EOC is equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-line for both bands. EOC also has data communication capabilities



AUXCOMM UNIT 8 – RESOURCES | 38

Resources (Cont'd)

- Central City's Mobile Communications Unit (MCU) is equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/connector assortment for each, and has data communication capabilities. The vehicle has been driven to the top of High Hill and has a good overview of the entire county
- Animal Rescue and Hazard Assessment Teams, along with other functions, are being coordinated from the Central City MCU

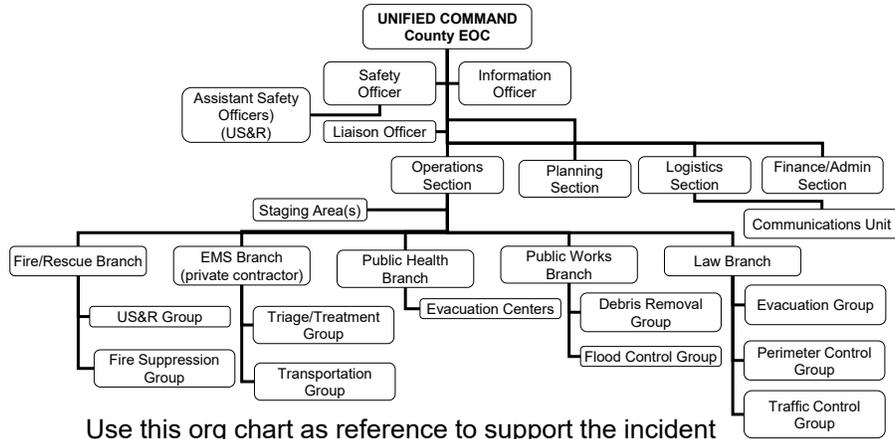


Resources (Cont'd)

- Central City has two caches of 15 VHF portables each of the same model used by fire and police, typically used for special events. Each has a rechargeable battery plus AA battery clamshell for backup
- Radios are keypad programmable and equipped with National Interoperability channels, covering both Amateur and Public Safety bands



Exercise 8-1: Wild Land Fire Organization Chart



Use this org chart as reference to support the incident



Unit 8 Summary

- 1) Identified the additional available resources to assist with preparing for and completing the function of ACM.
- 2) Described additional available resources.
- 3) Participated in Exercise 8-1: Wild Land Fire.



Unit 8 Questions



AUXCOMM UNIT 8 – RESOURCES | 43



How GETS Works

1. Ensure That You Have a Dial Tone
2. Dial the GETS Access Number From Any Phone (1-710-627-4387)
3. Network Routes Call to a GETS Carrier. After the Tone, Enter Your PIN
4. When Prompted, Enter Destination Number

GETS
If your **1-710-627-4387** call fails, try an alternate access number

24 Hour Assistance
Help/trouble reporting
1-800-818-4387
8-4387

U.S. DEPARTMENT OF HOMELAND SECURITY

Government Emergency Telecommunications Service
Emergency Communications Division

John Smith
State of Montana Highway Patrol

Dial Access Number: **1-710-627-4387**

After Tone, Enter PIN: *** * * * ***

When Prompted, Dial: **Area Code + Number**

Emergency Calls to GETS calls to **3924**

ent Property to: e SW 20528

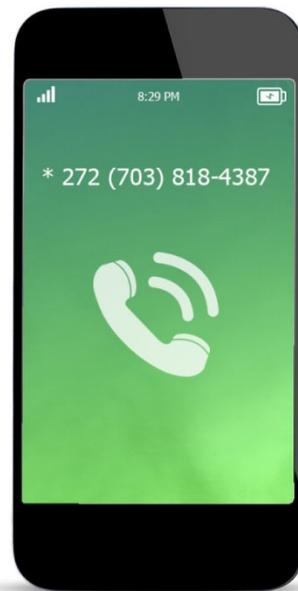


How WPS Works

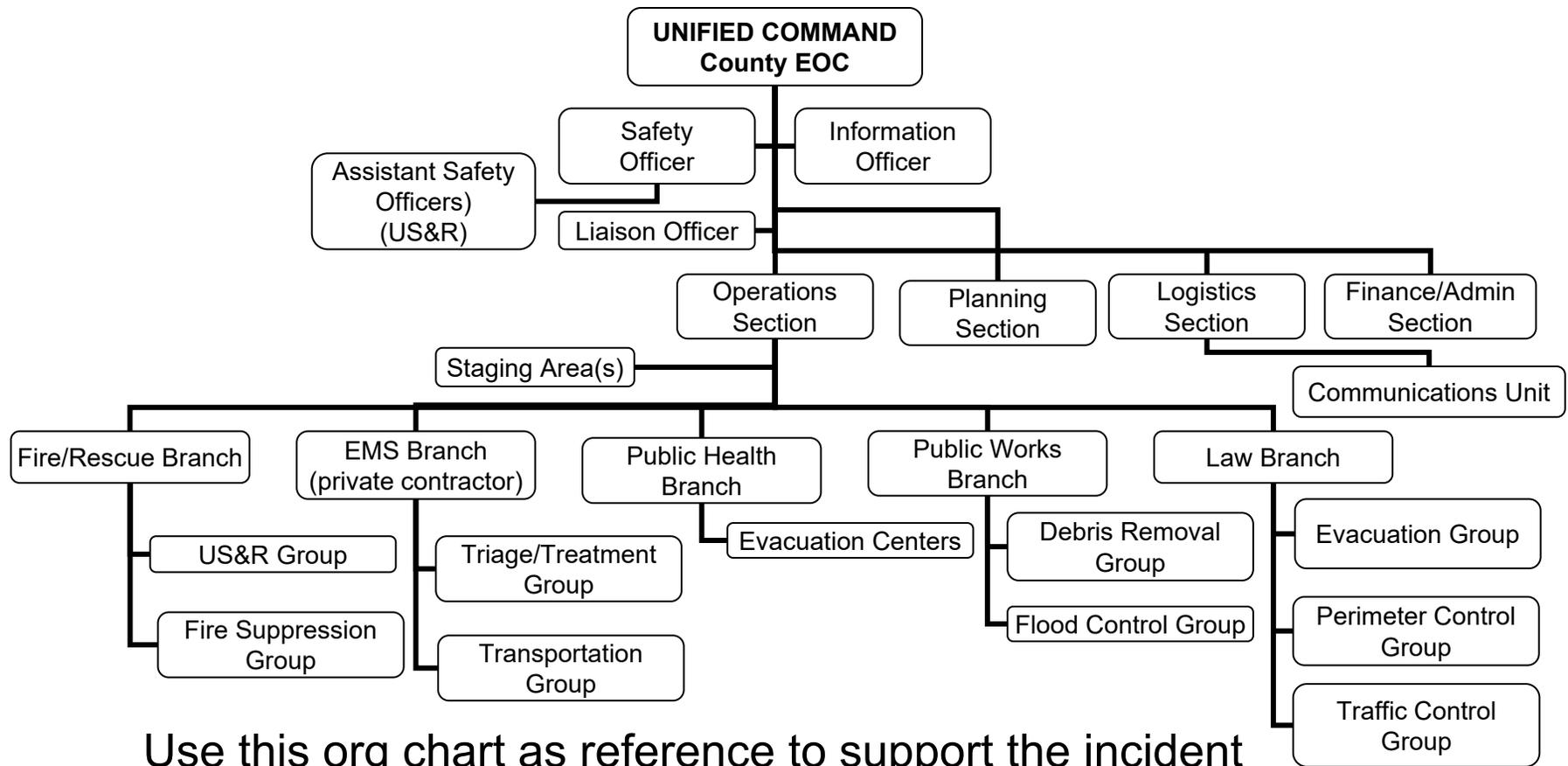
1. Confirm You Have a Signal

2. Enter *272 + Destination Number

3. Press **SEND**



Exercise 8-1: Wild Land Fire Organization Chart



Auxiliary Communications (AUXCOMM)

Training Course

Unit 9: Best Practices



CISA | CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY

Auxiliary Communications (AUXCOMM)

Training Course

Unit 9: Best Practices



Terminal/Enabling Learning Objectives

- TLO:** At the conclusion of this unit, the student will identify best practices of an Auxiliary Communicator.
- ELO A:** Describe the things to do as an Auxiliary Communicator.
- ELO B:** Describe the things not to do as an Auxiliary Communicator.



AUXCOMM UNIT 9 – BEST PRACTICES | 2

AUXCOMM Best Practices

Do

- Have ACM make initial contact with EOC personnel prior to an event if a working relationship does not yet exist
- Maintain Radio Protocols

Don't

- Make negative statements on the air



AUXCOMM Best Practices (Cont'd)

Do

- Make statements short and concise
- Only transmit messages given to you by the proper authority

Don't

- Transmit anything sensitive (death counts, staging areas, fuel locations, etc.)



AUXCOMM Best Practices (Cont'd)

Do

- Be familiar with the auxiliary radio frequencies of your surrounding community, region and state

Don't

- Force yourself or your organization on Public Safety management
- SELF-ID your personal vehicle without proper authority
- Deploy to an area without the permission of the ACM



AUXCOMM Best Practices (Cont'd)

Do

- Always look for other opportunities to help in the EOC...with permission
- Take the opportunity to do training/testing during “down time”

Don't

- Just sit there and wait for the next assignment
- If in an EOC position, you have been given a rare invitation to be customer service oriented...Don't mess it up if you're lucky enough to be invited into an EOC



AUXCOMM Best Practices (Cont'd)

Do

- Be a team player and maintain a positive attitude
- Once a COML or other Emergency Manager says “no,” then do as they say. Consider what they say as the final authority
- Always follow the Chain of Command



Don't

- Express political agendas. When activated, you are not a representative of MARS, ARES, RACES or any other organization ...you are an Auxiliary Communicator – leave local organization politics at the door

AUXCOMM Best Practices (Cont'd)

Do

- Maintain a professional appearance and standards
- Leave at home your call sign badges, hats, your club jackets, and your ham bumper sticker



Don't

- Wear Public Safety type uniforms without the express consent of the COML and/or Emergency Manager

AUXCOMM Best Practices (Cont'd)

Do

- When in doubt...ASK FIRST!
- People will remember you by your positive actions and attitude
- Develop an SOP between your group and the COML

Don't

- Make a negative impression. Any negativity is what people will most likely remember
- Bring any communications equipment into an EOC unless it is authorized



Unit 9 Summary

- 1) Identify best practices of an Auxiliary Communicator.
- 2) Describe the things to do as an Auxiliary Communicator.
- 3) Describe the things not to do as an Auxiliary Communicator.



Unit 9 Questions



AUXCOMM UNIT 9 – BEST PRACTICES

11



Auxiliary Communications (AUXCOMM)

Training Course

Unit 10: Intrastate and Interstate Radio Networks



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Auxiliary Communications (AUXCOMM)

Training Course

Unit 10: Intrastate and Interstate Radio Networks



Terminal Learning Objective Enabling Learning Objectives

- TLO:** Enable AUXCOMM personnel to plan, coordinate, and establish intrastate and interstate radio networks.
- ELO A:** Identify requirements for intrastate and interstate radio networks.
- ELO B:** Identify intrastate and interstate AUXCOMM planning and operations.



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS

2

Unit Introduction

- This unit describes Intrastate and Interstate radio communications among AUXCOMM personnel
 - Intrastate: Within the state
 - Interstate: State-to-State



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS | 3

Intrastate Emergency Communications

- Auxiliary Communicators may be asked to provide emergency back-up communications when normal communications fail or falter
- AUXCOMM's primary mission is not only to provide emergency communications "When all else fails..." The mission is much broader and inclusive
- Every State EOC should have AUXCOMM personnel available to provide both statewide HF voice and digital networks



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS | 4

Intrastate Emergency Communications (Cont'd)

- It is desirable that each region within a state should have AUXCOMM resources available down to the county/city level if possible
- An AUXCOMM Committee should develop SOPs for the request, operation, and demobilization of auxiliary communications voice and data networks
- At the state level, the AUXCOMM Committee could be led by a state radio officer and/or other key AUXCOMM leadership as designated by the State Emergency Management Agency



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS | 5

Intrastate Emergency Communications (Cont'd)

- Keep all potential AUXCOMM personnel continually informed via appropriate means
- Plan for 24/7 operations with enough net control operators (recommend up to 3 deep per shift) and plan for an event that will last up to seven days
 - When conducting operations on HF bands, designate operators in different locations who can serve as relay stations or backup net control



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS | 6

Intrastate Emergency Communications (Cont'd)

- Ensure all net control operators are trained and will be available to staff their assigned location during an event. Net control operators should not have other, possibly conflicting, duties
- Make sure all auxiliary personnel have taken care of their families **in advance** of an event
- Activate only when notified by an ACM, EOC, Incident Commander, COML, and/or in accordance with established SOPs



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS

7

Intrastate Emergency Communications (Cont'd)

- Develop and execute any necessary MOUs with area repeater owners **in advance** of an event
- Inform the AUXCOMM community of dates/times and frequencies of weekly nets/tests
- Document all weekly nets/tests by recording participants' callsign, location, start/ending time, and any other significant data



AUXCOMM UNIT 10 – INTRASTATE AND INTERSTATE RADIO NETWORKS

8

Other Intrastate Considerations

- Volunteer for other non-emergency EOC events: festivals, sporting events, training exercises, concerts, parades, weather spotting, etc.
- The AUXCOMM planning committee should always solicit input from the entire AUXCOMM community and COMLs on how to improve communications
- Planning, developing, and executing emergency communications takes dedicated personnel



Other Intrastate Considerations (Cont'd)

- The only thing voluntary about auxiliary communications is when you first join, and later if you decide to quit. Everything in-between is a commitment to serve the public safety and emergency management community
- Auxiliary communicators are there to serve government agencies and the community, not themselves or their amateur radio organizations



Interstate Emergency Communications

- AUXCOMM interstate communications networks must be coordinated with all states concerned
- Each state will always have first priority for utilization and deployment of its AUXCOMM resources
- Regular and frequent training should take place between states
- Always involve appropriate state personnel (State Emergency Management Agency, COMLs, etc.) prior to working with other states



Interstate Emergency Communications (Cont'd)

- Requirements for setting up interstate networks are the same as they are for intrastate networks
- Leverage opportunities to coordinate regular face-to-face meetings between AUXCOMM committee members from different states when possible
- Agreements and coordination with voice and digital modes of communications must be made for interoperability and deconfliction prior to any event



Unit 10 Summary

- 1) Enabled AUXCOMM personnel to plan, coordinate, and establish intrastate and interstate radio networks.
- 2) Identified requirements for intrastate and interstate radio networks.
- 3) Identified intrastate and interstate AUXCOMM planning and operations.



Unit 10 Questions





Auxiliary Communications (AUXCOMM)

Training Course

Unit 11: Final Exercise Exam

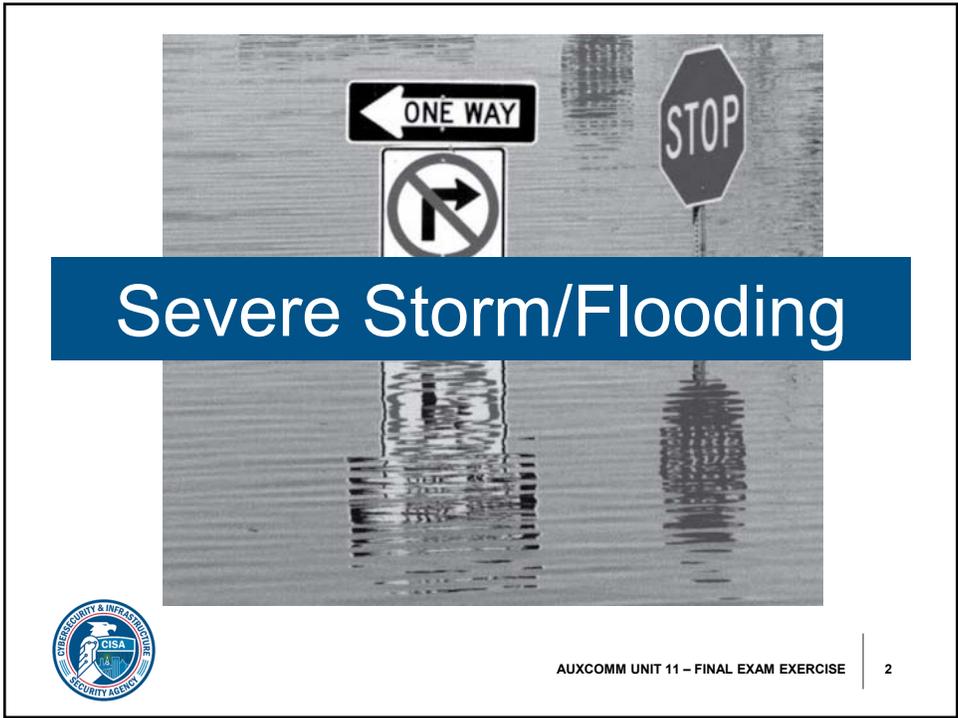


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Auxiliary Communications (AUXCOMM)

Training Course

Unit 11: Final Exam Exercise



Severe Storm/Flooding Background

- Major power disruption across the region and neighboring states
 - Over 250,000 customers without power
- Cell phone coverage intermittent and overloaded
- Few landline-based telephones are operating
- Minimal to no Internet



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 3

Severe Storm/Flooding Background (Cont'd)

- No radio stations except a few “locals”
- Numerous shelters established by Red Cross
- Service stations unable to deliver gas (no Internet)
- State Public Safety network severely impacted



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 4

Public Safety Infrastructure Impacted



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 5

FEMA Declaration As Of Today



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 6

Requested Support

- Direct data & voice communications between state EOC and regional/local EOCs
- Relay situational awareness information
- Transfer resource requests



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 7

Requested Support (Cont'd)

- Shadow critical personnel across the state to relay info to EOCs
 - DOT
 - Utilities
- Support local data & voice communications between EOCs and Red Cross shelters



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 8

AUXCOMM Recon Team



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 9

Exercise Tasking

Using the ICS Form 217A already developed for your area, develop an ICS Organization chart and an ICS Form 205 to support the AUXCOMM response.



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 10

Cost

Mobile HF rig and antenna: \$1,200...
PACTOR III Modem: \$1,000...



Ability to use AUXCOMM when
commercial communications
systems have failed: Priceless



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE

11

Take-Aways

The Key To Success is Training:

- Train frequently
- Train as if it were a real event
- Train using Standing Operating Procedures
- Train by supporting local events:
 - Festivals
 - Sporting Events
 - EOC Exercises
- Always keep COMLs in the region in the loop when training



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE

12

Course Review

DISCUSSION AND REVIEW OF COURSE OBJECTIVES



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE

13

Review of Course Objectives

Has the AUXCOMM course met the following course objectives?:

- Identify the functions, duties, and responsibilities of the Auxiliary Communicators and the ACM
- Arrive at an all-hazards incident properly equipped, ready to gather information to assess the assignment, and begin initial planning
- Plan, organize, staff, direct, control and demobilize the AUXCOMM area of operations in a safe and effective manner



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE

14



Train as you operate, operate as you train



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 15

Unit 11 Questions



AUXCOMM UNIT 11 – FINAL EXAM EXERCISE | 16



Auxiliary Communications (AUXCOMM)

Training Course

Central City Overview



Central City Overview

Background

Annually on July 4, Central City holds the largest parade in the region drawing from 5,000 to 7,500 attendees, including parade entrants. The parade typically draws from 75 to 100 entrants (bands, floats, etc.) from throughout the state. The parade route is 1.25 miles long and runs along the east bank of the Central River. The parade begins at 10:00 am local time and is typically over by 12:30 pm.

Because Central City is a small community, it relies heavily on volunteer support through its Community Emergency Response Team to its public safety agencies for large events such as the Fourth of July parade and is managed by the Fire & Police Chiefs and Emergency Manager using a unified command structure. Central City provides parade monitors along the entire route of the parade to keep the parade flowing and to watch for disruptions and people in need of first aid or other special attention. Central City provides a first aid station and rest area for attendees.

The Emergency Manager (EM) has called the Central City's Community Emergency Response Team (CERT), asking for the following CERT support, including communications support from the AUXCOMM Manager:

- Place no more than two Auxiliary Communicators at the Command Post (located in a Command Vehicle near the Reviewing Stand) to relay AUXCOMM radio traffic between Command and Auxiliary Communicators staffing field activities.
- Provide Auxiliary Communicator shadows to the 3 parade management staff handling parade staging in the assembly area near the start of the parade.
- Provide Auxiliary Communicator shadows to the 6 parade monitors spread every quarter mile along the route to monitor parade flow and report problems.
- Provide Auxiliary Communicators at the First Aid Station to report urgent care requirements to the Command Post and to assist with dispatching EMS or first aid volunteers to field incidents reported by any parade personnel or CERT volunteers.
- Provide radio-equipped CERT members to staff entrances to two public parking lot entrances and assist motorists into lots, to report parking lot status and any first aid/safety needs to the Command Post.

Central Fire Department dispatches EMS which is provided by a private ambulance company that has its own UHF radio system using UHF Med Channels for dispatch and hospital communications.

There are 15 CERT members serving the Central City area who are licensed Amateur Radio operators. Ten will have dual band (VHF/UHF) radios and five will have no radios. Central City's Command Vehicle is equipped with two VHF and one UHF Amateur radio station.

Central City has a cache of 5 VHF portables of the same model used by fire and police, and typically used for special events. These radios are front-panel programmable and cover the frequency range of 138 to 174 MHz and each has a rechargeable battery plus AA battery clamshell for backup.

Power Outage

Central City is a rural community of 5,000 covering 2 square miles and is bisected by High Hill that runs east-west through the town. The main public safety repeaters share a cell tower site on the east end of High Hill. Fire and police are on VHF repeaters, Public Works is on a UHF repeater, and EMS is provided by a private company that uses UHF-MED channels for dispatch/hospital.

A failure at Central City's utility substation has caused an explosion, disrupting the station and sending a power surge to part of the town. The 48vdc chargers for the battery banks that support all equipment at the cell/public safety site are "fried" and can't be replaced for 48 hours. All Central City's cellular and public safety repeaters have enough battery backup for 4-6 hours.

AUXCOMM repeaters on the west end of High Hill are not disrupted and have battery backup plus a standby generator. The EM has opened the town's EOC located adjacent to Central City's 9-1-1 Public Safety Answering Point (PSAP)/Dispatch Center.

With communications failure imminent, the EM has called the ACM for Central City's Community Emergency Response Team (CERT) asking for the following support:

- Place someone in the Dispatch Center/EOC to relay traffic to Central City's public safety and public works field units until power to public safety repeaters is restored.
- Central City has 5 police officers. Shadow the one on duty at all times, and provide a method for notifying the Chief of any emergencies. It would be ideal if all 5 officers could monitor police traffic as they normally do on the police channel when off-duty.
- Provide communications alerting support for the 6 primary volunteer fire fighters in case of a fire. Once at a fire, they will use simplex public safety channel VFIRE22 for fire-ground. Firefighters normally also carry a pager and are "toned out" by the dispatcher for fire calls. This support request would be a temporary, one-way replacement for that function.
- Shadow the two public works employees on duty during the day.
- The elderly and disabled have been evacuated to a school that is one block from the EOC (both on the south side of town) and equipped with air conditioning, backup generator, cots and a kitchen. Provide an emergency communications link between the EOC and the shelter.

There are 15 CERT members serving the Central City area who are licensed Amateur Radio operators. Ten will have dual band (VHF/UHF) radios and five will have no radios. Central City's EOC is equipped with two VHF and one UHF Amateur radio station, plus two extra antennas/feed-lines for both bands.

Central City provides take-home front keypad-programmable portable radios to each of its personnel and all are also equipped with National Interoperability channels in the appropriate band. These radios are front-panel programmable and cover the frequency range of 138 to 174 MHz and each has a rechargeable battery plus AA battery clamshell for backup.

Fire and police each have a single VHF repeater channel and Public Works has a UHF repeater channel, all on High Hill. Central City has a cache of 5 VHF portables of the same model used by fire and police, normally used for special events.

Train Derailment

It is the dead of winter; -3°F and calm. There is an early morning train derailment with propane, ethanol, and unknown materials burning. A massive explosion blows out windows within a one mile radius and the electricity is out for 20,000 people, injuries are minimal.

The Incident Commander (IC), the Fire Chief, has established a Command Post upwind from the derailment on the Interstate Highway that has been closed. A COML is at the Incident Command Post (ICP) with the town's MCU serving as the ICC. Unified Command consists of EMS (private contractor), Fire/Rescue, Police and Public Works. The IC has also called for the town's EOC to be opened and the Emergency Manager is enroute to the EOC, along with other key town personnel.

The Evacuation Center for 1500 people has been set up at the vacant State College dorms northwest (and upwind) of the scene with many evacuees anticipated. Numerous evacuees are anticipated due to power outage and extremely low temperatures. Four evacuation collection points have been established in the area of homes impacted by the explosion and 5 school buses are being used to ferry evacuees to the Evacuation Center. The evacuation is being coordinated by the Police Department and the Evacuation Center is being staffed by Public Health. The two Hazard Assessment Teams have been established by Public Works to check on the habitability of homes very near the location.

The COML has called the ACM for the Central region's Community Emergency Response Team (CERT), asking for the following support:

- Only two RADOs are available in the ICC and are already overloaded. Provide two qualified supplemental personnel to assist RADOs.
- With fire and police channels overloaded, place someone in the EOC to relay critical resource requests (via data messages) between the EOC and ICC.
- Provide communications between Evacuation Center and the EOC (Public Health), including both data – primarily evacuee names/addresses – and voice.
- Provide communications support between the five evacuation buses and the Evacuation Center, to also be monitored at the ICC for special requests (disabled, special needs, etc.).
- Provide communications between two Hazard Assessment Teams, the EOC (Public Works Branch) and ICC.

There are 25 CERT members serving the Central City area who are licensed Amateur Radio operators, 15 with dual-band (VHF/UHF) radios and 1 portable data station. Four members have been trained and are qualified by fire/police to work as public safety RADO. Central City's EOC is equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-lines for both bands. EOC also has data communications capability.

Central City's Mobile Command Unit (MCU) is also equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-lines for both bands. The MCU also has data communication capabilities. Central City has a cache of 15 VHF portables normally used for special events.

Radios are keypad programmable and equipped with National Interoperability channels, covering both Amateur and Public Safety bands. Each has a rechargeable battery plus AA battery clamshell.

Wild Land Fire

A wild land fire is threatening Central City and the Emergency Manager wants to establish communications to support Animal Rescue, EOC-to-State EOC, Hazard Assessment Teams and the Health Department (for Evacuation Centers). Central City has activated its Emergency Plan and a COML is present at the County EOC.

The COML has called the County ACM asking for the following support, including communications support for the EOC Director:

- Provide support to the four Animal Rescue Teams and Animal Shelter to coordinate activities with the Shelter.
- Place an Auxiliary Communicator at the County EOC to provide a direct radio communications link to Auxiliary Communicators at the State Emergency Operations Center (SEOC).
- Provide support to two Hazard Assessment Teams providing real time assessment of damages.
- Provide support between County EOC (Public Health Branch) and four Evacuation Centers located throughout the county.
- Provide support to two field Staging Areas to issue cache radios to first responders coming from neighboring counties.

Animal Rescue and Hazard Assessment Teams, along with other functions, are being coordinated from the Central City MCU.

Auxiliary Communications (AUXCOMM)

Training Course

ICS Forms



ICS Forms Summary

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

| Standard Form Title | Description |
|---|--|
| ICS 201 Incident Briefing | Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident. |
| ICS 202 Incident Objectives | Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period. |
| ICS 203 Organization Assignment List | Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. Not all positions need to be filled. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary. |
| ICS 204 Assignment List | Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups. |
| ICS 205 Incident Radio Communications Plan | Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204). |
| ICS 205A Communications List | Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory. |
| ICS 206 Medical Plan | Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. |
| ICS 207 Incident Organization Chart | Purpose. The Incident Organization Chart (ICS 207) provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS 207 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. |

| Standard Form Title | Description |
|---|---|
| ICS 208 Safety Message/Plan | Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan. |
| ICS 209 Incident Status Summary | Purpose. The Incident Status Summary (ICS 209) is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decision makers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decision makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support. |
| ICS 210 Resource Status Change | Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc. |
| ICS 211 Check-In List | Purpose. The Check-In List (ICS 211) is used by personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in. |
| ICS 213 General Message | Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that require hard-copy delivery. |
| ICS 214 Activity Log | Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after action report. |
| ICS 215 Operational Planning Worksheet | Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident. |

| Standard Form Title | Description |
|---|--|
| ICS 215A Incident Action Plan Safety Analysis | Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings. |
| Form 217A Communications Resource Availability Worksheet | Purpose: The Communications Resource Availability Worksheet (Form 217A) is used by the Communications Unit Leader to assist in determining frequency allocation. Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet. Distribution: The worksheet, prepared by the Communications Unit, is for internal use. |
| ICS 219-7 Resource Status Card (T-Card) | Purpose. Resource Status Card (T-Card) (ICS 219-7) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident. |
| ICS 221 Demobilization Check-Out | Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning. |
| ICS 225 Incident Personnel Performance Rating | Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT. |
| Form 309 Communications Log | Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history. |

ICS FORMS

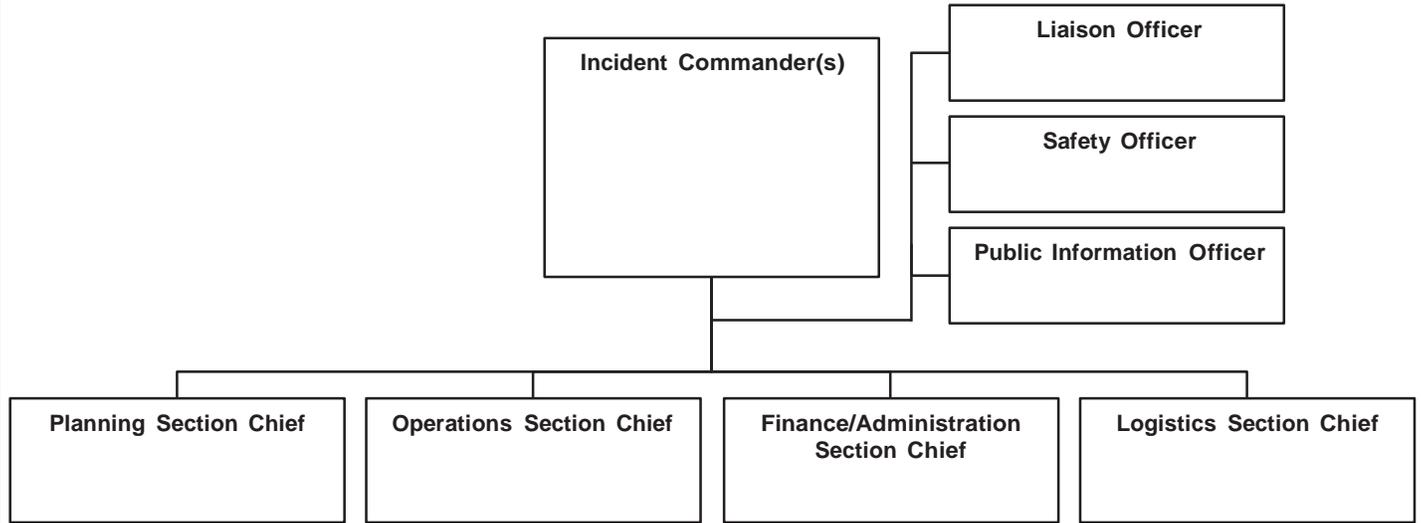
The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization’s particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or “information elements” on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms.

INCIDENT BRIEFING (ICS 201)

| | | |
|--------------------------|----------------------------|---|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: _____ Time: _____ |
|--------------------------|----------------------------|---|

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____

ICS Form 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Date/Time Initiated <ul style="list-style-type: none"> • Date, Time | Enter date initiated (month/day/year) and time initiated (using the 24- hour clock). |
| 4 | Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment) | Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident’s location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise. |
| 5 | Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. | Self-explanatory. |
| 6 | 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). |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 7 | Current and Planned Objectives | Enter the objectives used on the incident and note any specific problem areas. |
| 8 | Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions | Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly. |
| 9 | Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration • Section Chief • Logistics Section Chief | <ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if • Unified Command is being used. |
| 10 | Resource Summary | Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. |
| | • Resource | Enter the number and appropriate category, kind, or type of resource ordered. |
| | • Resource Identifier | Enter the relevant agency designator and/or resource designator (if any). |
| | • Date/Time Ordered | Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. |
| | • ETA | Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). |
| | • Arrived | Enter an "X" or a checkmark upon arrival to the incident. |
| | • Notes (location/Assignment/status) | Enter notes such as the assigned location of the resource and/or the actual assignment and status. |

ICS Form 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. If needed, an incident number can be added. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Objective(s) | Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: Specific – Is the wording precise and unambiguous? Measurable – How will achievements be measured? Action-oriented – Is an action verb used to describe expected accomplishments? Realistic – Is the outcome achievable with given available resources? Time-sensitive – What is the timeframe? |
| 4 | Operational Period Command Emphasis | Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc. |
| | General Situational Awareness | General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208). |
| 5 | Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Safety Officer should check whether or not a site safety plan is required for this incident. |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| | Approved Site Safety Plan(s) Located At | Enter the location of the approved Site Safety Plan(s). |
| 6 | Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 202 <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents Other Attachments: | Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan |
| 7 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |
| 8 | Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time | In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page. |

ORGANIZATION ASSIGNMENT LIST (ICS 203)

| | | | |
|---|----------------|--|--|
| 1. Incident Name: | | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | |
| 3. Incident Commander(s) and Command Staff: | | 7. Operations Section: | |
| IC/UCs | | Chief | |
| | | Deputy | |
| | | | |
| Deputy | | Staging Area | |
| Safety Officer | | Branch | |
| Public Info. Officer | | Branch Director | |
| Liaison Officer | | Deputy | |
| 4. Agency/Organization Representatives: | | Division/Group | |
| Agency/Organization | Name | Division/Group | |
| | | Division/Group | |
| | | Branch | |
| | | Branch Director | |
| | | Deputy | |
| 5. Planning Section: | | Division/Group | |
| Chief | | Division/Group | |
| Deputy | | Division/Group | |
| Resources Unit | | Division/Group | |
| Situation Unit | | Division/Group | |
| Documentation Unit | | Branch | |
| Demobilization Unit | | Branch Director | |
| Technical Specialists | | Deputy | |
| | | Division/Group | |
| 6. Logistics Section: | | Division/Group | |
| Chief | | Division/Group | |
| Deputy | | Air Operations Branch | |
| Support Branch | | Air Ops Branch Dir. | |
| Director | | | |
| Supply Unit | | | |
| Facilities Unit | | 8. Finance/Administration Section: | |
| Ground Support Unit | | Chief | |
| Service Branch | | Deputy | |
| Director | | Time Unit | |
| Communications Unit | | Procurement Unit | |
| Medical Unit | | Comp/Claims Unit | |
| Food Unit | | Cost Unit | |
| 9. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | |
| ICS 203 | IAP Page _____ | Date/Time: _____ | |

ICS Form 203 Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a “T” in parentheses behind the name (e.g., “A. Smith (T)”).

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer | Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, “Assistant Safety Officer”). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names. |
| 4 | Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name | Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name. |
| 5 | Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists | Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name. |
| 6 | Logistics Section | Enter the name of the Logistics Section Chief, Deputy, |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| | <ul style="list-style-type: none"> • Chief • Deputy <p>Support Branch</p> <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit <p>Service Branch</p> <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit | <p>Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.</p> |
| 7 | <p>Operations Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Staging Area <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group <p>Air Operations Branch</p> <ul style="list-style-type: none"> • Air Operations Branch Director | <p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p> |
| 8 | <p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit | <p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p> |
| 9 | <p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | <p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p> |

ASSIGNMENT LIST (ICS 204)

| | | | | |
|---|----------------|---|---|--|
| 1. Incident Name: | | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | | 3. Branch: Division: Group: Staging Area: |
| 4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____ | | | | |
| 5. Resources Assigned: | | # of Persons | Contact (e.g., phone, pager, radio frequency, etc.) | |
| Resource Identifier | Leader | | | |
| | | | | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| 6. Work Assignments: | | | | |
| 7. Special Instructions: | | | | |
| 8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____/_____ _____/_____ _____/_____ _____/_____ | | | | |
| 9. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | | |
| ICS 204 | IAP Page _____ | Date/Time: _____ | | |

ICS Form 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Branch Division Group Staging Area | This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing. |
| 4 | Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor | Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s). |
| 5 | Resources Assigned | Enter the following information about the resources assigned to the Division or Group for this period: |
| | • Resource Identifier | The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined). |
| | • Leader | Enter resource leader's name. |
| | • # of Persons | Enter total number of persons for the resource assigned, including the leader. |
| | • Contact (e.g., phone, pager, radio frequency, etc.) | Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number. |
| | • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information | Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| | | that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information. |
| 6 | Work Assignments | Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group. |
| 7 | Special Instructions | Enter a statement noting any safety problems, specific precautions to be exercised, drop-off or pickup points, or other important information. |
| 8 | Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) | Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed. |
| 9 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS Form 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the
- Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Date/Time Prepared | Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). |
| 3 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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. |
| 4 | Basic Radio Channel Use | Enter the following information about radio channel use: |
| | Zone Group | |
| | Channel Number | Use at the Communications Unit Leader's discretion. Channel Number (Ch#) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. |
| | Function | Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). |
| | Channel Name/Trunked Radio System Talkgroup | Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG). |
| | Assignment | Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. |
| | RX (Receive) Frequency (N or W) | Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| | RX Tone/NAC | the ICS 205 normally used for conventional channel programming information. Enter the Receive Continuous Tone Coded Squelch System (CTCSS) sub-audible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. |
| 4 | TX (Transmit) Frequency (N or W) | Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. |
| | TX Tone/NAC | Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) sub-audible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. |
| | Mode (A, D, or M) | Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. |
| | Remarks | Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. |
| 5 | Special Instructions | Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident. |
| 6 | Prepared by (Communications Unit Leader) • Name • Signature • Date/Time | Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS Form 205A Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Basic Local Communications Information | Enter the communications methods assigned and used for personnel by their assigned ICS position. |
| | <ul style="list-style-type: none"> • Incident Assigned Position | Enter the ICS organizational assignment. |
| | <ul style="list-style-type: none"> • Name | Enter the name of the assigned person. |
| | <ul style="list-style-type: none"> • Method(s) of Contact (phone, pager, cell, etc.) | For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.). |
| 4 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

MEDICAL PLAN (ICS 206)

| 1. Incident Name: | | 2. Operational Period: Date From: _____ Time From: _____ | | Date To: _____ Time To: _____ | | | |
|---|--|--|---|----------------------------------|--|---|---|
| 3. Medical Aid Stations: | | | | | | | |
| Name | Location | Contact Number(s)/Frequency | Paramedics on Site? | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 4. Transportation (indicate air or ground): | | | | | | | |
| Ambulance Service | Location | Contact Number(s)/Frequency | Level of Service | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| 5. Hospitals: | | | | | | | |
| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/ Frequency | Travel Time | | Trauma Center | Burn Center | Helipad |
| | | | Air | Ground | | | |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Special Medical Emergency Procedures: | | | | | | | |
| | | | | | | | |
| 7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____ | | | | | | | |
| 8. Approved by (Safety Officer): Name: _____ Signature: _____ | | | | | | | |
| <input type="checkbox"/> ICS 206 | IAP Page _____ | Date/Time: _____ | | | | | |

ICS Form 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP
- This form can include multiple pages

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Medical Aid Stations | Enter the following information on the incident medical aid station(s): |
| | • Name | Enter name of the medical aid station. |
| | • Location | Enter the location of the medical aid station (e.g., Staging Area, Camp Ground). |
| | • Contact • Number(s)/Frequency | Enter the contact number(s) and frequency for the medical aid station(s). |
| | • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if paramedics are at the site indicated. |
| 4 | Transportation (indicate air or ground) | Enter the following information for ambulance services available to the incident: |
| | • Ambulance Service | Enter name of ambulance service. |
| | • Location | Enter the location of the ambulance service. |
| | • Contact • Number(s)/Frequency | Enter the contact number(s) and frequency for the ambulance service. |
| | • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS | Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support). |
| 5 | Hospitals | Enter the following information for hospital(s) that could serve this incident: |
| | • Hospital Name | Enter hospital name and identify any pre-designated medivac aircraft by name a frequency. |
| | • Address, Latitude & Longitude if Helipad | Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad. |
| | • Contact Number(s)/ Frequency | Enter the contact number(s) and/or communications frequency(s) for the hospital. |
| | • Travel Time • Air • Ground | Enter the travel time by air and ground from the incident to the hospital. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| | <ul style="list-style-type: none"> • Trauma Center <input type="checkbox"/> Yes Level: _____ | Indicate yes and the trauma level if the hospital has a trauma center. |
| | <ul style="list-style-type: none"> • Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if the hospital has a burn center. |
| | <ul style="list-style-type: none"> • Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources |
| 6 | Special Medical Emergency Procedures | Note any special emergency instructions for use by incident personnel, including: (1) who should be contacted, (2) how should they be contacted; and, (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies. |
| | <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations. | Self-explanatory. Incident assigned aviation assets should be included in ICS 220. |
| 7 | Prepared by (Medical Unit Leader) • Name • Signature | Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |
| 8 | Approved by (Safety Officer) • Name • Signature • Date/Time | Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock). |

INCIDENT ORGANIZATION CHART (207)

| | | |
|---|--|--|
| 1. Incident Name: | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | |
| 3. Organization Chart | | |
| <pre> graph TD IC[Incident Commander(s)] OS[Operation Section Chief] SA[Staging Area Manager] LO[Liaison Officer] SO[Safety Officer] PIO[Public Information Officer] PSC[Planning Section Chief] LSC[Logistics Section Chief] FASC[Finance/Admin Section Chief] IC --- OS IC --- SA IC --- LO IC --- SO IC --- PIO IC --- PSC IC --- LSC IC --- FASC OS --- U1[] OS --- U2[] OS --- U3[] OS --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GSDL[Ground Support Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[] style U1 fill:none,stroke:none style U2 fill:none,stroke:none style U3 fill:none,stroke:none style U4 fill:none,stroke:none style U5 fill:none,stroke:none style U6 fill:none,stroke:none </pre> | | |
| ICS 207 | IAP Page ____ | 4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____ |

ICS Form 207 Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 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 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 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 ICS 207 is intended to be **wall mounted** at Incident Command Posts 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 ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS 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 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).

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

SAFETY MESSAGE PLAN (ICS 208)

| | | |
|--------------------------|--|----------------------------------|
| 1. Incident Name: | 2. Operational Period: Date From: _____ Time From: _____ | Date To: _____ Time To: _____ |
|--------------------------|--|----------------------------------|

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

| |
|--|
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: |
|--|

| |
|---|
| 5. Prepared by: Name: _____ Position/Title: _____ Signature: _____ |
|---|

| | | |
|---------|----------------|------------------|
| ICS 208 | IAP Page _____ | Date/Time: _____ |
|---------|----------------|------------------|

ICS Form 208 Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan | Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached. |
| 4 | Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Check whether or not a site safety plan is required for this incident. |
| | Approved Site Safety Plan(s) Located At | Enter where the approved Site Safety Plan(s) is located. |
| 5 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

INCIDENT STATUS SUMMARY (ICS 209)

| | | | | | | |
|---|--------------------|--|---|---|---|--|
| *1. Incident Name: | | 2. Incident Number: | | | | |
| *3. Report Version (check one box on left) | | *4. Incident Commander(s) & Agency or Organization: | | 5. Incident Management Organization: | *6. Incident Name: Date: _____ Time: _____ Time Zone: _____ | |
| <input type="checkbox"/> Initial | Rpt# (if used): | | | | | |
| <input type="checkbox"/> Update | | | | | | |
| <input type="checkbox"/> Final | | 7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”): | 8. Percent (%) Contained: _____ Completed: _____ | *9. Incident Definition: | 10. Incident Complexity Level: | *11. For Time Period: From Date/Time: _____ To Date/Time: _____ |

Approval & Routing Information

| | | |
|--|--|---|
| *12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____ | | 13. Date/Time Submitted: Time Zone: |
| *14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____ | | *15 Primary Location, Organization, or Agency Sent To: |

Approval & Routing Information

| | | |
|--|--|---|
| *16 State: | *17. County/Paris/Borough: | *18. City: |
| 19 Unit or Other: | *20. Incident Jurisdiction: | 21. Incident Location Ownership (if different than jurisdiction): |
| 22 Longitude (indicate format): Latitude (indicate format): | 23. US National Grid Reference: | 24. Legal Description (township, section, range): |
| *25. Short Location or Area Description (list all affected areas or a reference point): | | 26. UTM Coordinates: |
| 27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels): | | |

Incident Summary

| | | | | |
|--|---------------------------------------|-----------------------------|--------------|----------------|
| *28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): | | | | |
| 29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): | | | | |
| 30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.): | A. Structural Summary | B. # Threatened (72 hrs) | C. # Damaged | D. # Destroyed |
| | E. Single Residences | | | |
| | F. Nonresidential Commercial Property | | | |
| | Other Minor Structures | | | |
| | Other | | | |
| ICS 209, Page 1 of ____ | | * Required when applicable. | | |

INCIDENT STATUS SUMMARY (ICS 209)

| | |
|---------------------------|----------------------------|
| *1. Incident Name: | 2. Incident Number: |
|---------------------------|----------------------------|

Additional Incident Decision Support Information

| | A. # This Reporting Period | B. Total # to Date | | A. # This Reporting Period | B. Total # to Date |
|--|----------------------------|--------------------|--|----------------------------|--------------------|
| *31. Public Status Summary: | | | *32. Responder Status Summary: | | |
| <i>C. Indicate Number of Civilians (Public) Below:</i> | | | <i>C. Indicate Number of Responders Below:</i> | | |
| D. Fatalities | | | D. Fatalities | | |
| E. With Injuries/Illness | | | E. With Injuries/Illness | | |
| F. Trapped/In Need of Rescue | | | F. Trapped/In Need of Rescue | | |
| G. Missing <i>(note if estimated)</i> | | | G. Missing | | |
| H. Evacuated <i>(note if estimated)</i> | | | H. Sheltering in Place | | |
| I. Sheltering in Place <i>(note if estimated)</i> | | | I. Have Received Immunizations | | |
| J. In Temporary Shelters <i>(note if est.)</i> | | | J. Require Immunizations | | |
| K. Have Received Mass Immunizations | | | K. In Quarantine | | |
| L. Require Immunizations <i>(note if est.)</i> | | | | | |
| M. In Quarantine | | | | | |
| <i>N. Total # Civilians (Public) Affected:</i> | | | <i>N. Total # Responders Affected:</i> | | |

| 33. Life, Safety, and Health Status/Threat Remarks: | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">A. Check if Active</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">*34. Life, Safety, and Health Threat Management:</td><td></td></tr> <tr><td style="padding: 5px;">A. No Likely Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">B. Potential Future Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">C. Mass Notifications in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">D. Mass Notifications Completed</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">E. No Evacuation(s) Imminent</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">F. Planning for Evacuation</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">G. Planning for Shelter-in-Place</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">H. Evacuation(s) in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">I. Shelter-in-Place in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">J. Repopulation in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">K. Mass Immunization in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">L. Mass Immunization Complete</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">M. Quarantine in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">N. Area Restriction in Effect</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> | | A. Check if Active | *34. Life, Safety, and Health Threat Management: | | A. No Likely Threat | <input type="checkbox"/> | B. Potential Future Threat | <input type="checkbox"/> | C. Mass Notifications in Progress | <input type="checkbox"/> | D. Mass Notifications Completed | <input type="checkbox"/> | E. No Evacuation(s) Imminent | <input type="checkbox"/> | F. Planning for Evacuation | <input type="checkbox"/> | G. Planning for Shelter-in-Place | <input type="checkbox"/> | H. Evacuation(s) in Progress | <input type="checkbox"/> | I. Shelter-in-Place in Progress | <input type="checkbox"/> | J. Repopulation in Progress | <input type="checkbox"/> | K. Mass Immunization in Progress | <input type="checkbox"/> | L. Mass Immunization Complete | <input type="checkbox"/> | M. Quarantine in Progress | <input type="checkbox"/> | N. Area Restriction in Effect | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
|--|--|--|--------------------|--|--|---------------------|--------------------------|----------------------------|--------------------------|-----------------------------------|--------------------------|---------------------------------|--------------------------|------------------------------|--------------------------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------------------|--------------------------|---------------------------------|--------------------------|-----------------------------|--------------------------|----------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------|--------------------------|-------------------------------|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|
| | A. Check if Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *34. Life, Safety, and Health Threat Management: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. No Likely Threat | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Potential Future Threat | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Mass Notifications in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Mass Notifications Completed | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. No Evacuation(s) Imminent | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Planning for Evacuation | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Planning for Shelter-in-Place | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. Evacuation(s) in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. Shelter-in-Place in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. Repopulation in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K. Mass Immunization in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L. Mass Immunization Complete | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M. Quarantine in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N. Area Restriction in Effect | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

INCIDENT STATUS SUMMARY (ICS 209)

| | |
|---------------------------|----------------------------|
| *1. Incident Name: | 2. Incident Number: |
|---------------------------|----------------------------|

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

Incident Status Summary (ICS Form 209)

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decision makers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decision makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS

209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

| Block Number | Block Title | Instructions |
|--------------|----------------------|---|
| *1 | Incident Name | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 2 | Incident Number | <ul style="list-style-type: none"> • Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. • Examples include: <ul style="list-style-type: none"> ○ A computer-aided dispatch (CAD) number. ○ An accounting number. ○ A county number. ○ A disaster declaration number. ○ A combination of the State, unit/agency ID, and a dispatch system number. ○ A mission number. ○ Any other unique number assigned to the incident and derived by means other than those above. • Make sure the number entered is correct. • Do not use the same incident number for two different incidents in the same calendar year. • Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47. |
| *3 | Report Version (check one box on left) | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH “Initial” and “Final” (or check only “Final”). |
| | <input type="checkbox"/> Initial | Check “Initial” if this is the first ICS 209 for this incident. |
| | <input type="checkbox"/> Update | Check “Update” if this is a subsequent report for the same incident. These can be submitted at various time intervals (see “Reporting Requirements” above). |
| | <input type="checkbox"/> Final | <ul style="list-style-type: none"> • Check “Final” if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as “Final” if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47). |
| | Report # (if used) | Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted. |
| *4 | Incident Commander(s) & Agency or Organization | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter both the first and last name of the Incident Commander. • If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB |
| 5 | Incident Management Organization | Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| *6 | Incident Start Date/Time | REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period). |
| | Date | Enter the start date (month/day/year). |
| | Time | Enter the start time (using the 24-hour clock). |
| | Time Zone | Enter the time zone of the incident (e.g., EDT, PST). |
| 7 | Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”) | <ul style="list-style-type: none"> • Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under “Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds. |
| 8 | Percent (%) Contained or Completed (circle one) | <ul style="list-style-type: none"> • Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met. |
| *9 | Incident Definition | REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc. |
| 10 | Incident Complexity Level | Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used. |
| *11 | For Time Period | REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements. |
| | From Date/Time | <ul style="list-style-type: none"> • Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock). |
| | To Date/Time | <ul style="list-style-type: none"> • Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock). |

| Block Number | Block Title | Instructions |
|--|--|--|
| APPROVAL & ROUTING INFORMATION | | |
| *12 | Prepared By | REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager. |
| | Print Name | Print the name of the person preparing the form. |
| | ICS Position | The ICS title of the person preparing the form (e.g., "Situation Unit Leader"). |
| | Date/Time Prepared | Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate. |
| *13 | Date/Time Submitted | REQUIRED Enter the submission date (month/day/year) and time (using the 24-hour clock). |
| | Time Zone | Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST). |
| *14 | Approved By | REQUIRED When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager. |
| | Print Name | Print the name of the person approving the form. |
| | ICS Position | The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander"). |
| | Signature | Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents. |
| *15 | Primary Location, Organization, or Agency Sent To | REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially. |
| INCIDENT LOCATION INFORMATION | | |
| <ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. | | |
| *16 | State | REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44. |
| *17 | County/Parish/Borough | REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| *18 | City | <p>REQUIRED BLOCK WHEN APPLICABLE.</p> <ul style="list-style-type: none"> • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47. |
| 19 | Unit or Other | <p>Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.</p> |
| *20 | Incident jurisdiction | <p>REQUIRED BLOCK WHEN APPLICABLE.</p> <p>Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).</p> |
| 21 | Incident Location Ownership (if different than jurisdiction) | <ul style="list-style-type: none"> • When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site. |
| 22 | 22. Longitude (indicate format): Latitude (indicate format): | <ul style="list-style-type: none"> • Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as “33 degrees, 45 minutes, 01 seconds.” |
| 23 | US National Grid Reference | <ul style="list-style-type: none"> • Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data. |
| 24 | Legal Description (township, section, range) | <ul style="list-style-type: none"> • Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E). |
| *25 | Short Location or Area Description (list all affected areas or a reference point) | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., “the southern third of Florida,” “in ocean 20 miles west of Catalina Island, CA,” or “within a 5 mile radius of Walden, CO”). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian). |
| 26 | UTM Coordinates | <p>Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.</p> |

| Block Number | Block Title | Instructions |
|-------------------------|--|--|
| 27 | Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels) | <ul style="list-style-type: none"> • Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident. |
| INCIDENT SUMMARY | | |
| *28 | Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.) | REQUIRED BLOCK. <ul style="list-style-type: none"> • Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> ○ Road closures. ○ Evacuations. ○ Progress made and accomplishments. ○ Incident command transitions. ○ Repopulation of formerly evacuated areas and specifics. ○ Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status. |
| 29 | Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.) | <ul style="list-style-type: none"> • When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc. |
| | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 30 | Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.) | <ul style="list-style-type: none"> • Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant. |
| | A. Structural Summary | Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc. |
| | B. # Threatened (72 hrs) | Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information. |
| | C. # Damaged | Enter the number of structures damaged by the incident. |
| | D. # Destroyed | Enter the number of structures destroyed beyond repair by the incident. |
| | E. Single Residences | Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.). |
| | F. Nonresidential Commercial Properties | Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block. |
| | Other Minor Structures | Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings. |
| | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|--|--|---|
| ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2) | | |
| *31 | Public Status Summary | <ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. • Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. • NOTE: <i>Do not estimate any fatality information.</i> • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> ○ Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. ○ For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. • NOTE: When providing an estimated value, denote in parenthesis: "est." <p><u>Handling Sensitive Information</u></p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |
| | A. # This Reporting Period | Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | B. Total # to Date | <ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period. |
| | C. Indicate Number of Civilians (Public) Below | <ul style="list-style-type: none"> • For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | D. Fatalities | <ul style="list-style-type: none"> • Enter the number of <i>confirmed</i> civilian/public fatalities. • See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information. |

| Block Number | Block Title | Instructions |
|--------------------|---|--|
| *31 (continued) | E. With Injuries/Illness | Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s). |
| | F. Trapped/In Need of Rescue | Enter the number of civilians who are trapped or in need of rescue due to the incident. |
| | G. Missing (note if estimated) | Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used. |
| | H. Evacuated (note if estimated) | Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated. |
| | I. Sheltering-in-Place (note if estimated) | Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used. |
| | J. In Temporary Shelters (note if estimated) | Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate. |
| | K. Have Received Mass Immunizations | Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate. |
| | L. Require Mass Immunizations (note if estimated) | Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate. |
| | M. In Quarantine | Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate. |
| | N. Total # Civilians (Public) Affected | Enter sum totals for Columns 31A and 31B for Rows 31D–M. |
| *32 | Responder Status Summary | <ul style="list-style-type: none"> This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. NOTE: Do not estimate any fatality information or responder status information. NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |

| Block Number | Block Title | Instructions |
|--------------------|---|--|
| *32 (continued) | A. # This Reporting Period | Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | B. Total # to Date | <ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period. |
| | C. Indicate Number of Responders Below | <ul style="list-style-type: none"> For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | D. Fatalities | <ul style="list-style-type: none"> Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information. |
| | E. With Injuries/Illness | <ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i> |
| | F. Trapped/In Need Of Rescue | Enter the number of incident responders who are in trapped or in need of rescue due to the incident. |
| | G. Missing | Enter the number of incident responders who are missing due to incident conditions. |
| | H. | (BLANK; use however is appropriate.) |
| | I. Sheltering in Place | Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly. |
| | J. | (BLANK; use however is appropriate.) |
| | L. Require Immunizations | Enter the number of responders who require immunizations due to the incident and/or as part of incident operations. |
| | M. In Quarantine | Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations. |
| | N. Total # Responders Affected | Enter sum totals for Columns 32A and 32B for Rows 32D–M. |
| 33 | Life, Safety, and Health Status/Threat Remarks | <ul style="list-style-type: none"> Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| *34 | Life, Safety, and Health Threat Management | Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes. |
| | A. Check if Active | Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential. |
| | B. Notes | Note any specific details, or include in Block 33. |
| | C. No Likely Threat | Check if there is no likely threat to life, health, and safety. |
| | D. Potential Future Threat | Check if there is a potential future threat to life, health, and safety. |
| | E. Mass Notifications In Progress | <ul style="list-style-type: none"> • Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”). |
| | F. Mass Notifications Completed | Check if actions referred to in Block 34E above have been completed. |
| | G. No Evacuation(s) Imminent | Check if evacuations are not anticipated in the near future based on current information. |
| | H. Planning for Evacuation | Check if evacuation planning is underway in relation to this incident. |
| | I. Planning for Shelter-in-Place | Check if planning is underway for shelter-in-place activities related to this incident. |
| | J. Evacuation(s) in Progress | Check if there are active evacuations in progress in relation to this incident. |
| | K. Shelter-In-Place in Progress | Check if there are active shelter-in-place actions in progress in relation to this incident. |
| | L. Repopulation in Progress | Check if there is an active repopulation in progress related to this incident. |
| | M. Mass Immunization in Progress | Check if there is an active mass immunization in progress related to this incident. |
| | N. Mass Immunization Complete | Check if a mass immunization effort has been completed in relation to this incident. |
| | O. Quarantine in Progress | Check if there is an active quarantine in progress related to this incident. |
| | P. Area Restriction in Effect | Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 35 | Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern) | <ul style="list-style-type: none"> • Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: <ul style="list-style-type: none"> ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc. |
| 36 | Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours | <ul style="list-style-type: none"> • Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours. |
| 37 | Strategic Objectives (define planned end-state for incident) | Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events). |

| Block Number | Block Title | Instructions |
|--|--|---|
| ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3) | | |
| 38 | <p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident- related potential economic or cascading impacts.</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p> | Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 39 | <p>Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p> | <ul style="list-style-type: none"> • List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> • Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short- range planning, and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> ○ <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams ○ <u>48 hrs</u>: Mobile Communications Unit (Law/Fire) ○ <u>After 72 hrs</u>: 1 Type 2 Incident Management Team • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”). • Do not use this block for noncritical resources. |
| 40 | <p>Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <p>1) critical resource needs identified above,</p> <p>2) the Incident Action Plan and management objectives and targets,</p> <p>3) anticipated results.</p> <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p> | <ul style="list-style-type: none"> • Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated. |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 41 | Planned Actions for Next Operational Period | <ul style="list-style-type: none"> • Provide a short summary of actions planned for the next operational period. • Examples: <ul style="list-style-type: none"> ○ “The current Incident Management Team will transition out to a replacement IMT.” ○ “Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports.” ○ “Continue refining mapping of the recovery operations and damaged assets using GPS.” ○ “Initiate removal of unauthorized food vendors.” |
| 42 | Projected Final Incident Size/Area (use unit label – e.g., “sq mi”) | <ul style="list-style-type: none"> • Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area. |
| 43 | Anticipated Incident Management Completion Date | <ul style="list-style-type: none"> • Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers. |
| 44 | Projected Significant Resource Demobilization Start Date | Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated. |
| 45 | Estimated Incident Costs to Date | <ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment. |
| 46 | Projected Final Incident Cost Estimate | <ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 47 | Remarks (or continuation of any blocks above – list block number in notation) | <ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc. • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section. |

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
 - Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have not yet arrived.
- For summarizing:
- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
 - Group State, local, county, city, or Federal responders together under such headings, or
 - Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
 - On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 48 | Agency or Organization | <ul style="list-style-type: none"> • List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. • List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. • Agencies or organizations may be listed individually or in groups. • When resources are grouped together, individual agencies or organizations may be listed below in Block 53. • Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc. |
| 49 | Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box) | <ul style="list-style-type: none"> • List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> ○ Examples: Type 1 Fire Engines, Type 4 Helicopters • Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • NOTE: One option is to group similar resources together when it is sensible to do so for the summary. <ul style="list-style-type: none"> ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. • NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51. |
| 50 | Additional Personnel not assigned to a resource | List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization. |
| 51 | Total Personnel (includes those associated with resources – e.g., aircraft or engines – <i>and</i> individual overhead) | <ul style="list-style-type: none"> • Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. • WARNING: Do not simply add the numbers across! • The number of Total Personnel for each row should include both: <ul style="list-style-type: none"> ○ The total number of personnel assigned to each of the resources listed in Block 49, and ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 52 | Total Resources | Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51. |
| 53 | Additional Cooperating and Assisting Organizations Not Listed Above | <ul style="list-style-type: none"> • List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization). |

ICS 210 Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Resource Number | Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident. |
| 4 | New Status (Available, Assigned, Out of Service) | Indicate the current status of the resource: <ul style="list-style-type: none"> • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., “O/S – Mech” (for mechanical issues), “O/S – Rest” (for off shift), or “O/S – Pers” (for personnel issues). |
| 5 | From (Assignment and Status) | Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp). |
| 6 | To (Assignment and Status) | Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location. |
| 7 | Time and Date of Change | Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service). |
| 8 | Comments | Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces. |
| 9 | Prepared by <ul style="list-style-type: none"> • Name | 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). |
| | <ul style="list-style-type: none"> • Position/Title | |
| | <ul style="list-style-type: none"> • Signature | |
| | <ul style="list-style-type: none"> • Date/Time | |

INCIDENT CHECK – IN LIST (ICS 211)

| | | | | | | | | |
|--------------------------|----------------------------|--|---------------------------------------|------------------------------|-----------------------------------|--------------------------------|----------------------------|-------|
| 1. Incident Name: | 2. Incident Number: | 3. Check-In Location (complete all that apply): | | | | | 4. Start Date/Time: | |
| | | <input type="checkbox"/> Base | <input type="checkbox"/> Staging Area | <input type="checkbox"/> ICP | <input type="checkbox"/> Helibase | <input type="checkbox"/> Other | Date: | Time: |

Check-In Information (use reverse of form for remarks or comments)

| 5. List single resource personnel (overhead) by agency and name, OR list resources by the following format: | | | | | | | 6. Order Request # | 7. Date/Time Check-In | 8. Leader's Name | 9. Total Number of Personnel | 10. Incident Contact Information | 11. Home Unit or Agency | 12. Departure Point, Date and Time | 13. Method of Travel | 14. Incident Assignment | 15. Other Qualifications | 16. Data Provided to Resources Unit |
|---|--------|----------|------|------|-----------------------------|----------|--------------------|-----------------------|------------------|------------------------------|----------------------------------|-------------------------|------------------------------------|----------------------|-------------------------|--------------------------|-------------------------------------|
| State | Agency | Category | Kind | Type | Resource Name or Identifier | ST or TF | | | | | | | | | | | |
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| ICS 211 | 17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____ |
|----------------|---|

ICS Form 211 Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP.

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other | Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include... |
| 4 | Start Date/Time <ul style="list-style-type: none"> • Date • Time | Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started. |
| | CHECK INFORMATION | Self-explanatory |
| 5 | List single resource personnel (overhead) by agency and name, OR list resources by the following format | Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary. |
| | • State | Use this section to list the home State for the resource. |
| | • Agency | Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD). |
| | • Category | Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance. |
| | • Kind | Use this section to list the resource kind based on NIMS, |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| | | discipline, or jurisdiction guidance. |
| | <ul style="list-style-type: none"> Type | Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance. |
| | <ul style="list-style-type: none"> Resource Name or Identifier | Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team. |
| | <ul style="list-style-type: none"> ST or TF | Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions. |
| 6 | Order Request # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident. |
| 7 | Date/Time Check-In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| 8 | Leader's Name | <ul style="list-style-type: none"> For equipment, enter the operator's name. Enter the Strike Team or Task Force leader's name. Leave blank for single resource personnel (overhead). |
| 9 | Total Number of Personnel | Enter total number of personnel associated with the resource. Include leaders. |
| 10 | Incident Contact Information | Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident. |
| 11 | Home Unit or Agency | Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location). |
| 12 | Departure Point, Date and Time | Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock. |
| 13 | Method of Travel | Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.). |
| 14 | Incident Assignment | Enter the incident assignment at time of dispatch. |
| 15 | Other Qualifications | Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident. |
| 16 | Data Provided to Resources Unit | Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information. |
| 17 | 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). |

ICS Form 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that require hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send
- Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name (Optional) | Enter the name assigned to the incident. This block is optional. |
| 2 | To (Name and Position) | Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 3 | From (Name and Position) | Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 4 | Subject | Enter the subject of the message. |
| 5 | Date | Enter the date (month/day/year) of the message. |
| 6 | Time | Enter the time (using the 24-hour clock) of the message. |
| 7 | Message | Enter the content of the message. Try to be as concise as possible. |
| 8 | Approved by <ul style="list-style-type: none">• Name• Signature• Position/Title | Enter the name, signature, and ICS position/title of the person approving the message. |
| 9 | Reply | The intended recipient will enter a reply to the message and return it to the originator. |
| 10 | Replied by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24- hour clock). |

ICS Form 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after- action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | 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 | Name | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team). |
| 4 | ICS Position | Enter the name and ICS position of the individual in charge of the Unit. |
| 5 | Home Agency (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | Resources Assigned | Enter the following information for resources assigned: |
| | <ul style="list-style-type: none"> • Name | Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | <ul style="list-style-type: none"> • ICS Position | Use this section to enter the resource's ICS position (e.g., Finance Section Chief). |
| | <ul style="list-style-type: none"> • Home Agency (and Unit) | Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit). |
| 7 | Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities | <ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc. |
| 8 | 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). |

ICS 215 Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period Date and Time From Date and Time To | 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 | Branch | Enter the Branch of the work assignment for the resources. |
| 4 | Division, Group, or Other | Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources. |
| 5 | Work Assignment & Special Instructions | Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required. |
| 6 | Resources | Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash. |
| | Required | Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment. |
| | Have | Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment. |
| | Need | Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row. |
| 7 | Overhead Position(s) | List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.). |
| 8 | Special Equipment & Supplies | List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control. |
| 9 | Reporting Location | Enter the specific location where the resources are to report (Staging Area, location at incident, etc.). |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 10 | Requested Arrival Time | Enter the time (24-hour clock) that resources are requested to arrive at the reporting location. |
| 11 | Total Resources Required | Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash. |
| 12 | Total Resources Have on Hand | Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 13 | Total Resources Need To Order | Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 14 | Prepared by Name Position/Title Signature Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS 215A Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Date/Time Prepared | Enter date (month/day/year) and time (using the 24-hour clock) prepared. |
| 4 | Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To | Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| 5 | Incident Area | Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group. |
| 6 | Hazards/Risks | List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment. |
| 7 | Mitigations | List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes). |
| 8 | Prepared by (Safety Officer and Operations Section Chief) <ul style="list-style-type: none">• Name• Signature• Date/Time | Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed. |

Form 217A Communications Resource Availability Worksheet

Purpose: The Communications Resource Availability Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution: The worksheet, prepared by the Communications Unit, is for internal use. Form 217A is not an official ICS form, but is routinely used in the field. It can be filled out in advance of incidents with known channels available in the region.

| Block Number | Block Title | Instructions |
|--------------|-----------------------|---|
| 1. | Incident Name | Print the name assigned to the incident. |
| 2. | Date | Enter date (month, day, year) prepared. |
| 3. | Operational Period | Enter the time interval for which the assignment applies. Record the start date/time and end date/time (e.g., 9/17/14-0600 to 9/18/14-0600). |
| 4. | Incident Organization | List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency. |
| 5. | Radio Data | For each radio cache and frequency assigned, record the associated function. Functional assignment for: <ul style="list-style-type: none">• Command• Support• Division tactical• Ground-to-air |
| 6. | Agency | List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned. |
| 7. | Total Radios Required | Total each column. This provides the number of radios required by each organizational unit. Also total each row which provides the number of radios using each available frequency. |
| 8. | Prepared By | Enter the name and position of the person completing the worksheet. |

T-CARD 219-7 RESOURCE STATUS CARD

| | | | |
|-------------------------------------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Front</i> | | | |
| Date/Time Checked In: | | | |
| Leader Name: | | | |
| Primary Contact Information: | | | |
| Resource ID #(s) or Name(s): | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Home Base: | | | |
| Departure Point: | | | |
| ETD: | | ETA: | |
| Date/Time Ordered: | | | |
| Remarks: | | | |
| | | | |
| | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: | | | |
| ICS 219-7 EQUIPMENT (YELLOW) | | | |

| | | | |
|--|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Back</i> | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____ | | | |
| Notes: | | | |
| | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____ | | | |
| Notes: | | | |
| | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____ | | | |
| Notes: | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: | | | |
| ICS 219-7 EQUIPMENT (YELLOW) | | | |

ICS Form 219-7 Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201)
- Incident Check-In List (ICS 211)
- General Message (ICS 213)
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

| Block Title | Instructions |
|------------------------------|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot’s name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource’s estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource’s estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |

| Block Title | Instructions |
|---|---|
| Manufacturer | Enter the manufacturer of the aircraft. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

DEMOBILIZATION CHECK-OUT (ICS 221)

| | | | |
|---|---|---------------------------------|-----------------------|
| 1. Incident Name: | | 2. Incident Number: | |
| 3. Planned Release Date/Time: Date: _____ Time: _____ | 4. Resource or Personnel Released: | 5. Order Request Number: | |
| 6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). | | | |
| LOGISTICS SECTION | | | |
| | UNIT/MANAGER | REMARKS | NAME SIGNATURE |
| <input type="checkbox"/> | Supply Unit | | |
| <input type="checkbox"/> | Communications Unit | | |
| <input type="checkbox"/> | Facilities Unit | | |
| <input type="checkbox"/> | Grounds Support Unit | | |
| <input type="checkbox"/> | Security Manager | | |
| <input type="checkbox"/> | | | |
| FINANCE/ADMINISTRATION SECTION | | | |
| | UNIT/LEADER | REMARKS | NAME SIGNATURE |
| <input type="checkbox"/> | Time Out | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| OTHER SECTION/STAFF | | | |
| | UNIT/OTHER | REMARKS | NAME SIGNATURE |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| PLANNING SECTION | | | |
| | UNIT/LEADER | REMARKS | NAME SIGNATURE |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | Documentation Leader | | |
| <input type="checkbox"/> | Documentation Leader | | |
| 7. Remarks: | | | |
| 8. Travel Information: Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Time of Departure: _____ Actual Release Date/Time: _____ Destination: _____ Estimated Time of Arrival: _____ Travel Method: _____ Contact Information While Traveling: _____ Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No Area/Agency/Region Notified: _____ Number: _____ | | | |
| 9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No Incident Name: _____ Incident Number: _____ Location: _____ Order Request Number: _____ | | | |
| 10. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | |
| ICS 221 | | Date/Time: _____ | |

ICS Form 221 Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Planned Release Date/Time | Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident. |
| 4 | Resource or Personnel Released | Enter name of the individual or resource being released. |
| 5 | Order Request Number | Enter order request number (or agency demobilization number) of the individual or resource being released. |
| 6 | Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none"> • Unit/Leader/Manager/Other • Remarks • Name • Signature | Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.). |
| | Logistics Section <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security Manager | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| 6 | Finance/Administration | The Demobilization Unit Leader will enter an "X" in the |

| Block Number | Block Title | Instructions |
|-----------------------------|--|--|
| | Section <input type="checkbox"/> Time Unit | box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Other Section/Staff | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| 7 | Remarks | Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction. |
| 8 | Travel Information | Enter the following travel information: |
| | Room Overnight | Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit. |
| | Estimated Time of Departure | Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock). |
| | Actual Release Date/Time | Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock). |
| | Destination | Use this section to enter the resource's or personnel's destination. |
| | Estimated Time of Arrival | Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination. |
| | Travel Method | Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.). |
| | Contact Information While Traveling | Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.). |
| | Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Area/Agency/Region Notified | Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified. | |
| 9 | Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below. |
| | Incident Name | Use this section to enter the name of the new incident to which the resource was reassigned. |
| | Incident Number | Use this section to enter the number of the new incident to which the resource was reassigned. |
| | Location | Use this section to enter the location (city and State) of the new incident to which the resource was reassigned. |
| | Order Request Number | Use this section to enter the new order request number assigned to the resource or personnel. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 10 | Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock). |

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT | | | | | | |
|---|--------------------------|---|---------------------------------|---|--------------------------|--|
| 1. Name: | | 2. Incident Name: | | | 3. Incident Number: | |
| 4. Home Unit Name and Address: | | | 5. Incident Agency and Address: | | | |
| 6. Position Held on Incident: | | 7. Date(s) of Assignment: From: To: | | 8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | 9. Incident Definition: | |
| 10. Evaluation | | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | 4 | 5 – Exceeded Expectations |
| 11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) | <input type="checkbox"/> | Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. | <input type="checkbox"/> | Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. | <input type="checkbox"/> | Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. |
| 12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work. | <input type="checkbox"/> | Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. | <input type="checkbox"/> | Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. | <input type="checkbox"/> | Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. |
| 13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT). | <input type="checkbox"/> | Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. | <input type="checkbox"/> | Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. | <input type="checkbox"/> | Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. |
| 14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics). | <input type="checkbox"/> | Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. | <input type="checkbox"/> | Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. | <input type="checkbox"/> | Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. |
| 15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles. | <input type="checkbox"/> | Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. | <input type="checkbox"/> | Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. | <input type="checkbox"/> | Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. |
| 16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly. | <input type="checkbox"/> | Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. | <input type="checkbox"/> | Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. | <input type="checkbox"/> | Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. |

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| 1. Name: | | 2. Incident Name: | | | 3. Incident Number: | |
|---|--------------------------|---|--------------------------|--|----------------------------|--|
| 10. Evaluation | | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | 4 | 5 – Exceeded Expectations |
| 17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. | <input type="checkbox"/> | Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. | <input type="checkbox"/> | Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. | <input type="checkbox"/> | Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. |
| 18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of work life concepts and skills. | <input type="checkbox"/> | Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. | <input type="checkbox"/> | Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. | <input type="checkbox"/> | Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. |
| 19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions. | <input type="checkbox"/> | Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. | <input type="checkbox"/> | A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. | <input type="checkbox"/> | An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. |
| 20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. | <input type="checkbox"/> | Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. | <input type="checkbox"/> | Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. | <input type="checkbox"/> | Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. |
| 21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. | <input type="checkbox"/> | Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. | <input type="checkbox"/> | Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. | <input type="checkbox"/> | Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decision making. |
| 22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. | <input type="checkbox"/> | Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. | <input type="checkbox"/> | Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively. | <input type="checkbox"/> | Remarkable vitality, enthusiasm, alertness and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. |
| 23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others. | <input type="checkbox"/> | Failed to adequately identify and protect personnel from safety hazards. | <input type="checkbox"/> | Ensured that safe operating procedures were followed. | <input type="checkbox"/> | Demonstrated a significant commitment toward safety of personnel. |
| 24. Remarks: | | | | | | |
| 25. Rated Individual (This rating has been discussed with me): | | | | | | |
| Signature: _____ Date/Time: _____ | | | | | | |
| 26. Rated by: Name: _____ Signature: _____ | | | | | | |
| Home Unit: _____ Position Held on This Incident: _____ | | | | | | |
| ICS 225 | | | Date/Time: _____ | | | |

ICS Form 225 Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Name | Enter the name of the individual being rated. |
| 2 | Incident Name | Enter the name assigned to the incident. |
| 3 | Incident Number | Enter the number assigned to the incident. |
| 4 | Home Unit Address | Enter the physical address of the home unit for the individual being rated. |
| 5 | Incident Agency and Address | Enter the name and address of the authority having jurisdiction for the incident. |
| 6 | Position Held on Incident | Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated. |
| 7 | Date(s) of Assignment <ul style="list-style-type: none"> • From • To | Enter the date(s) (month/day/year) the individual was assigned to the incident. |
| 8 | Incident Complexity Level <ul style="list-style-type: none"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | Indicate the level of complexity for the incident. |
| 9 | Incident Definition | Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc. |
| 10 | Evaluation | Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed. |
| | N/A | The duty did not apply to this incident. |
| | 1 – Unacceptable | Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks. |
| | 2 – Needs Improvement | Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. |
| | 3 – Met Standards | Satisfactory. Employee meets all requirements of the |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| | | individual element. |
| | 4 – Fully Successful | Employee meets all requirements and exceeds one or several of the requirements of the individual element. |
| 10 | 5 – Exceeded Expectations | Superior. Employee consistently exceeds the performance requirements. |
| 11 | Knowledge of the Job/ Professional Competence: | Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) |
| 12 | Ability To Obtain Performance/Results: | Quality, quantity, timeliness, and impact of work. |
| 13 | Planning/ Preparedness: | Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT). |
| 14 | Using Resources: | Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics). |
| 15 | Adaptability/Attitude: | Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles. |
| 16 | Communication Skills: | Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly. |
| 17 | Ability To Work on a Team: | Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. |
| 18 | Consideration for Personnel/Team Welfare: | Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of work life concepts and skills. |
| 19 | Directing Others: | Ability to influence or direct others in accomplishing tasks or missions. |
| 20 | Judgment/Decisions Under Stress: | Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. |
| 21 | Initiative | Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. |
| 22 | Physical Ability for the Job: | Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. |
| 23 | Adherence to Safety: | Ability to invest in the IMT's future by caring for the safety of self and others. |
| 24 | Remarks | Enter specific information on why the individual received performance levels. |
| 25 | Rated Individual (This rating has been discussed with me) <ul style="list-style-type: none"> • Signature • Date/Time | Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed. |
| 26 | Rated by <ul style="list-style-type: none"> • Name • Signature • Home Unit • Position Held on this Incident • Date/Time | Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared. |

Form 309 Communications Log

Purpose. The Communications Log (Form 309) is used to document significant radio transactions and activity at radio positions in an Incident Communications Center (ICC). These logs provide basic incident activity documentation and a reference for an after-action report.

Preparation. The 309 is normally prepared by each Radio Operator (RADO) staffing a position in an ICC. A separate Form 309 should be kept for each RADO position. Personnel should document relevant radio transactions and other significant communications.

Distribution. RADOs should submit completed 309 Forms to their incident supervisor. It is recommended that individuals retain a copy for their own records.

Notes:

- The Form 309 may be used in the absence of other electronic means (e.g., CAD, other software logging applications) to document activity at an ICC RADO position.
- Use a blank Form 309 for each Radio Operator position in an ICC.
- Additional pages can be added for continuation if needed.

| Block Title | Instructions |
|--|---|
| Task# | Enter the mission, tracking, or task number assigned to the incident. |
| Date Prepared/Time Prepared | Enter the date and time the form was initiated (using 24-hour clock). |
| Operational Period | Enter the time interval for which the form applies. Record the start and end date and time. When applicable, this should correspond to the operational period designated by the Incident Commander and should match all other ICS forms associated with the same incident or event. |
| Task Name | Enter the task, incident, or event name. When applicable, this should match the incident name assigned by the Incident Commander and should match all other ICS forms associated with the same incident or event. |
| Radio Operator Name | Enter the name of the radio operator. |
| Station I.D. | Enter the station identification (e.g., radio identifier or call sign) of the radio position for which activity is documented on the log. |
| LOG | |
| Time | Enter the time for each individual radio transaction documented. |
| From | Enter the station identification/radio identifier for the station initiating each documented radio transaction. |
| To | Enter the station identification/radio identifier for the station to which each documented radio transaction was directed. |
| Subject | Describe the information communicated during each documented radio transaction. Description may either be a summary of the transaction or a direct quote. |
| Page Numbers | Enter the page number for the current page and the total number of pages. |
| Submit this form to your incident supervisor at the end of your shift. | |

Form 309 is not an official ICS form, but is routinely used in the field to document message traffic.

Auxiliary Communications (AUXCOMM)

Training Course

Acronym List



AUXCOMM Acronym List

| Acronym | Definition |
|---------|--|
| AAR | After Action Report |
| ACM | Auxiliary Communications Manager |
| ACSS | Auxiliary Communications Support Specialists |
| ARES | Amateur Radio Emergency Service |
| ARRL | American Radio Relay League |
| ATM | Automated Teller Machine |
| AUXCOMM | Auxiliary Communications |
| AUXFOG | Auxiliary Communications Field Operations Guide |
| CAD | Computer Aided Dispatch |
| CASM | Communication Assets Survey and Mapping Tool |
| CB | Citizens Band |
| CDMA | Code-division multiple access |
| CERT | Community Emergency Response Team |
| CISA | Cybersecurity and Infrastructure Security Agency |
| COMC | Communication Coordinator |
| COML | Communications Unit Leader |
| COMM | Communication |
| COMT | Communications Technician |
| CST | Civil Support Team |
| CTCSS | Continuous Tone-Coded Squelch System |
| DCS | Digital Code Squelch |
| DHS | Department of Homeland Security |
| DMAT | Disaster Medical Assistance Team |
| DOT | Department of Transportation |
| DPS | Department of Public Safety |
| ECD | Emergency Communications Division |
| ELO | Enabling Learning Objectives |
| EM | Emergency Manager |
| EMA | Emergency Management Agency |
| EMAC | Emergency Management Assistance Compact |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOD | Explosive Ordnance Disposal |
| ESF | Emergency Support Function |
| ETA | Estimated Time of Arrival |
| FCC | Federal Communications Commission |
| FEMA | Federal Emergency Management Agency |
| FM | Frequency Modulation |
| FRS | Family Radio Service |
| GETS | Government Emergency Telecommunications Service |

| Acronym | Definition |
|---------|--|
| GMT | Greenwich Mean Time |
| GPS | Global Positioning System |
| HAZMAT | Hazardous Material |
| HF | High Frequency |
| HQ | Headquarters |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IAP | Incident Action Plan |
| IC | Incident Command |
| ICC | Incident Communications Center |
| ICS | Incident Command System |
| ID | Identification |
| IMT | Incident Management Team |
| INCM | Incident Communications Center Manager |
| IP | Internet Protocol |
| IST | Incident Support Team |
| IT | Information Technology |
| JFO | Joint Field Office |
| LAN | Local Area Network |
| LMR | Land Mobile Radio |
| MARS | Military Auxiliary Radio System |
| MCU | Mobile Communications Unit |
| MERS | Mobile Emergency Response System |
| MHz | Megahertz |
| NAC | Network Access Code |
| NCS | National Communications System |
| NECP | National Emergency Communications Plan |
| NGOs | Nongovernmental Organizations |
| NIFC | National Interagency Fire Center |
| NIFOG | National Interoperability Field Operations Guide |
| NIICD | National Interagency Incident Communications Division |
| NIMS | National Incident Management System |
| NRF | National Response Frame Work |
| NS/EP | National Security and Emergency Preparedness |
| NTIA | National Telecommunications and Information Administration |
| OPS | Operations |
| PC | Personal Computer |
| PDA | Personal Digital Assistant |
| PL | Private Line |
| POC | Point of Contact |
| POI | Program of Instruction |
| POTS | Plain Old Telephone Service |
| PPE | Personal Protective Equipment |

| Acronym | Definition |
|----------|--|
| PSAP | Public Safety Answering Point |
| PSTN | Public Switched Telephone Network |
| RACES | Radio Amateur Civil Emergency Service |
| RADO | Radio Operator |
| REACT | Radio Emergency Associated Communications Team |
| RF | Radio Frequency |
| RoIP | Radio over Internet Protocol |
| SAFECOMM | Safety Communications |
| SAR | Search and Rescue |
| SATERN | Salvation Army Team Emergency Radio Network |
| SCIP | Statewide Communications Interoperability Plan |
| SEOC | State Emergency Operations Center |
| SOC | State Operations Center |
| SOG | Standard Operating Guidance |
| SOP | Standard Operating Procedure |
| SSB | Single-sideband |
| SUSAR | State Urban Search and Rescue Team |
| SWAT | Special Weapons & Tactics |
| SWIC | Statewide Interoperability Coordinator |
| SWR | Standing Wave Ratio |
| TCL | Target Capabilities List |
| TERT | Telecommunicator Emergency Response Taskforce |
| THSP | Technical Specialist |
| TICFOG | Tactical Interoperable Communications Field Operations Guide |
| TICP | Tactical Interoperable Communications Plan |
| TLO | Terminal Learning Objective |
| TSP | Telecommunications Service Priority |
| TtT | Train-the-Trainer |
| TTX | Tabletop Exercise |
| UHF | Ultra High Frequency |
| USAR | Urban Search and Rescue |
| USCG | United States Coast Guard |
| USFS | United States Forest Service |
| UTC | Coordinated Universal Time |
| UTL | Universal Task List |
| VCRT | Verizon Crisis Response Team |
| VHF | Very High Frequency |
| VOCAP | Voice of America Coverage Analysis Program |
| VoIP | Voice Over Internet Protocol |
| VOM | Volt-Ohm-Meter |
| WAN | Wide Area Network |
| WPS | Wireless Priority Service |

| Acronym | Definition |
|---------|------------|
| ZULU | Time Zone |

Auxiliary Communications (AUXCOMM)

Training Course

Glossary



A

After Action Report (AAR): A professional overview of an event, focused on performance standards that enables public safety personnel to discover what happened, why it happened, and improve on weaknesses.

American National Standards Institute (ANSI): Not itself a standards developing organization. Rather, the Institute oversees the development and use of thousands of standards and guidelines by accrediting the procedures of standards developers and approving their documents as American National Standards.

Amateur Radio Emergency Service (ARES): Consists of licensed amateurs radio operators who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes.

American Radio Relay League (ARRL): The national membership association for Amateur Radio operators it is a worldwide organization with its headquarters in Newington, Connecticut, USA

Association of Public-Safety Communications Officials (APCO): The world's oldest and largest organization of public safety communications professionals, they provide complete expertise, professional development, technical assistance, advocacy and outreach.

Automatic Repeat Request: ARQ is an error-control protocol for data transmission that uses acknowledgements and timeouts to achieve reliable data transmission.

Automated External Defibrillator (AED): a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm.

Auxiliary Communications (AuxComm): An all-inclusive term used to describe the many organizations and personnel that provide various types of back-up communications support to emergency management, public safety, and other government agencies when normal communications fail or falter.

Auxiliary Communications Manager (ACM): Person in charge of the auxiliary communications personnel. Aid the COML in planning and managing the technical and operational aspects of the auxiliary communications function during an incident or event

B

Bureau of Land Management: BLM is an agency within the United States Department of the Interior that administers more than 247.3 million acres of public lands in the United States. Their mission is to sustain the health, diversity, and productivity of the public lands for the use and enjoyment of present and future generations.

C

Civil Air Patrol (CAP): A volunteer non-profit corporation organization which is congressionally chartered and federally supported. It is the official civilian auxiliary of the United States Air Force (USAF).

Civil Support Team (CST): A state military asset that supports local and state authorities with communications assets, At domestic Weapons of Mass Destruction/Chemical, Biological, Radioactive, Nuclear (WMD/NBRC) incident sites CST identify agents and substances, assessing current and projected consequences, advising on response measures.

Communications Asset Survey and Mapping (CASM): software was created to provide a single database to collect and display information about land mobile radio systems and other interoperability methods used by public safety agencies within an urban area or state. (See Next Generation).

Communications Coordinator (COMC): The person responsible for coordinating frequency usage between multiple incidences to help prevent interference.

Communications Technician (COMT): A professional responsible for supporting the technical activities of the Communications Unit, such as radio/system coverage, radio programming, maintenance and repair, telephone service to the incident, data access, and gateway management.

Communications Unit Leader (COML): The ICS position in charge of the communications unit. A COML plans and manages the technical and operational aspects of the communications function during an incident or event

Community Emergency Response Team (CERT): A corps of trained volunteers who would activate immediately after a disaster to assist their communities until first responders can reach affected areas.

D

Department of Homeland Security (DHS): Formed in 2002 from the combination of 22 departments and agencies, it works to improve the security of the United States. The Department's work includes customs, border, and immigration enforcement; emergency response to natural and manmade disasters; antiterrorism work; and cybersecurity.

Disaster Medical Assistance Team (DMAT): A group of professional and para-professional medical personnel designed to be a rapid-response element to supplement local medical care during a disaster or other event.

E

ECD Emergency Communications Division

CISA Cybersecurity Infrastructure Security Agency

Emergency Manager (EM): person in charge of emergency management, focused on mitigating the risks, preparing for possible catastrophes and disasters, responding to threats or actual disasters, and recovering from disaster.

Emergency Management Assistance Compact (EMAC): Established in 1996 offers assistance during governor-declared states of emergency through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to help disaster relief efforts in other states.

Emergency Management Agency (EMA): State agency whose mission is to support their citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

Emergency Management Institute (EMI): Part of the Department of Homeland Security's Federal Emergency Management Agency (FEMA). The EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities, including FEMA employees, possess the requisite skills to effectively perform their jobs.

Emergency Medical Services (EMS): A type of emergency service dedicated to providing out-of-hospital acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries which prevent the patient from transporting themselves.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Support Function (ESF): A grouping of capabilities into an organizational structure to provide the support, resources, program implementation, and services needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

Estimated Time of Arrival (ETA): A measure of when equipment, information or personnel is expected to arrive at a certain place.

F

Federal Communications Commission (FCC): An independent agency of the United States government, created by Congressional statute to regulate no federal interstate communications by radio, television, wire, satellite, and cable in all 50 states, the District of Columbia and U.S. territories.

Federal Emergency Management Agency (FEMA): Part of the Department of Homeland Security whose mission is to support our citizens and first responders

to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

Frequency Modulation: FM is the encoding of information in a carrier wave by varying the instantaneous frequency of the wave while the aptitude remains constant.

Full Scale Exercise: FSEs are often large multi-agency, multi-discipline, multi-jurisdictional exercises designed to test many facets of emergency response and recovery operations.

G

Global Emergency Communications (GEM): A worldwide network of volunteers that joins conventional amateur radio transmitting equipment to the Internet with the aim of setting up contact between disaster areas and sources of relief and assistance.

Global Positioning System (GPS): A global navigation satellite system that provides location, time, speed and height information anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites.

Government Emergency Telecommunications Service (GETS): Provide priority calling over landline phones with the use of a government provided calling card.

H

Hazardous Materials (HAZMAT): A material or substance that poses a danger to life, property, or the environment if improperly stored, shipped, or handled

High Frequency (HF): A radio frequency in the range between 3 and 30 megahertz.

Homeland Security Exercise and Evaluation Program: HSEEP is to provide common exercise policy and program guidance that constitutes a national standard for exercises.

I

Identification (ID): Something that shows who a person is

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command (IC): Incident Commander, the Command Staff (Public Information Officer, Safety Officer, Liaison Officer) and the General Staff (Operations Sections Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief)

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an

integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Communications Center Manager (INCM): The person who supervise radio operators and manage the increased complexity of an ICC during large incidents, position is filled when the COMML's span of control would be exceeded.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Support Team: A group of highly qualified specialists readily available for rapid assembly and deployment to a disaster area.

Intercontinental Amateur Traffic Net (INTERCON): Auxiliary communications used to provide a means of emergency communications to any location where the normal means are disrupted by local disaster such as fire, earthquake, storms, floods and terrorist activity

International Radio Emergency Support Coalition (IRESC): This organization has been disbanded, see Global Emergency Communications (GEM)

J

Joint Field Office (JFO): A temporary location where senior Federal representatives, collectively known as the JFO Coordination Group, form a multiagency coordination entity and direct their staff to share information, aid in establishing priorities among incidents and associated resource allocation, and provide strategic coordination of various Federal incident management activities

L

Land Mobile Radio (LMR): A wireless communications system intended for use by terrestrial users in vehicles (mobiles) or on foot (portables).

Local Area Network (LAN): A system for linking personal computers and workstations with each other in order to share data, devices, programs, etc.: usually confined to one office, building, or home.

M

Military Auxiliary Radio System (MARS): A United States Department of Defense sponsored program consisting primarily of licensed amateur radio operators who are interested in assisting the military with communications on a local, national, and international basis as an adjunct to normal communications.

Mobile Communications Unit (MCU): Highly trained personnel and equipment available to respond during disasters.

Mobile Emergency Response System (MERS): FEMA asset that provides secure & unsecure telecommunications support (voice, video and data) during federally declared incidents.

N

National Emergency Communications Plan (NECP): National plan to promote the ability of emergency response providers and relevant government officials to continue to communicate in the event of natural disasters, acts of terrorism, and other man-made disasters and to ensure, accelerate, and attain interoperable emergency communications nationwide.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment.

National Interagency Fire Center (NIFC): Located in Boise, Idaho it is the physical facility that is home to the National Interagency Coordination Center (NICC), and the National Multi-Agency Coordination group (NMAC or MAC).

National Interagency Incident Communications Division (NIICD): The division of NIFC responsible for maintaining the equipment of the National Incident Radio Support Cache

National Interoperability Field Operations Guide (NIFOG): A technical reference pocket-guide of spectrum reference material designed for use by field personnel responsible for emergency response and spectrum coordination during both planned events and emergency situations.

National Telecommunications and Information Administration (NTIA): An agency of the United States Department of Commerce that serves as the President's principal adviser on telecommunications policies. It is the federal frequency assigning body.

National Wildfire Coordinating Group (NWCG): Provides national leadership to develop, maintain, and communicate interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities.

Nongovernmental Organizations (NGO): a not-for-profit organization that is independent from states and international governmental organizations.

O

Operations Section (OPS): The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Orbiting Satellite Carrying Amateur Radio (OSCAR): Any satellite capable of communicating on amateur radio bands.

P

Personal Computer (PC): A general-purpose computer, whose size, capabilities, and original sale price makes it useful for individuals, and which is intended to be operated directly by an end-user with no intervening computer operator.

Personal Protective Equipment (PPE): Protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury.

Private Line (PL): Motorola copyrighted name for Continuous Tone-Coded Squelch System (CTCSS)

Public Safety Answering Point (PASP): A call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services.

R

Radio Amateur Civil Emergency Service (RACES): a standby radio service to provide or supplement communications during emergencies where normal communication systems have sustained damage. Consist of only those amateur radio operators who have previously registered with State and local governments to provide emergency radio communications for them in times of emergency.

Radio Emergency Associated Communications Team (REACT): Team to provide public service communications to individuals, organizations, and government agencies to save lives, prevent injuries, and give assistance wherever and whenever needed using any and all available resources.

Radio Frequency (RF): A frequency within the range at which radio waves are transmitted, conventionally from 3 hertz to 300 megahertz, immediately below the range of microwave frequencies in the electromagnetic spectrum.

Radio Operator (RADO): The Radio Operator staffs a radio at the ICC and is responsible for documenting all radio and telephone messages. Other duties may be required, including documenting all calls, filing documentation, radio check-out/in, equipment checks etc.

S

Salvation Army Team Emergency Radio Network (SATERN): An Amateur Radio operator volunteer based organization dedicated to assisting The Salvation Army during times of emergency. Mission is to provide all possible forms of communication when normal communications are impossible, and through cross training, assist The Salvation Army in any way possible.

Single-Sideband (SSB): Modulation resulting from elimination of all components of one sideband from an amplitude-modulated wave.

Special Weapons & Tactics (SWAT): An elite paramilitary tactical unit of many law-enforcement agencies around the world

Standing Wave Ratio (SWR): Used as an efficiency measurement for transmission lines. It is the ratio of the amplitude of a partial standing wave at an

antinode (maximum) to the amplitude at an adjacent node (minimum), in an electrical transmission line.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State Emergency Operations Center (SEOC): Physical location a state uses to facilitate a coordinated effort between various agencies during various incidents.

State Operations Center (SOC): A Multi-Agency Coordination Center (MACC) used by state, federal, local and volunteer agencies, as well as private sector organizations to respond to disasters or emergencies that require a coordinated state response.

State Urban Search and Rescue Team (SUSAR): State sponsored team whose duties involves the location, rescue (extrication), and initial medical stabilization of individuals trapped in confined spaces.

Statewide Communications Interoperability Plan (SCIP): Locally-driven, multi-jurisdictional, and multi-disciplinary statewide plans to enhance emergency communications.

T

Tabletop Exercise (TTX): table-based activities typically held in an informal setting and presented by the Facilitator. There is no hands-on practice or field work. This type of exercise is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. Tabletops can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident.

Tactical Interoperable Communications Field Operations Guide (TICFOG): A pocket-sized quick reference guide of TICP reference material that can be carried by radio operators and technicians.

Tactical Interoperable Communications Plan (TICP): Documents interoperable communications governance structures, technology assets, and usage policies, and procedures

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization. THSP is a “catch-all” position that allows for the formal incorporation of personnel who may not be “recognized” in a specific NIMS/ICS position

Telecommunications Service Priority (TSP): Authorizes organizations to receive priority for the repair and installation (also referred to as restoration and provisioning) of critical voice and data circuits that support National Security and Emergency Preparedness (NS/EP) communications.

Terminal Learning Objective (TLO): Highest learning level that student's will achieve after completing the process of learning.

U

Ultra-High Frequency (UHF): Any frequency in the range of 300 to 3000 megahertz or when use in conjunction with public safety land mobile radios band it is a frequency in the 406-512 MHz band.

Urban Search and Rescue (USAR): Team whose duties involves the location, rescue (extrication), and initial medical stabilization of individuals trapped in confined spaces.

United States Forest Service (USFS): An agency of the U.S. Department of Agriculture that administers the nation's 154 national forests and 20 national grasslands, which encompass 193 million acres.

V

Verizon Crisis Response Team (VCRT): Team that comes together when a natural disaster or crisis occurs to support the community, government, non-profit organizations and emergency management agencies. The team provides assistance 24 hours a day, 7 days a week and can be reached at 800-981-9558.

Very High Frequency (VHF): Any frequency between 30 and 300 megahertz. When used in conjunction with public safety land mobile radios band VHF low band is any frequency 30 – 50 MHz while VHF high band is 108 – 174 MHz

Voice over Internet Protocol (VoIP): A methodology and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet.

Voice Over Internet Protocol Weather Network (VoIPWX): Steaming weather broadcast over Internet Protocol (IP) networks, such as the Internet.

Volt-Ohm-Meter (VOM): Also call a multi-meter it an electronic measuring instrument that combines several measurement functions in one unit. A typical multi-meter can measure voltage, current, and resistance.

W

Wide Area Network (WAN): A geographically dispersed telecommunications network like the World Wide Web (Internet).

Wireless Priority Service (WPS): Provides NS/EP personnel priority access and prioritized processing in all nationwide and several regional cellular networks, greatly increasing the probability of call completion.

Auxiliary Communications (AUXCOMM)

Training Course

Evaluation Form



Auxiliary Communications (AUXCOMM) Course Evaluation

| | | |
|-------------------------|--|------------------------------|
| Course Location: | Course Dates: Start Date: End Date: | Course Instructor(s): |
|-------------------------|--|------------------------------|

Please answer the following questions about your experience in this AUXCOMM course according to the following scale:

| | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree | |
| | | | | | | |
| | | | | | | |
| | | | | | | N/A |
| This class was well structured and organized. | <input type="checkbox"/> |
| The scope of this course was broad enough in its approach to the subject matter. | <input type="checkbox"/> |
| Participation in this course was appropriate for someone of my position. | <input type="checkbox"/> |
| This course included the right people in terms of level and mix of disciplines. | <input type="checkbox"/> |
| The AUXCOMM course book was useful. | <input type="checkbox"/> |
| My previous NIMS training course(s) improved my understanding of the material presented in this course. | <input type="checkbox"/> |
| The facilities were comfortable and appropriate. | <input type="checkbox"/> |
| Instructor _____ kept the course on target. | <input type="checkbox"/> |
| Instructor _____ kept the course on target. | <input type="checkbox"/> |
| Instructor _____ kept the course on target. | <input type="checkbox"/> |
| I was able to participate throughout the course using Incident Command System (ICS) principles and forms (e.g., ICS Form 214). | <input type="checkbox"/> |
| This course provided a good enhancement to my communication and disaster response knowledge/skills. | <input type="checkbox"/> |
| I considered this course valuable. | <input type="checkbox"/> |
| This course incorporated local/regional communication technologies and procedures appropriately. | <input type="checkbox"/> |
| This course remained focused on the stated curriculum. | <input type="checkbox"/> |
| The opportunity to work with colleagues from different agencies and disciplines was valuable to me. | <input type="checkbox"/> |
| Participating in this course was beneficial to me. | <input type="checkbox"/> |

Please answer the following questions with the choice that best fills the blank in the sentence.

| After participating in this course... | Less | Equally | More |
|---|--------------------------|--------------------------|--------------------------|
| I am _____ knowledgeable about the AUXCOMM position and its requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am _____ comfortable filling the role of an Auxiliary Communicator during an incident or planned event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am _____ comfortable using ICS communications forms (e.g. 214, 201, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am _____ comfortable coordinating with my peers in other disciplines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am _____ comfortable using the ICS and the National Incident Management System (NIMS). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please use the following sections to provide any further information that may help us continue to improve and enhance these courses.

1. *What changes would you make to improve this AUXCOMM course?*

2. *What was the most valuable part of this course for you? The least valuable part?*

3. *What barriers keep you from applying this course to real world incidents?*

4. *Do you have additional comments to share with us?*

Thank you for taking the time to provide us with your input!