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IAP Overview

The IAP section explains how to create an Incident Action Plan (IAP) for an incident. The system will generate Incident Command System (ICS) forms as well as a Master Frequency List which lists radio frequencies for use in the forms.

- IAP Settings
- Create a Plan
- ICS 202 - Incident Objectives
- ICS 203 - Organization Assignment List
- ICS 204 - Division/Group Assignment List
- ICS 205 - Incident Radio Communications Plan
- ICS 206 - Medical Plan
- ICS 220 - Air Operations Summary
- Manage Forms
- Manage IAP’s
IAP Settings
Follow these steps to access the IAP Settings screen:

NOTE: At the beginning of an incident, make the changes to the IAP Settings before creating a Plan and using the IAP function.

1. On the Home page, click the Incidents button.

2. Select an Incident or Incident Group.

3. Select the IAP drop-down menu by clicking the arrow next to the IAP menu button.

4. Select the IAP Settings option.

Options
Follow the steps in this section to select the Options to use when creating IAPs:

1. Select the Options tab, if it is not already selected.

2. To display the resource names in IAP forms ICS 203 and ICS 204 by Last Name and then First Name, select the Last Name, First Name option.

3. To display the resource names in IAP forms ICS 203 and ICS 204 by First Name and then Last Name, select the First Name, Last Name option.
4. To include resources with a Filled Status in all Resource lists, check the Include Filled Resources checkbox.

5. Under Treeview Display, select the Show All Plans option to show all plans.

6. To display the plans by date, select the By Date option and enter the date or select from the calendar. The systems will display any plans with a date that is greater than the date entered. (Example: the user enters 02/01/2015. The system will display any plans with a date of 02/02/2015 and greater).

7. To display plans by the number of days, select the By Number of Days option and enter the number of days. The system will show plans in the tree view for the number of days defined. The date will start at the current system date and show each previous date up to the number of days defined. (Example: The current date is 02/12/2015. The user enters 5. The dates that display are 02/12/2015, 02/11/2015, 02/10/2015, 02/09/2015, 02/08/2015.)

8. Click the Save button to save the changes.

ICS 203 Template

Follow the steps in this section to define the settings to use on the ICS 203 form:

**NOTE:** All standard Section positions and Item Codes associated with those positions display as defaults in each Section Position list.

1. Select the ICS 203Template tab.
2. From the **Sections** drop-down list, select the section of the ICS 203 form to update. The sections include:

- Incident Commander and Staff
- Agency Representative
- Planning Section
- Logistics Section
- Operations Section
- Air Operations Section
- Branch Section
- Finance/Admin Section

3. To edit an existing Position follow these steps:

   a. Select the **Position** in the grid.
   b. Edit the **Position** name if needed.
   c. Change the Item Codes associated with the Position if needed. Either add or remove Item Codes.

      - Filter the Available list by Item Code or Item Name
      - To add an Item Code select the code from the Available grid and click the > button.
      - To remove an Item Code select the code from the Selected grid and click the < button.
   d. Click the **Save** button.

8. To add a new Position:

   a. Click the **Add** button.
   b. Enter the name of the **Position**.
   c. Add an Item Code(s) to the position by selecting the Item Code(s) in the Available grid and clicking the > button.

**NOTE:** To add multiple Item Codes, highlight the Item Codes and click the > button.
d. Click the Save button.

9. To delete an existing Position in the grid.
   a. Select an existing position to delete in the Positions grid
   b. Click the Delete button.
   c. Click the Yes button in the message that displays to confirm the deletion.

**NOTE:** When updating the Agency Representative Data, the position cannot be added or removed. Only the Item Code(s) to associate with the Agency Representative that will be defined on Block 4 Agency/Org Reps on the ICS 203 form can be identified.
ICS 204 Template

Block 4. Operations Personnel

Follow the steps in this section to define the settings to use on Block 4 of the ICS 204 form:

1. Select the ICS 204 Template tab.
3. To edit an existing Position follow these steps:
a. Select the **Position** in the grid.

b. Edit the **Position** name if needed.

c. Change the **Item Codes** associated with the Position if needed. Either add or remove Item Codes.

- Filter the Available list by Item Code or Item Name.
- To add an Item Code, select the code from the Available grid and click the > button.
- To remove an Item Code select the code from the Selected grid and click the < button.

d. Click the **Save** button.

4. To add a new Position:
   
a. Click the **Add** button.

b. Enter the name of the **Position**.

c. Add an Item Code(s) to the position by selecting the Item Code(s) in the Available grid and clicking the > button.

```
NOTE: To add multiple Item Codes, highlight the Item Codes and click the > button. To add all Item Codes, click the >> button.
```

d. Click the **Save** button.

5. To delete an existing Position:

   a. Select an existing position to delete in the Positions grid.

   b. Click the **Delete** button.

   c. Click the **Yes** button in the message that displays to confirm the deletion.
Block 5. Resource Assigned This Period

Follow the steps in this section to identify the fields to display in the Resource Identifier field in Block 5. Resources Assigned This Period on the ICS 204 form:

1. Select the ICS 204 Template tab.

2. Select Block 5. Resource Assigned This Period tab.

3. Check the information to include in the Resource identifier field. The available options are:
   - Resource Name
   - Request Number
   - Item Code

4. To rearrange the order in which the information displays, highlight the option and click the Move Up or Move Down buttons.

5. Click the Save button.
Master Frequency List

Follow these steps to add frequencies to the Master Frequency List:

1. Select the Master Frequency List tab.
Add a New Frequency

Follow these steps to add a new frequency to the Master Frequency List.

1. Check the **Show** checkbox to show the frequency in the selection list for the applicable forms. Uncheck the checkbox if the frequency should not show.

2. From the Function drop-down list, select a Function. Function can also be manually typed. The available options include:
   - Command
   - Tactical
   - Logistics
   - Air to Ground
   - Air Guard

3. Enter the **Zone Group**.

4. Enter the **Channel #**.
5. Enter the **Channel Name/Trunked Radio System Talkgroup**.

6. Enter the **Assignment**.

7. Enter the **RX Freq N or W**.

8. Enter the **RX Tone/NAC**.

9. Enter the **TX Freq N or W**.

10. Enter the **TX Tone/NAC**.

11. **Mode (A, D, or M)**

12. Enter any **Remarks**.

13. Click the **Save** button.

---

**Import a Master Frequency List**

Follow the steps in this section to import an existing Master Frequency List:

1. Click the **Import** button.

2. Navigate to the area where the Master Frequency List is located.

3. Select the Master Frequency List to import.

4. Click the **Import** button.

**NOTE**: Imported frequencies will be appended to any existing frequencies in the Master Frequency List.
Edit an Existing Frequency

Follow the steps in this section to edit an existing frequency:

1. Select a frequency to edit.

2. Change the Show checkbox selection to include the frequency in the frequency lists for the forms.

3. Change any of the following data for the frequency: Function, Zone Group, Channel #, 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) and Remarks.

4. Click the Save button to save any changes to the frequency.
5. Click the **Propagate Changes** button to propagate any changes to existing forms that are using the frequencies to which changes were made.

**NOTE:** The system will propagate the changes to all created, unlocked, saved forms that use the frequency that was updated. Propagation only occurs within the current Plan. That frequency in other Plans will not be changed. Locked, unsaved forms, or an open form being edited will not be updated.

**Delete an Existing Frequency**

1. Select a frequency.
2. Click the **Delete** button.
3. When the confirmation message displays, click the **Yes** button to confirm the deletion.

![Confirm Delete](image1)

**Export a Master Frequency List**

1. Click the **Export** button.

![IAP Settings Window](image2)

2. In the browser window that opens, navigate to the directory where the export file will be saved.

![Export Master Frequency List](image3)
3. The name of the export file can be changed in the **File name** field.

4. Click the **Save** button to export the data.
Create a Plan

After defining IAP Settings and before including any ICS forms in an IAP, a plan must be created. Create a separate plan for each operational period. Additional plan management functions are identified in the Manage IAPs section. Follow the steps in this section to create a new plan for an Incident or Incident Group:

1. On the Home page, click the Incidents button. (Skip to Step 4 if already in an Incident or Incident Group.)

2. Select an Incident or Incident Group.

3. Click the IAP button.

4. On the IAP screen, click the Create Plan button to open the Create New Plan window.

5. The system pre-populates the Incident Name field with the name of the selected Incident or Incident Group. If needed, the Incident name can be edited.

6. Enter an Operational Period (e.g. DAY) for the plan.

7. Enter the Date From for the plan.
8. Enter the **Time From** for the plan.

9. Enter the **Date To** for the plan.

10. Enter the **Time To** for the plan.

11. Click the **Save** button to save the plan.

**NOTE:** After saving the plan, the new plan displays in the Incident Plans grid. As forms are added to the plan, an arrow > displays next to the plan name. Display the forms in the plan by clicking the arrow next to the plan name.
ICS 202 Incident Objectives
Follow the steps in this section to create an ICS 202 – Incident Objectives form.

Text in the text areas on the ICS 202 form can be formatted by selecting from the options at the bottom of the screen. The following options are available:

- Font
- Font Size
- Bold, Italics, Underline
- Bullets

1. Select the plan to add the ICS 202 form.

2. Click the **Add ICS 202** button. The ICS 202 Form area opens on the right side of the window.

3. Click the different tabs to navigate between the areas on the ICS 202 form. Complete the following areas, as needed:

   - Objectives
   - Operational Period Command Emphasis
   - General Situational Awareness
   - Site Safety Plan

**NOTE:** Click the **Save** or **Save/Next Block** buttons to save the data and complete each tab.
4. Click the **6. Incident Action Plan Items** tab, check all of the forms that will be included in the IAP.

5. Click the **Save** or **Save/Next Block** button.

**NOTE:** If there are forms that are not listed and will be included in the IAP, check a blank field under Other Attachments, and enter the name of the form in that field.

6. Click the **7/8. Prepared By/Approved By** tab and enter the Prepared By and Approved By data.

7. Click the **Save** button.
## INCIDENT OBJECTIVES (ICS 202)

<table>
<thead>
<tr>
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<th>2. Operational Period</th>
<th>DAY</th>
<th>3. Operational Period</th>
<th>DAY</th>
</tr>
</thead>
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<tr>
<td>DIAMOND</td>
<td>Date/Time From: 05/10/2016 0800</td>
<td>THU</td>
<td>Date/Time To: 05/10/2016 1800</td>
<td>THU</td>
</tr>
</tbody>
</table>

1. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness:

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):
   - [ ] ICS 202
   - [ ] ICS 203
   - [ ] ICS 204
   - [ ] ICS 205A
   - [ ] ICS 206
   - [ ] ICS 207
   - [ ] ICS 208
   - [ ] ICS 209
   - [ ] ICS 210
   - [ ] Map/chart
   - [ ] Weather Forecast/Tides/Currents

   Other Attachments:
   - [ ] SAFETY MESSAGE
   - [ ] TRAFFIC PLAN

7. Prepared by: HANNAH HOREN  Position/Title: PLANNING SECTION CHIEF  Signature:

8. Approved by Incident Commander: Name: SAM NUNEZ  Signature:  ICS 202  IAP Page  Date/Time: 05/19/2016 2200

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ICS 203 Organization Assignment List

Follow the steps in this section to create an ICS 203 Organization Assignment List:

1. Select the plan to add the ICS 203 form.

2. Click the Add ICS 203 button. The ICS 203 Form area opens on the right side of the window.

3. Select tab 3. Incident Commander(s) and Command Staff.

NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:

   i. Select an existing position in the grid.

      1. Add a resource to the selected position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

      NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

      2. If the resource is a trainee for the selected position, check the Trainee checkbox.
3. Click the **Save** button. The name of the resource will display in the **Resource Name** column next to the position in the grid.

b. Follow these steps to add a new position to the form:

   i. Click the **Clear** button.

   ii. Add a new position to the form by either selecting an existing Position from the drop-down list or manually entering the position into the Position field.

   iii. Add a resource to the position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

   iv. If the resource is a trainee for the position, check the **Trainee** checkbox.

   v. Click the **Save** button. The new position displays in the grid.

   vi. To delete a position, highlight the position and click the **Delete** button. When the message displays, click **Yes** to confirm the deletion.

c. To add a blank line between positions for formatting purposes, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom of the grid.

![Add Blank Line Dialogue Box]

NOTE: Adding a blank line is intended to assist with formatting the form correctly and allows the user to print the form as they desire. **Do NOT add a resource to a blank line**, as it will cause application errors. If a resource needs to be added, either add it to the Template or use the data fields below the grid.

d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order. Blank lines can also be re-arranged in this window.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

4. Select tab **4. Agency/Organization Representatives**.
a. Enter an **Agency**.

b. Add a resource to the agency, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

   **NOTE:** Enter up to two Resource Names for the Agency. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

c. If the resource is a trainee, check the **Trainee** checkbox.

d. Click the **Save** button. The **Agency** displays in the grid at the bottom of the screen.

e. To add a blank line between positions for formatting purposes, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom of the grid.
f. To re-order the positions, click the Re-Order Positions button. In the window that displays, select the position and use the Move Up and Move Down buttons to move the position up or down. Click the Save button to save the position order. Blank lines can also be re-arranged in this window.

NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

5. Select tab 5. Planning Section.
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:

   i. Select an existing position in the grid.

      1. Add a resource to the selected position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

      NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

      2. If the resource is a trainee for the selected position, check the Trainee checkbox.
b. Follow these steps to add a new position to the form:

   i. Click the **Clear** button.

   ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.

   iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

   iv. If the resource is a trainee for the position, check the **Trainee** checkbox.

   v. Click the **Save** button. The new position displays in the grid.

c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom of the grid.

   ![Add Blank Line dialog](image)

   **Add Blank Line**

   Would you like to add the blank line above the row, below the row or at the bottom of the grid?

   **ABOVE**  **BELOW**  **BOTTOM**

d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

6. Select tab 6. **Logistics Section.**
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:

   i. Select an existing position in the grid.

      1. Add a resource to the selected position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

      NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

      2. If the resource is a trainee for the selected position, check the Trainee checkbox.
3. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.

b. Follow these steps to add a new position to the form:

   i. Click the **Clear** button.

   ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.

   iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

   iv. If the resource is a trainee for the position, check the **Trainee** checkbox.

   v. Click the **Save** button. The new position displays in the grid.

c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom on the grid.


d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

7. Select tab 7. Operations Section

NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:

i. Select an existing position in the grid

1. Add a resource to the selected position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.
2. If the resource is a trainee for the selected position, check the Trainee checkbox.

3. Click the Save button. The name of the resource will display in the Resource Name column next to the position in the grid.

b. Follow these steps to add a new position to the form:

   i. Click the Clear button.

   ii. Add a new position to the form by either selecting an existing Position from the drop-down list or manually entering the position into the Position field.

   iii. Add a resource to the position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

   iv. If the resource is a trainee for the position, check the Trainee checkbox.

   v. Click the Save button. The new position displays in the grid.

c. To add a blank line between the positions, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom on the grid.

   ![Add Blank Line Dialogue Box]

   Would you like to add the blank line above the row, below the row or at the bottom of the grid?

   ![Add Blank Line Buttons]

   ABOVE  BELOW  BOTTOM

d. To re-order the positions, click the Re-Order Positions button. In the window that displays, select the position and use the Move Up and Move Down buttons to move the position up or down. Click the Save button to save the position order.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.


   a. If there are only Divisions/Groups and no Branches, select the Division/Group Only (No Branch) radio button.
NOTE: The system will pre-populate the grid with three Division/Groups.

i. Select an existing **Division/Group** in the grid.

ii. Enter the **Division/Group Name**.

iii. Add a **Resource Name** to the selected **Division/Group**, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

**NOTE:** Enter up to two Resource Names for the selected Division/Group. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

iv. If the resource is a trainee, check the **Trainee** checkbox.

v. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.

vi. Follow these steps to add a new Division/Group to the form:
1. Click the **Clear** button.

2. Select the **Division/Group** option from the **Position** drop-down list.

3. Enter the **Division/Group Name**.

4. Add a resource to the Division/Group, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

5. If the resource is a trainee, check the **Trainee** checkbox.

6. Click the **Save** button. The new Division/Group displays in the grid.

b. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom of the grid.

```
Add Blank Line

Would you like to add the blank line above the row, below the row or at the bottom of the grid?

[ABOVE] [BELOW] [BOTTOM]
```

c. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.

d. To create Branches on the ICS 203 form, click the Branch radio button.

   i. Click the **Add Branch** button.
ii. Enter the name of the **Branch**.

**NOTE:** For an incident which has Branches and also separate Divisions/Groups (e.g., Rehab Group, Structure Protection Group), not under a Branch, check the **Leave Branch Title Blank** checkbox when entering the Divisions/Groups that do not belong in a Branch. Do not enter a Branch Name. Enter all Division/Group names under the Branch section labeled **"No Title"** in the **Select Branch** dropdown. Follow the steps listed under **Division/Group Only (No Branch)** to define the Division/Group under No Title.
iii. Click the Save button.

c. From the Select Branch drop-down list select the branch to be defined.

NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

NOTE: If Division/Group Position is selected in the grid, enter a Division/Group Name.

i. Select an existing position in the grid.

1. Add a resource to the selected position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

2. If the resource is a trainee for the selected position, check the Trainee checkbox.

3. Click the Save button. The name of the resource will display in the Resource Name column next to the position in the grid.

ii. Follow these steps to add a new position to the form:

1. Click the Clear button.

2. Add a new position to the form by either selecting an existing Position from the drop-down list or manually entering the position into the Position field.

3. Add a resource to the position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

4. If the resource is a trainee for the position, check the Trainee checkbox.

5. Click the Save button. The new position displays in the grid.

d. To re-order the Branches, click the Re-Order Branches button. In the window that displays, select the Branch and use the Move Up and
Move Down buttons to move the Branch up or down. Click the Save button to save the Branch order.

![Re-Order Branches](image)

**e.** To add a blank line between the positions, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom on the grid.

![Add Blank Line](image)

**NOTE:** The order in which the Branches will print on the form is reflected in the order in which they display in the grid.

**f.** To re-order the positions, click the Re-Order Positions button. In the window that displays, select the position and use the Move Up and Move Down buttons to move the position up or down. Click the Save button to save the position order.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

**Edit Branch Button**
Select a Branch to edit in the **Select Branch** drop down, this also includes No Title. Click the **Edit Branch** button to edit the name of the Branch. Click **Save**.

**Delete Branch Button**
Select a Branch to delete in the **Select Branch** drop down, this also includes No Title. Click the **Delete Branch** button to delete the Branch. Click **Yes** to delete the Branch.

9. Select tab 7b. **Air Operations**

NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See **ICS 203 Template** under **Settings** to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:
i. Select an existing position in the grid.

1. Add a resource to the selected position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

   NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.

3. Click the **Save** button. The name of the resource will display in the **Resource Name** column next to the position in the grid.

b. Follow these steps to add a new position to the form:

   i. Click the **Add** button.

   ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.

   iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

   iv. If the resource is a trainee for the position, check the **Trainee** checkbox.

   v. Click the **Save** button. The new position displays in the grid.

c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom of the grid.
d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.

**NOTE:** The order in which the Branches will print on the form is reflected in the order in which they display in the grid.

10. Select tab **8. Finance/Admin**.

**NOTE:** The system will pre-populate the grid with all positions defined in the ICS 203 template. See **ICS 203 Template** under **Settings** to make changes.

a. Follow these steps to add a resource name to an existing position on the ICS 203 form:
i. Select an existing position in the grid.

1. Add a resource to the selected position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

**NOTE:** Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

2. If the resource is a trainee for the selected position, check the Trainee checkbox.

3. Click the Save button. The name of the resource will display in the Resource Name column next to the position in the grid.

b. Follow these steps to add a new position to the form:

i. Click the Add button.

ii. Add a new position to the form by either selecting an existing Position from the drop-down list or manually entering the position into the Position field.

iii. Add a resource to the position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

iv. If the resource is a trainee for the position, check the Trainee checkbox.

v. Click the Save button. The new position displays in the grid.

c. To add a blank line between the positions, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom of the grid.
d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.

![Re-Order Positions](image)

**NOTE:** The order in which the positions will print on the form is reflected in the order in which they display in the grid.

a. Enter the Prepared By **Name**, **Position/Title**, **Date** and **Time** data.

b. Click the **Save** button.
## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Operational Period</th>
<th>DAY</th>
<th>Branch</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td>Date/Time From:</td>
<td>MON</td>
<td>NORTH RIVER</td>
<td>MON</td>
</tr>
<tr>
<td></td>
<td>05/19/2014 0600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date/Time To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05/19/2014 0600</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Incident Commander(s) and Command Staff:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGAC</td>
<td>SAM MUNOZ</td>
<td>NORTH RIVER</td>
</tr>
<tr>
<td>DEPUTY</td>
<td>DEAN DEHART</td>
<td>NORTH RIVER</td>
</tr>
<tr>
<td>SAFETY OFFICER</td>
<td>PHIL PLYMALE</td>
<td>BRANCH DIRECTOR</td>
</tr>
<tr>
<td></td>
<td>MURIEL TARBYE</td>
<td>Alpha</td>
</tr>
<tr>
<td>INFORMATION OFFICER</td>
<td>KATHLEEN PHILLIPS</td>
<td>DIVISIONGROUP</td>
</tr>
<tr>
<td></td>
<td>CATHY SHAUGHNESSY</td>
<td>BRAVO</td>
</tr>
<tr>
<td>LIAISON OFFICER</td>
<td>RANDOLPH GRAHAM</td>
<td>DIVISIONGROUP</td>
</tr>
</tbody>
</table>

### 4. Agency/Organization Representative(s):

<table>
<thead>
<tr>
<th>Agency/Organization Name</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>USFS</td>
<td>SOUTH RIVER</td>
</tr>
<tr>
<td>MARIE LANSKEN</td>
<td>BRANCH DIRECTOR</td>
</tr>
<tr>
<td>GEORGE JACKSON</td>
<td>Quebec</td>
</tr>
<tr>
<td>CONSERVANCY</td>
<td>Quebec</td>
</tr>
<tr>
<td>HILDA BROWN</td>
<td>Quebec</td>
</tr>
<tr>
<td>MARY CARREIRO</td>
<td>Quebec</td>
</tr>
</tbody>
</table>

### 5. Planning Section:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF</td>
<td>PAULA HOREN</td>
<td>ROME0</td>
</tr>
<tr>
<td>RESOURCES UNIT</td>
<td>KENT FOUNTAIN</td>
<td>STANLEY MOREHOUSE</td>
</tr>
<tr>
<td>SITUATION UNIT</td>
<td>RICK DOMING</td>
<td>KIM PLANTON</td>
</tr>
<tr>
<td>DEMOBILIZATION UNIT</td>
<td>CHERYL VANPELT</td>
<td>GEORGE KLINE</td>
</tr>
<tr>
<td>FIRE BEHAVIOR ANALYST</td>
<td>TOM HIMMEL</td>
<td>TREAT LITT</td>
</tr>
<tr>
<td>HUMAN RESOURCE SPECIALIST</td>
<td>ETHEL WELLS</td>
<td>UNSTAFFED GROUP</td>
</tr>
<tr>
<td>TRAINING SPECIALIST</td>
<td>TONY DICKSON</td>
<td>FIRE GROUP</td>
</tr>
<tr>
<td>GIS SPECIALIST</td>
<td>PERRY FLEISHER</td>
<td>WATER HANDLING GROUP</td>
</tr>
<tr>
<td>COMPUTER SPECIALIST</td>
<td>MARTHA CONN</td>
<td>GEORGE SIMMONDS</td>
</tr>
</tbody>
</table>

### 6. Logistics Section:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF</td>
<td>BETTY APPELHOF</td>
</tr>
<tr>
<td>COMMUNICATIONS UNIT</td>
<td>DAVID GRANT</td>
</tr>
<tr>
<td>MEDICAL UNIT</td>
<td>KENDRA ESPARZA</td>
</tr>
<tr>
<td>SECURITY UNIT</td>
<td>KERMIT MALDONADO</td>
</tr>
<tr>
<td>FOOD UNIT</td>
<td>DERDA KELLOGG</td>
</tr>
<tr>
<td>SUPPLY UNIT</td>
<td>RUDY RODRIGUEZ</td>
</tr>
<tr>
<td>FACILITIES UNIT</td>
<td>EDWARD MADSEN</td>
</tr>
<tr>
<td>GROUND SUPPORT UNIT</td>
<td>VICTOR UHLER</td>
</tr>
</tbody>
</table>

### 7. Operations Section:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY OPS SECTION CHEF</td>
<td>FRANK TEMPLETON</td>
</tr>
<tr>
<td>NIGHT OPS SECTION CHEF</td>
<td>HILLARY SCHWARTZ</td>
</tr>
</tbody>
</table>

### 8. Finance/Administration Section:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF</td>
<td>JAMIN HOLMES</td>
</tr>
<tr>
<td>TIME UNIT</td>
<td>ANDREW CORP</td>
</tr>
<tr>
<td>PROCUREMENT UNIT</td>
<td>SALLY HARRIS</td>
</tr>
<tr>
<td>COMPENSATION UNIT</td>
<td>WILLIAM MASON</td>
</tr>
</tbody>
</table>

### 9. Prepared By:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>DARYL GURIN</td>
<td>RESOURCE UNIT LEADER</td>
<td></td>
</tr>
</tbody>
</table>
ICS 204 Division/Group Assignment List

Follow the steps in this section to create an ICS 204 Division/Group Assignment List form:

1. Select the plan to add the ICS 204 form.

2. Click the Add ICS 204 button. The ICS 204 Form area opens on the right side of the window.

3. In the ICS 204 Branch/Division/Group Prompt window, enter the Branch name if there is a Branch, and/or Division/Group names.

4. Click Save or Save/Next Block.


NOTE: The system will pre-populate the grid with all positions defined in the ICS 204 template.
NOTE: Two additional position fields can be added to the default four fields, for a total of six fields. To add these fields, click the Clear button and add a position.

NOTE: The fill order on the form for Block 4 is from left to right, not top to bottom. When using the Re-Order Positions function, the fill order is as follows:
1st position in the re-order 2nd position in the re-order
3rd position in the re-order 4th position in the re-order
5th position in the re-order 6th position in the re-order

If a position space is blank, click Add Blank Line in order to adjust for the vacant field and maintain the order desired.

---

**a.** Follow these steps to add a resource name to an existing position on the ICS 204 form:

i. Select an existing position in the grid.

1. Add a resource to the select position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.

3. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.
b. Follow these steps to add a new position to the form:

i. Click the Clear button.

ii. Add a new position to the form either by selecting an existing Position from the drop-down list or manually entering the position into the Position field.

iii. Add a resource to the position, either by selecting the Resource Name from the drop-down list or manually entering the name into the Resource Name field.

iv. If the resource is a trainee for the position, check the Trainee checkbox.

v. Click the Save button. The new position displays in the grid.

vi. To Delete a position, highlight the position and click the Delete button. When the message displays click Yes to confirm deletion.

c. To add a blank line between the positions, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, or at the bottom on the grid.

![Add Blank Line](image)

Would you like to add the blank line above the row, below the row or at the bottom of the grid?

- ABOVE
- BELOW
- BOTTOM

d. To re-order the positions, click the Re-Order Positions button. In the window that displays, select the position and use the Move Up and Move Down buttons to move the position up or down. Click the Save button to save the position order.
NOTE: The order in which the positions will print on the form is reflected in the order in which they display in the grid.

a. To manually add assigned resources:


**NOTE:** When manually entering the data, click the **Save** button to save the resource to the form. Using the **Add Resources** button does not require clicking the **Save** button.

b. Using the **Add Resources** button to add assigned resources:

i. Click the **Add Resources** button. The system displays a Resources window. Use the filters at the top of the window to filter the resource data in the grid.

ii. Select one or more resources in the grid and click the **Add Selected Resource** button. (Shift key for contiguous resources, Control Key for variable resources).

iii. When the confirmation message displays indicating that the resources were successfully added to the form, click the **OK** button.

iv. To close the Resources window, either click the **Cancel** button or the x in the top right corner of the window.

**NOTE:** If a resource was already added to an ICS 204 form in this same operational period for the IAP, the system will display a message. To add the resource to this ICS 204, even though it is listed in another ICS 204, click the
Yes button and add the resource. Click the No button to exclude the resource from this ICS 204.

7. Follow these steps to automatically add the drop-off and pick-up data to all resources:
   a. Add the Drop-Off Point/Drop-Off Time and Pick-Up Point/Pick-Up Time to any one of the resources and save the data. Keep the resource highlighted in the grid.
   b. Click the Auto-Fill Drop-Off/Pick-Up button.
   c. When the confirmation message displays, click the Yes button.

8. To add a blank line between the resources, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, or at the bottom on the grid.

9. To re-order the resources, click the Re-Order Positions button. In the window that displays, select the position and use the Move Up and Move Down buttons to move the resources up or down. Click the Save button to save the order.
NOTE: The order in which the resources will print on the form is reflected in the order in which they display in the grid.

10. Select tab 6. Work Assignments and enter the Work Assignment information. Click the Save or Save/Next Block button to save the data.
NOTE: Format the text in the Work Assignment area by selecting from the options at the bottom of the screen. The following options are available:

- Font
- Font Size
- Bold, Italics, Underline
- Bullets

11. Select tab 7. Special Instructions and enter any Special Instructions for the ICS 204 form. Click the Save or Save/Next Block button to save the data.
NOTE: Format the text in the Special Instructions area by selecting from the options at the bottom of the screen. The following options are available:

- Font
- Font Size
- Bold, Italics, Underline
- Bullets

NOTE: Up to eight frequencies can be added to Block 8. If no frequencies are entered in Block 8, the system will default to the standard four Functions on the form: Command, Tactical, Logistics, Air to Ground. Then the user can manually add frequencies to the ICS 204 as needed.

a. Add the **Function**, **RX Frequency N/W**, **RX Tone**, **TX Frequency N/W**, **TX Tone**, **Mode**, and **Channel** data for the frequency. Data can either be manually entered into each of the fields or click the **Add From Master Frequency List** button.

NOTE: When manually entering the data, click the **Save** button to save the frequency information to the form. If the **Add from Master Frequency List** button is selected, it is not necessary to click the **Save** button on the **Communications** tab.

i. When the **Add from Master Frequency List** button is clicked, the system displays a **Frequency Pick List** window. Use the filters at the top of the columns to filter the data in the grid.
ii. Select a frequency in the grid and click the **Save to Form** button. Multiple frequencies can be selected using the Shift/Ctrl keys.

iii. When the confirmation message displays indicating that the frequency was successfully added to the form, click the **OK** button.

iv. To close the Frequency Pick List window, click the **x** in the top right corner of the window.

b. To add a blank line between the frequencies, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line or at the bottom on the grid.

c. To re-order the frequencies, click the **Re-Order Frequencies** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the frequencies up or down. Click the **Save** button to save the order.
NOTE: The order in which the frequencies will print on the form is reflected in the order in which they display in the grid.

13. Select tab 9. Prepared By and enter the Prepared By Name and Approved By Name, Date and Time. Click the Save button to save the data to the form.
Division/Group Assignment List (ICS 204 WF)

1. Incident Name: 
   **DIAMOND**

2. Operational Period: 
   **DAY**
   **Branch:**  
   **Division/Group:**  
   **DOME**
   **Date/Time From:** 05/25/2016 09:00  
   **Date/Time To:** 05/25/2016 16:00

3. Operations Personnel:
   - **Operations Chief:** CRAWTON, CHRIS
   - **Division/Group Supervisor:** GERWE, GER
   - **Safety Officer:** JARVI, JON
   - **Air Attack Supervisor:** SACK, BARNEY

4. Resources Assigned This Period:

<table>
<thead>
<tr>
<th>Strike Team / Task Force / Resource Designation</th>
<th>LMD</th>
<th>Leader</th>
<th>Number</th>
<th>Days Off PT./Time</th>
<th>Pick Up PT./Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST 47 225C 2-310</td>
<td></td>
<td>OLSON, ANDY</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EST 47 225C 2-310</td>
<td></td>
<td>OLSON, ANDY</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 19 ENG 346 2-310.1</td>
<td></td>
<td>STILTZ, BONNY</td>
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<td></td>
<td></td>
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<tr>
<td>ENG 19 ENG 346 2-310.1</td>
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<td>LAHRMO, BIM</td>
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<td></td>
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<tr>
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<td>ENG 19 ENG 346 2-310.1</td>
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<tr>
<td>ENG 19 ENG 346 2-310.1</td>
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<td>PAGLIO, BONNICA</td>
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<tr>
<td>W 19 WATER WORKS W 2-303</td>
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<td>ROBISON, JILL</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIV 0-26.38</td>
<td></td>
<td>FREEHOUSE, FARLEY (T)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Control Operations/Work Assignments:
   - Continue to reassess structures located within the fire perimeter.

6. Special Instructions:
   - Maintain prompt communications with your crew.

7. Division/Group Communications Summary:

<table>
<thead>
<tr>
<th>Function</th>
<th>Channel</th>
<th>RX Frequency /NM</th>
<th>TX Tone/NA</th>
<th>TX Frequency /NM</th>
<th>TX Tone/NA</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMAND</td>
<td>8</td>
<td>155.8600 N</td>
<td>131.7</td>
<td>155.8600 N</td>
<td>131.7</td>
<td>D</td>
</tr>
<tr>
<td>TACTICAL</td>
<td>1</td>
<td>151.5000 N</td>
<td>131.8</td>
<td>151.5000 N</td>
<td>131.8</td>
<td>D</td>
</tr>
<tr>
<td>MEDEVAC</td>
<td>16</td>
<td>155.2500 N</td>
<td>155.2</td>
<td>155.2500 N</td>
<td>155.2</td>
<td>D</td>
</tr>
<tr>
<td>AIRT GROUND</td>
<td>12</td>
<td>168.0125 N</td>
<td>168.0125 N</td>
<td>168.0125 N</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

8. Prepared By Resource Unit Leader:  
   **STAN SMITH**

9. Approved By (Planning Section Chief):  
   **BRIAN BRINKLEY**  
   **Date:** 05/25/2016  
   **Time:** 20:08
ICS 205 Incidents Radio Communications Plan

Follow the steps in this section to create an ICS 205 Radio Communications Plan:

1. Select the plan to add the ICS 205 form.

2. Click the Add ICS 205 button. The ICS 205 Form area opens on the right side of the window.


a. Add the Zone Group, Function, Channel #, Channel Name, Assignment, RX Frequency N or W, RX Tone/NAC, TX Frequency N or W, TX Tone/NAC, and Mode (Ad, D or M) for the frequency.
Data can be entered manually into each of the fields or click the **Add From Master Frequency List** button to add data.

**NOTE:** When manually entering the data, click the Save button to save the frequency information to the form. If the Add from Master Frequency List button is selected, it is not necessary to click the Save button on the Basic Radio Channel Use tab.

- **i.** Click the **Add from Master Frequency List** button, the system displays a **Frequency Pick List** window. Use the filters at the top of the columns to filter the data in the grid.

< ![Frequency Pick List](image)

- **ii.** Select a frequency(s) in the grid and click the **Save to Form** button.

- **iii.** When the confirmation message displays indicating that the frequency was successfully added to the form, click the **OK** button.

- **iv.** To close the **Frequency Pick List** window click the x in the top right corner of the window.

- **v.** To Delete a frequency, highlight the frequency in the grid, click the **Delete** button.

- **b.** To add a blank line between the frequencies, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom on the grid.
c. To re-order the frequencies, click the Re-Order **Frequencies** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the frequencies up or down. Click the **Save** button to save the order.

![Re-Order Frequencies](image)

**NOTE:** The order in which the frequencies will print on the form is reflected in the order in which they display in the grid.

4. Select tab **5. Special Instructions** and enter any **Special Instructions** for the ICS 205 form. Click the **Save** or **Save/Next Block** button to save the data.
5. Text in the Special Instructions area can be formatted by selecting from the options at the bottom of the screen. The following options are available:

- Font
- Font Size
- Bold, Italics, Underline
- Bullets

6. Select tab 6. Prepared By and enter the Prepared By name, Date, and Time. Click the Save button to save the data to the form.
# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

**1. Incident Name:** DIAMOND  
**2. Date/Time Prepared:** 05/22/2014  
**3. Operational Period:**  
**4. Day:**  
**5. Basic Radio Channel Use:**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Group</th>
<th>Ch #</th>
<th>Position</th>
<th>Channel Name/Group</th>
<th>Assignment</th>
<th>RX/TX</th>
<th>TX/RX</th>
<th>Mode</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>TACTICAL</td>
<td>1</td>
<td>TAC</td>
<td>D/V LAKE/LAKE</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>2</td>
<td>TACTICAL</td>
<td>2</td>
<td>TAC</td>
<td>D/V DNR/0100</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>3</td>
<td>TACTICAL</td>
<td>3</td>
<td>TAC</td>
<td>D/V N/E</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4</td>
<td>COMMAND</td>
<td>CMD</td>
<td>TAC</td>
<td>D/V N/E</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td>LOCATED NORTH OF BAKER ORG</td>
</tr>
<tr>
<td>A</td>
<td>12</td>
<td>AIR TO GROUND</td>
<td>AVG 1</td>
<td>TAC</td>
<td>D/V N/E</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td>BUCKET DROPS</td>
</tr>
<tr>
<td>A</td>
<td>16</td>
<td>MEDIC</td>
<td>MEDIVAC</td>
<td>MEDIVAC</td>
<td>EMERGENCY EVAC/CRITICAL only</td>
<td>131.5</td>
<td>131.5</td>
<td>D</td>
<td>COMMAND VV/FXL/FLIGHT HELOS</td>
</tr>
</tbody>
</table>

**6. Special Instructions:**

LAST DAT RTX RUPTED RUPTED ONCE. ADDITIONAL CLEANS WILL BE NEEDED AS SOON AS ANOTHER TRANSMITTER IS INSTALLED.

**7. Prepared By:** [Signature]  
**Communications Unit Leader:** [Signature]  
**Date/Time:** 05/22/2014 1:00
ICS 206 Medical Plan

Follow the steps in this section to create an ICS 206 Medical Plan:

1. Select the plan to add the ICS 206 form.

2. Click the Add ICS 206 button. The ICS 206 form area opens on the right side of the window.


    a. Enter the ambulance Name.
    
    b. Enter the Address1, Address 2, City, State and Zip for the ambulance.
    
    c. Enter the Phone for the ambulance.
    
    d. Enter the EMS Frequency for the ambulance.
    
    e. If Advance Line Support is available for the ambulance, select the Yes option. If it is not available, select the No option.
f. Click the **Save** button to save the ambulance data to the form.

g. Click the **Clear** button to add another Ambulance Service.

h. To delete an Ambulance Service in the grid, highlight the service and click the **Delete** button.

i. To add a blank line between the ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line or at the bottom on the grid.

![Add Blank Line Dialogue Box]

j. To re-order the ambulances, click the **Re-Order Ambulances** button. In the window that displays, select the ambulance and use the **Move Up** and **Move Down** buttons to move the ambulance up or down. Click the **Save** button to save the order.

![Re-Order Ambulances Window]
NOTE: The order in which the ambulances will print on the form is reflected in the order in which they display in the grid.


   a. Enter the air ambulance Name.
   b. Enter the Phone for the air ambulance.
   c. Enter the Type of Aircraft for the air ambulance.
   d. Enter the Aircraft Capability for the air ambulance.
   e. Click the Save button to save the ambulance data to the form.
   f. Click the Clear button to add another Air Ambulance Service.
   g. To delete an Air Ambulance Service in the grid, highlight the service and click the Delete button.
   h. To add a blank line between the air ambulances, click the Add Blank Line button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.
   i. To re-order the air ambulances, click the Re-Order Air Ambulances button. In the window that displays, select the air ambulance and use
the **Move Up** and **Move Down** buttons to move the air ambulance up or down. Click the **Save** button to save the order.

NOTE: The order in which the air ambulances will print on the form is reflected in the order in which they display in the grid.

5. **Select tab 5. Hospitals.**

   a. Enter the hospital **Name**.
b. Enter the **Address1, Address 2, City, State** and **Zip** for the hospital.

c. Enter the **Phone** for the hospital.

d. Enter the **Travel Time Air** for the hospital.

e. Enter the **Travel Time Ground** for the hospital.

f. If a **Helipad** is available at the hospital, select the **Yes** option. If it is not available, select the **No** option.

g. Enter the **Level of Care Facility** for the hospital.

h. Enter the **Latitude** for the hospital.

i. Enter the **Longitude** for the hospital.

j. Enter the **VHF** frequency for the hospital.

k. Click the **Save** button to save the hospital data to the form.

l. Click the Clear button to add another Hospital.

m. To delete a Hospital in the grid, highlight the Hospital and click the **Delete** button.

n. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

![Add Blank Line](image)

o. To re-order the hospitals, click the **Re-Order Hospitals** button. In the window that displays, select the hospital and use the **Move Up** and **Move Down** buttons to move the hospital up or down. Click the Save button to save the order.

**NOTE:** The order in which the hospitals will print on the form is reflected in the order in which they display in the grid.

6. Select tab **6. Area Location Capability**.
a. Enter the **Branch**.

b. Enter the **Division/Group**.

c. Enter the **EMS Responders** for the location.

d. Enter the medical **Capability** for the location.

e. Enter the **Available Equipment** for the location.

f. Enter the **Emergency Channel** for the location.

g. Enter the estimated time of arrival for an air ambulance to the scene in the **ETA for Ambulance to Scene (Air)** field.

h. Enter the estimated time of arrival for an ambulance by ground to the scene in the **ETA for Ambulance to Scene (Ground)** field.

i. Enter the latitude for the approved helispot in the **Approved Helispot (Lat)** field.

j. Enter the longitude for the approved helispot in the **Approved Helispot (Long)** field.

k. Click the **Save** button to save the area location capability data to the form.

l. Click the **Clear** button to add another Area Location Capability.

m. To delete an Area Location Capability in the grid, highlight the capability and click the **Delete** button.
n. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

![Add Blank Line](image)

Would you like to add the blank line above the row, below the row or at the bottom of the grid?

[ABOVE] [BELOW] [BOTTOM]

o. To re-order the area location capability data, click the **Re-Order Area Locations** button. In the window that displays, select the area location capability and use the **Move Up** and **Move Down** buttons to move the area location capability up or down. Click the **Save** button to save the order.

**NOTE:** The order in which the area location capability data will print on the form is reflected in the order in which they display in the grid.

7. Select tab 7. **Remote Camp Locations**.

![Remote Camp Locations](image)

- a. Enter the remote camp location **Name**.
- b. Enter the remote camp **Location**.
- c. Enter the **Point of Contact** for the remote camp.
- d. Enter the **EMS Responders** for the remote camp.
- e. Enter the medical **Capability** for the remote camp.
f. Enter the **Available Equipment** for the remote camp.

g. Enter the **Emergency Channel** for the remote camp.

h. Enter the estimated time of arrival for an air ambulance to the scene in the **ETA for Ambulance to Scene (Air)** field.

i. Enter the estimated time of arrival for an ambulance by ground to the scene in the **ETA for Ambulance to Scene (Ground)** field.

j. Enter the latitude for the approved helispot in the **Approved Helispot (Lat)** field.

k. Enter the longitude for the approved helispot in the **Approved Helispot (Long)** field.

l. Click the **Save** button to save the remote camp data to the form.

m. Click the **Clear** button to add another Remote Camp Location(s).

n. To delete a Remote Camp Location in the grid, highlight the location and click the **Delete** button.

o. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

![Add Blank Line](image)

p. To re-order the remote camps, click the **Re-Order Remote Camp Locations** button. In the window that displays, select the remote camp and use the **Move Up** and **Move Down** buttons to move the remote camp up or down. Click the **Save** button to save the order.

NOTE: The order in which the remote camp location(s) will print on the form is reflected in the order in which they display in the grid.

8. Select tab **8-9. Prepared By/Reviewed By** and enter the **Prepared By Name, Date, Time** and the **Reviewed By name, Date/Time**. Click the **Save** button to save the data to the form.
# Medical Plan (ICS 206 WF)

### 1. Incident/Project Name:
DIAMOND

### 2. Operational Period:
**DAY**

- **DateTime From:** 06/23/2014 0000 **FRI**
- **DateTime To:** 06/25/2014 1800 **FRI**

### 3. Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>Phone &amp; EMS Frequency</th>
<th>Advanced Life Support (ALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRENT HILL AMBULANCE</td>
<td>1223 HILL RD. GRANITE , MT</td>
<td>(123) 123-1-1234</td>
<td>X</td>
</tr>
<tr>
<td>MEADOWS VALLEY</td>
<td>233 HWY 95 NEW MEADOWS, MT</td>
<td>(123) 123-1-1234</td>
<td>X</td>
</tr>
</tbody>
</table>

### 4. Air Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Type of Aircraft</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFELIGHT</td>
<td>(123) 123-1234</td>
<td>Rotor/Fixed Wing</td>
<td>Short-Haul</td>
</tr>
</tbody>
</table>

### 5. Hospitals

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>GPS: Datum - WGS 84 Coordinates: Standard Degrees Decimal Minutes DD° MM.MMM'M N - Lat DD° MM.MMM'M W - Long</th>
<th>Travel Time</th>
<th>Phone</th>
<th>Helped</th>
<th>Level of Care Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASCADE MEDICAL CLINIC</td>
<td>Lat 44 51.007 N</td>
<td>Long 110 2.893 W VHF 146.100</td>
<td>20 MIN</td>
<td>(123) 123-1234</td>
<td>X</td>
<td>ER, MINOR TRAUMA</td>
</tr>
<tr>
<td>ST. LUKE'S</td>
<td>Lat 44 54.540 N</td>
<td>Long 110 6.031 W VHF 146.100</td>
<td>1 HR</td>
<td>(123) 123-1234</td>
<td>X</td>
<td>ALS/BURN CENTER</td>
</tr>
</tbody>
</table>

### 6. Area Location Capability

- Branch
  - Division/Group

### 7. Prepared By (Medical Unit Leader)
ERIN EMERSON

### 8. Date/Time
05/22/2014 2100

### 9. Reviewed By (Safety Officer)
JON JARVIS

### 10. Date/Time
05/22/2014 2100

**ICS 206 WF (5/14)**

**DRAFT**

Page 1 of 3
## Medical Plan (ICS 206 WF)

<table>
<thead>
<tr>
<th>Branch Division/Group</th>
<th>EMS Responders &amp; Capability:</th>
<th>Equipment Available on Scene:</th>
<th>Medical Emergency Channel:</th>
<th>ETA for Ambulance to Scene:</th>
<th>Air</th>
<th>Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE HORN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOME MTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANGER LAKE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7. Remote Camp Location(s)

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Prepared By (Medical Unit Leader) | Date/Time | Reviewed By (Safety Officer) | Date/Time
---|---------|-----------------------------|---------
ERIN EMERSON | 06/22/2014 2:16 | JON JARVIS | 06/22/2014 9:00 |
### Medical Plan (ICS 206 WF)

#### 1. Incident/Project Name:
**DIAMOND**

#### 2. Operational Period:
**Date/Time From:** 05/23/2014 0000 **DATE**
**Date/Time To:** 05/23/2014 1800 **DATE**

#### 7. Remote Camp Location(s):

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Point Of Contact</th>
<th>Equipment Available on Scene</th>
<th>EMA Responders &amp; Capability</th>
<th>EMA ETA for Ambulance To Scene:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREST SUBDIVISION</td>
<td>H. MILTON</td>
<td>BACKBOARD, ALS EQUIP</td>
<td>ALS</td>
<td>1HR</td>
</tr>
<tr>
<td>FOREST HILL RD AND LIGHTHOUSE LANE</td>
<td></td>
<td></td>
<td></td>
<td>3HR</td>
</tr>
</tbody>
</table>

#### Prepared By (Medical Unit Leader):
**ERIN EMERSON**

#### Reviewed By (Safety Officer):
**JON JARVIS**

#### Date/Time:
**05/22/2014 2100**
# Medical Plan (ICS 206 WF)

<table>
<thead>
<tr>
<th>1. Incident/Project Name:</th>
<th>2. Operational Period:</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Date/Time From:</th>
<th>4. Date/Time To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/19/2014 0600</td>
<td>05/19/2014 0600</td>
</tr>
<tr>
<td>MON</td>
<td>MON</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Remote Camp Location(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Location</td>
</tr>
<tr>
<td>HIGHLAND PARK CAMP</td>
</tr>
<tr>
<td>INTERSECTION OF HWY 12 AND RD 23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Point Of Contact:</th>
<th>HELIPORT AND AMBULANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Responders &amp; Capability:</td>
<td>ADV LIFE SUPPORT</td>
</tr>
<tr>
<td>Equipment Available on Scene:</td>
<td>CMD 9</td>
</tr>
<tr>
<td>Medical Emergency Channel:</td>
<td></td>
</tr>
<tr>
<td>ETA for Ambulance To Scene:</td>
<td></td>
</tr>
<tr>
<td>Air:</td>
<td>15 MIN</td>
</tr>
<tr>
<td>Ground:</td>
<td>45 MIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved Helipot:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lat:</td>
</tr>
<tr>
<td>Long:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>8. Prepared By (Medical Unit Leader):</th>
<th>9. Date/Time:</th>
<th>10. Reviewed By (Safety Officer):</th>
<th>11. Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENDRA ESPARZA</td>
<td>06/20/2014 0900</td>
<td>PHL PLYMALE</td>
<td>06/20/2014 0900</td>
</tr>
</tbody>
</table>

ICS 206 WF (1/14) DRAFT Page 3 of 3
### MEDICAL PLAN (ICS 206)

#### 1. Medical Incident Procedures
For all medical emergencies, identify on scene incident commander by name and position and announce "MEDICAL EMERGENCY" to initiate response from IR/COMMUNICATIONS/DISPATCH.

#### 2. Medical Incident Report
Use items throughout report to communicate status to communication/dispatch.

<table>
<thead>
<tr>
<th>Nature of Injury/illness</th>
<th>Describe injury (Ex. Burn, blunt trauma, or laceration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident name</td>
<td>Description of incident name (Ex. Patient's name)</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>Name of incident Commander</td>
</tr>
<tr>
<td>Patient Care</td>
<td>Name of Care Provider (Ex. EMU Staff)</td>
</tr>
</tbody>
</table>

#### 3. Initial Patient Assessment:
Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this.

<table>
<thead>
<tr>
<th>Number of Patients</th>
<th>Male/Female</th>
<th>Age</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4. Severity of Emergency, Transport Priority

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>TRANSPORT PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>URGENT-RED</td>
<td>Life-threatening injury or death, e.g., cardiac arrest, head trauma.</td>
</tr>
<tr>
<td>PRIORITY-YELLOW</td>
<td>Serious injury or illness, e.g., fractures, severe burns.</td>
</tr>
<tr>
<td>ROUTINE-GREEN</td>
<td>Minor injury or illness, e.g., sprains, strains.</td>
</tr>
</tbody>
</table>

#### 5. Transport Plan:

<table>
<thead>
<tr>
<th>Air (Agency aircraft preferred)</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helicopter</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### 6. Additional Resource/Equipment Needs:

<table>
<thead>
<tr>
<th>Paramedics/EMT(s)</th>
<th>Crew(s)</th>
<th>SHEO/Backboard/Collar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burn Sheet(s)</td>
<td>Oxygen</td>
<td>Trauma Bag</td>
</tr>
<tr>
<td>Medication(s)</td>
<td>IV/Fluid(s)</td>
<td>Cardiac Monitor/AED</td>
</tr>
<tr>
<td>Other (i.e., splints, rope rescue, wheelchair)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 7. Communications:

<table>
<thead>
<tr>
<th>Function</th>
<th>Channel/Name/Number</th>
<th>Receive (R/M)</th>
<th>Transmit (T/M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Command</td>
<td>Forest Rd. Ch. 2</td>
<td>166.3250</td>
<td>161.90-90</td>
</tr>
<tr>
<td>AIR-TO-GROUND</td>
<td>Tactical</td>
<td>171.4125</td>
<td>110.9</td>
</tr>
</tbody>
</table>

#### 8. Evacuation Location:

- Location: [Insert location details]
- ETA: [Insert ETA details]
- Patient's ETA to Evacuation Location: [Insert location details]
- Helicopter/Extraction Size and Hazards: [Insert details]

#### 9. Contingency:

<table>
<thead>
<tr>
<th>Considerations</th>
<th>REMEMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If primary options fail, what actions can be implemented in conjunction with primary evacuation method?</td>
<td>Confirm ETA's of resources ordered</td>
</tr>
<tr>
<td></td>
<td>Act according to your level of training</td>
</tr>
<tr>
<td></td>
<td>Be Alert, Keep Calm, Think Clearly, Act Decisively</td>
</tr>
</tbody>
</table>

ICS 206 WF (1/14)
ICS 220 Air Operations Summary

Follow the steps in this section to create an ICS 220 Air Operations Summary:

1. Select the plan to add the ICS 220 form.

2. Click the **Add ICS 220** button. The ICS 220 Form area opens on the right side of the window.

3. Select tab 3-4. **Sunrise/Sunset/Remarks** and enter the **Sunrise, Sunset** and **Remarks** information to include on the ICS 220 form. Click the **Save** or **Save/Next Block** button to save the data to the form.

4. Select tab 5-6. **Ready Alert Aircraft/Temporary Flight Restriction Number**.
a. Under **Ready Alert Aircraft**, enter the Medivac and New Incident information.

b. Under **Temporary Flight Restriction Number**, enter the Altitude and Center Point.

c. Click the **Save** or **Save/Next Block** button to save the data to the form.

5. Select tab **7. Personnel**.
a. The system pre-populates the **Position** fields with the following positions:
   - Air Operations Branch Director
   - Air Support Group Supervisor
   - Air Tactical Group Supervisor
   - Helicopter Coordinator
   - Helibase Manager

Change this data, as needed, by typing over the existing data. Up to six additional positions can be added to the form.

b. In the **Name** column, enter the resource name for each position listed under the **Position** column.

c. In the **Phone** column, enter the phone number for the resources assigned to the listed positions.

d. Click the **Save** or **Save/Next Block** buttons to save personnel to the form.

6. Select tab **8. Frequencies**.
a. The system pre-populates the **Frequency** fields with the following frequencies:

- Air/Air Fixed-Wing
- Air/Air Rotary-Wing - Flight Following
- Air/Ground
- Command
- Deck Coordinator
- Take-Off & Landing Coordinator
- Air Guard

Change this data, as needed, by typing over the existing data. Up to five additional frequencies can be added to the form.

b. In the **AM** column, enter the AM frequency.
c. In the **AM Tone** column, enter the AM Tone for the frequency.

d. In the **FM** column, enter the FM frequency.

e. In the **FM Tone** column, enter the FM Tone for the frequency.

f. Click the **Save** or **Save/Next Block** buttons to save frequencies to the form.

7. Select tab **9. Fixed Wing**.

![Fixed Wing](image)

a. In the **Air Tactical Group Supervisor Aircraft** column, enter the Air Tactical Fixed Wing data. This data can include the Category/Kind/Type, Make/Model, N# and Base.

b. In the **Other Fixed Wing Aircraft** column, enter any other Fixed Wing Aircraft data. This data can include the Category/Kind/Type, Make/Model, N# and Base.

c. Click the **Save** or **Save/Next Block** buttons to save the Fixed Wing data to the form.

8. Select tab **10. Helicopters**.
a. Enter the **FAA#** for the helicopter.

b. Enter the **Category/Kind/Type** for the helicopter.

c. Enter the **Make/Model** for the helicopter.

d. Enter the **Base** for the helicopter.

e. Enter the time that the helicopter is **Available**.

f. Enter the **Start Time** for the helicopter.

g. Enter any **Remarks** for the helicopter.

h. Click the **Save** button to save the helicopter data to the form.

i. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

---

**Add Blank Line**

Would you like to add the blank line above the row, below the row or at the bottom of the grid?

[ABOVE] [BELOW] [BOTTOM]

---

j. To re-order the helicopters, click the **Re-Order Helicopters** button. In the window that displays, select the helicopter and use the **Move Up**
and **Move Down** buttons to move the helicopter up or down. Click the **Save** button to save the order.

**NOTE:** The order in which the helicopters will print on the form is reflected in the order in which they display in the grid.

9. Select tab **11. Prepared By** and enter the **Prepared By Name**, **Position/Title**, **Date**, and **Time**. Click the **Save** or **Save/Next Block** button to save the data to the form.

10. Select tab **12. Task/Mission/Assignment**.
<table>
<thead>
<tr>
<th>Category/Kind/Type/Function</th>
<th>Name of Personnel or Cargo</th>
<th>Mission Start Time</th>
<th>Fly From</th>
<th>Fly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR TACTICAL</td>
<td>ATG TO PROVIDE COVERAGE OVER THE INCIDENT</td>
<td>0600</td>
<td>GRASS VALLEY</td>
<td>NDE</td>
</tr>
<tr>
<td>REROUTING DROPS</td>
<td>AIR TANKERS AS ORDERED BY DIVISON TO</td>
<td>1000</td>
<td>BLUE CAYON</td>
<td>122</td>
</tr>
<tr>
<td>HARASSING/SHANDING</td>
<td>ORDER THROUGH AIR OPS</td>
<td>0300</td>
<td>INCIDENT PERIMETER</td>
<td></td>
</tr>
</tbody>
</table>

**a.** Enter the **Category/Kind/Type/Function** for the tactical aircraft.

**b.** Enter the **Name of Personnel or Cargo** for the tactical aircraft.

**c.** Enter the **Mission Start Time** for the tactical aircraft.

**d.** Enter the location to **Fly From** for the tactical aircraft.

**e.** Enter the location to **Fly To** for the tactical aircraft.

**f.** Click the **Save** button to save the Task/Mission/Assignment data to the form.

**g.** Click the **Clear** button to add another Task/Mission/Assignment.

**h.** To delete a Task/Mission/Assignment entry, highlight the entry in the grid and click the **Delete** button.

**i.** To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.
j. To re-order the Task/Mission/Assignment data, click the **Re-Order Tasks** button. In the window that displays, select the Task/Mission/Assignment data and use the **Move Up** and **Move Down** buttons to move the Task/Mission/Assignment data up or down. Click the **Save** button to save the order.

**NOTE:** The order in which the Task/Mission/Assignment data will print on the form is reflected in the order in which they display in the grid.

### AIR OPERATIONS SUMMARY (ICS 220)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period: DAY</th>
<th>3. Sunrise:</th>
<th>Sunset:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td>05/23/2014 0000 FRI</td>
<td>0734</td>
<td>1941</td>
</tr>
</tbody>
</table>

|------------|-------------------------|--------------------------------|
| Ensure complete briefings are given prior to assignments. Inspect buildings/markers between missions. When establishing helipads avoid cutting White Oak pine. | Medivac: N25SH New Incident: N600H AND CREW | Altitude: 12,000 FT MSL Center Point: 48°16'02" 116°35'21.5"

<table>
<thead>
<tr>
<th>7. Personnel</th>
<th>Name</th>
<th>Phone Number</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR OPERATIONS BRANCH DIRECTOR</td>
<td>JAY BONWELL</td>
<td>(125) 125-1234</td>
<td>Air/Tactical Wing - Flight Following</td>
</tr>
<tr>
<td>AIR SUPPORT GROUP SUPERVISOR</td>
<td>BARNEY BASCH</td>
<td>(125) 125-1234</td>
<td>Command</td>
</tr>
<tr>
<td>AIR TACTICAL GROUP SUPERVISOR</td>
<td>CHRIS DUNLAP</td>
<td>(125) 123-1234</td>
<td>Deck Coordinator</td>
</tr>
<tr>
<td>HELICOPTER COORDINATOR</td>
<td></td>
<td></td>
<td>Task Off &amp; Landing Coordinator</td>
</tr>
<tr>
<td>HELIBASE MANAGER</td>
<td></td>
<td></td>
<td>Air Guard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Frequencies (AM)</th>
<th>FM (Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>120.125</td>
<td>138.012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Fixed-Wing Category/Kind/Model/Maker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air/Support Group - Air Tactical Group Supervisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Other Fixed-Wing Aircraft</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-21A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Prepared</th>
<th>Name: BARNEY BASCH</th>
<th>Position: AIR SUPPORT GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time:</td>
<td>05/22/2014 2100</td>
<td>Signature:</td>
</tr>
</tbody>
</table>
# AIR OPERATIONS SUMMARY (ICS 220)

<table>
<thead>
<tr>
<th>1. Incident Name: DIAMOND</th>
<th>2. Operational Period: Date/Time From: 05/23/2014 0600 FRI</th>
<th>Date/Time To: 05/23/2014 1800 FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. Sunrise: 0734</td>
<td>Sunset: 1941</td>
</tr>
</tbody>
</table>

## 10. Helicopters (Use additional sheets as necessary):

<table>
<thead>
<tr>
<th>FAA #</th>
<th>Category/Kind/Type</th>
<th>Make/Model</th>
<th>Base</th>
<th>Available</th>
<th>Start</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHX</td>
<td>ASTAR</td>
<td></td>
<td>NEW MEADOWS</td>
<td>0000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 12. Category/Kind/Type and Function (Include: air tactical, reconnaissance, personnel transport, search and rescue,)

<table>
<thead>
<tr>
<th>Category/Kind/Type and Function</th>
<th>Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft</th>
<th>Mission Start</th>
<th>Fly From</th>
<th>Fly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR TACTICAL AA-4W4</td>
<td>TANKED/BUCKET WATER DROPS</td>
<td>0000</td>
<td>HELIBASE</td>
<td>W FIRE AREA</td>
</tr>
</tbody>
</table>

---

11. Prepared Name: BARNEY BASCH  
Position/Title: AIR SUPPORT GROUP  
Signature:  
ICS 220, Page 2 of 2  
DRAFT  
Date/Time: 05/22/2014 2100
Manage Forms

This section explains how to manage forms in an individual IAP. This includes:

- Editing Forms
- Copying Forms
- Locking Forms
- Previewing/Printing Forms
- Deleting Forms

1. On the Home page, click the **Incidents** button.

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

**Editing a Form**

Follow the steps in this section to edit a form:

1. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.
2. Click a form to open that form in the area on the right-side of the screen.

3. Make the appropriate changes to the data and click the Save button.

Copying a Form

Follow the steps in this section to copy an existing form to create a new form:

1. Click the Copy Form button.

2. Select the plan that includes the form to copy from the Copy Form From drop-down list.

3. In the Available list, select the forms to copy and click the > button. To include all forms, click the >> button.

4. Select the plan into which to copy the form(s) from the Copy Form To drop-down list.

5. Click the Save button to copy the forms to the selected plan.
Locking a Form

Follow the steps in this section to lock a form in a plan:

1. In the Incident Plans grid, click the arrow > next to a plan to display the list of forms in that plan.

2. Click a form to open, that form displays in the area on the right-side of the screen.

3. Click the Lock Form button.

4. When the confirmation message displays, click the Yes button to lock the form.
NOTE: When the form is locked the words **FORM LOCKED** display at the top of the screen in red. The label on the **Lock Form** button will also change to **Unlock Form**. To unlock the locked form, click the Unlock Form button. Forms which are not locked will display "DRAFT" on the bottom of the form when in Preview/Print. When a form has been locked, "FINAL" will display at the bottom of the form when in Preview/Print.

## Previewing/Printing a Form

Follow the steps in this section to preview a form:

1. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.

2. Click a form to open, that form displays in the area on the right-side of the screen.

3. Click the **Preview/Print Form** button to open the form as it will appear when printed.

## Deleting a Form

Follow the steps in this section to delete a form:

1. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.

2. Click a form to open, that form displays in the area on the right-side of the screen.

3. Click the **Delete Form** button.
4. When the confirmation message displays, click the **Yes** button to delete the form.
Manage IAPs
This section explains how to manage an IAP. This includes:

- Editing a Plan
- Copying a Plan
- Locking a Plan
- Adding External Attachments to a Plan
- Previewing/Printing a Plan
- Deleting a Plan

1. On the Home page, click the Incidents button.
2. Select an Incident or Incident Group.
3. Click the IAP button.

Editing a Plan
Follow the steps in this section to edit a plan:

1. In the Incident Plans grid, click a plan name to select it.
2. Click the **Edit Plan** button.

3. Make the appropriate changes to the plan data.

4. Click the **Save** button to save changes.

**Copying a Plan**

Follow the steps in this section to copy an existing plan to create a new plan:

1. Click the **Copy Plan** button.

2. Under **Copy From**, select the plan to copy from the Select Plan drop-down list.
3. Under **Copy To**, enter the following information:
   
   a. Incident Name
   b. Operational Period
   c. Date From
   d. Time From
   e. Date To
   f. Time To

4. In the **Available** list, select the forms to include in the plan that is being copied. Click the > button to move those forms to the **Selected** list. To include all forms, click the >> button. External attachments are included in the Available list.

5. Click the **Save** button to create a new plan by copying the selected forms from the existing plan.
Locking a Plan

Follow the steps in this section to lock all forms in a plan:

1. In the **Incidents Plans** grid, click a plan name to select it.
2. Click the **Lock Plan** button.

**NOTE:** All forms in the plan are locked when the Lock Plan button is clicked. The label on the Lock Plan button changes to **Unlock Plan**. To unlock all forms in a plan, click the Unlock Plan button.

Adding External Attachments

Follow the steps in this section to add external PDF documents to the Incident Action Plan.

**NOTE:** Only PDF external documents can be added to the plan. If a document is saved in a different format, it must be converted to a PDF document.

1. Click the **Add External Attachments** button to open the External Attachments window.
2. Select the plan in which to include the attachment from the **Select Plan** drop-down list.
3. Click the Magnifying Glass next to the **Attachment Name** field to open a browser window.
4. Navigate to the folder that contains the PDF document to attach to the plan.
5. Select the PDF document and click the **Open** button.
6. Click the **Save** button to save the attachment to the plan.

---

**Previewing/Printing a Plan**

Follow the steps in this section to preview all forms in a plan and then print the plan:

1. Select the plan to preview/print in the **Incident Plans** grid.

2. Click the **Preview/Print Plan** button to open the Preview/Print Plan window.

3. Select the forms to preview/print. The system will automatically check all forms. To exclude a form, uncheck the checkbox next to that form.

4. To re-order the forms that will print in the plan, select the form and click the **Move Up** or **Move Down** buttons.
5. To lock the plan and all forms, click to select the **Lock this form and all its forms** checkbox. This prevents future editing to the plan and applicable forms.

6. Click the **Preview/Print** button. The selected forms in the plan will open in an Adobe Acrobat reader window. Print the plan from the window that displays.
Deleting a Plan

Follow the steps in this section to delete a plan:

**NOTE:** When a plan is deleted, all forms in the plan will be deleted.

1. Select the plan to delete in the **Incident Plans** grid.

2. Click the **Delete Plan** button.

3. When the confirmation message displays, click the **Yes** button to delete all forms in the plan and remove the plan from the system.

**NOTE:** Once a plan has been deleted, it cannot be recovered.
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