



IAP

Version 1.2.2

Wednesday, December 14, 2016

Table of Contents

Table of Contents	2
IAP Overview	3
IAP Settings	4
Options	4
ICS 203 Template	5
ICS 204 Template	8
Block 4. Operations Personnel	8
Block 5. Resource Assigned This Period	10
Master Frequency List	11
Add a New Frequency	12
Import a Master Frequency List	13
Edit an Existing Frequency	14
Delete an Existing Frequency	15
Export a Master Frequency List	16
Create a Plan	18
ICS 202 Incident Objectives	20
ICS 203 Organization Assignment List	23
ICS 204 Division/Group Assignment List	48
ICS 205 Incidents Radio Communications Plan	61
ICS 206 Medical Plan	67
ICS 220 Air Operations Summary	81
Manage Forms	91
Editing a Form	91
Copying a Form	92
Locking a Form	93
Previewing/Printing a Form	94
Deleting a Form	94
Manage IAPs	96
Editing a Plan	96
Copying a Plan	97
Locking a Plan	99
Adding External Attachments	99
Previewing/Printing a Plan	100
Deleting a Plan	102
Index	103

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

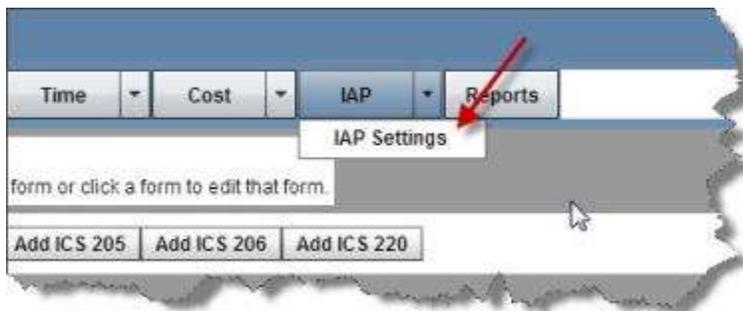
Follow these steps to access the IAP Settings screen:

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.

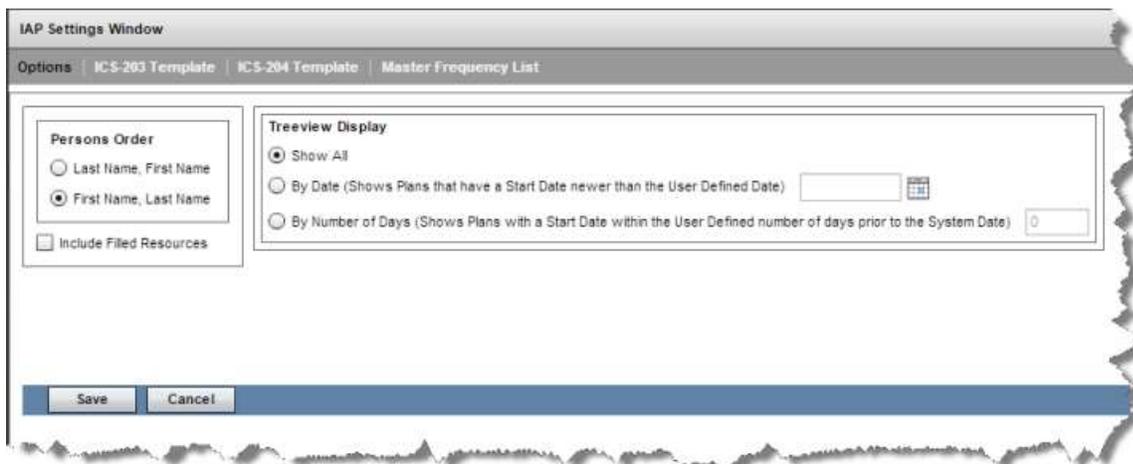


Options

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.

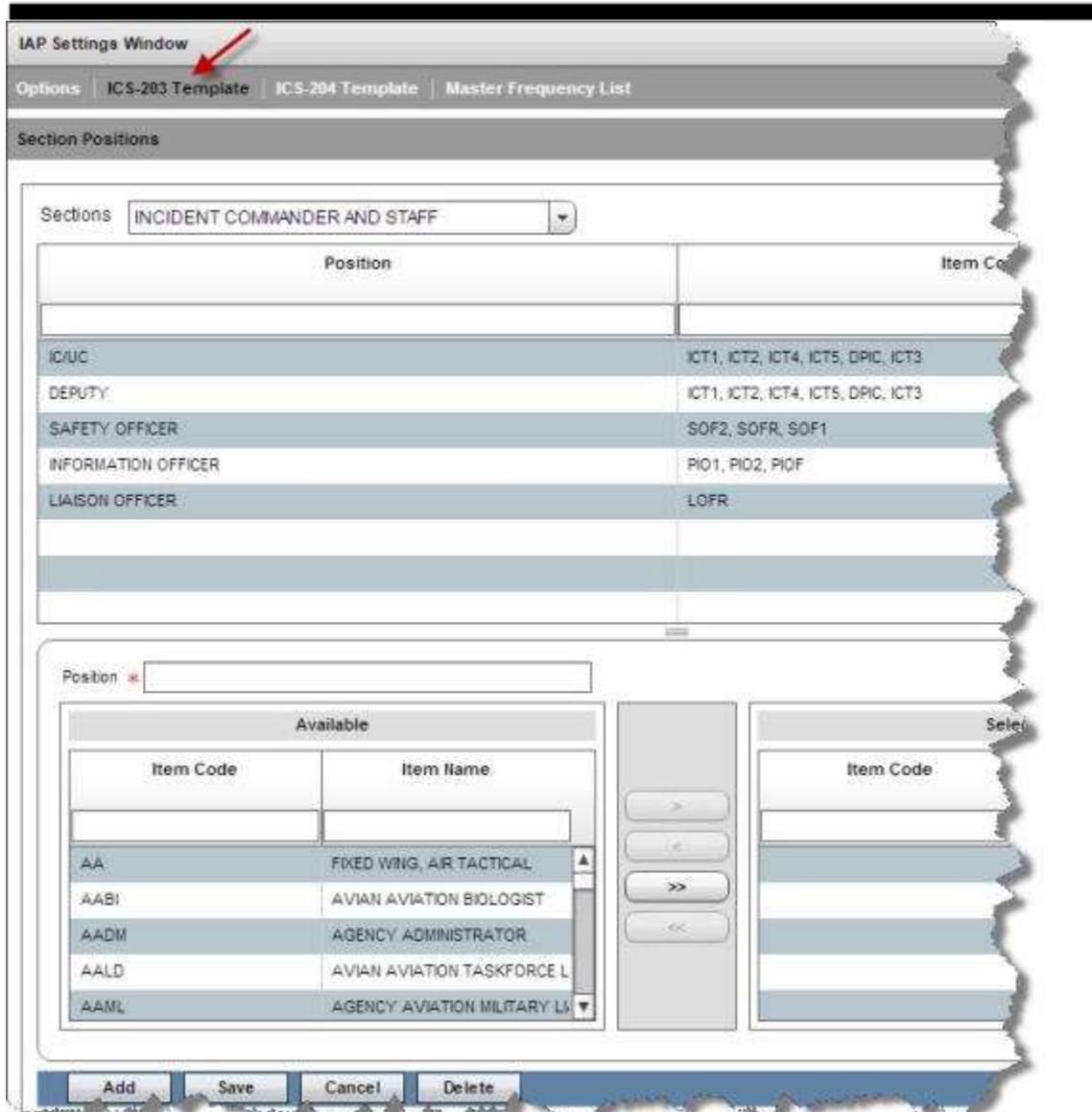
8. To add a new Position:
 - a. Click the **Add** button.
 - b. Enter the name of the **Position**.
 - c. Add an Item Code(s) to the position by selecting the Item Code(s) in the Available grid and clicking the > button.

NOTE: To add multiple Item Codes, highlight the Item Codes and click the >

button. To add all Item Codes, 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

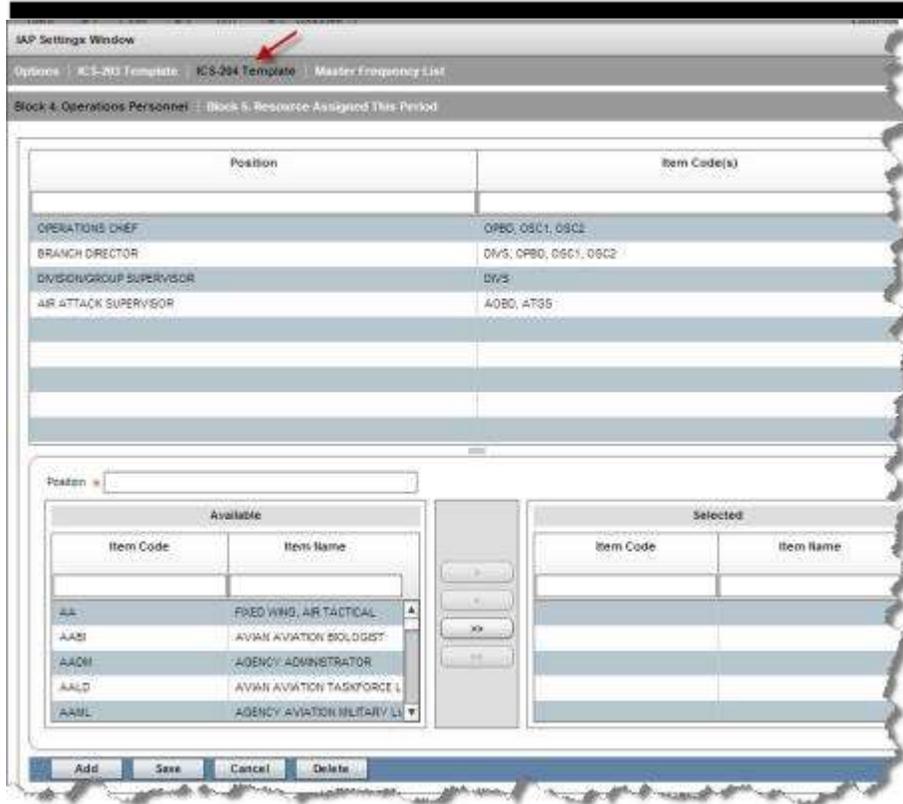
Follow the steps in this section to define the settings to use on Block 4 of the ICS 204 form:

1. Select the **ICS 204** Template tab.
2. Select **Block 4. Operations Personnel** 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.

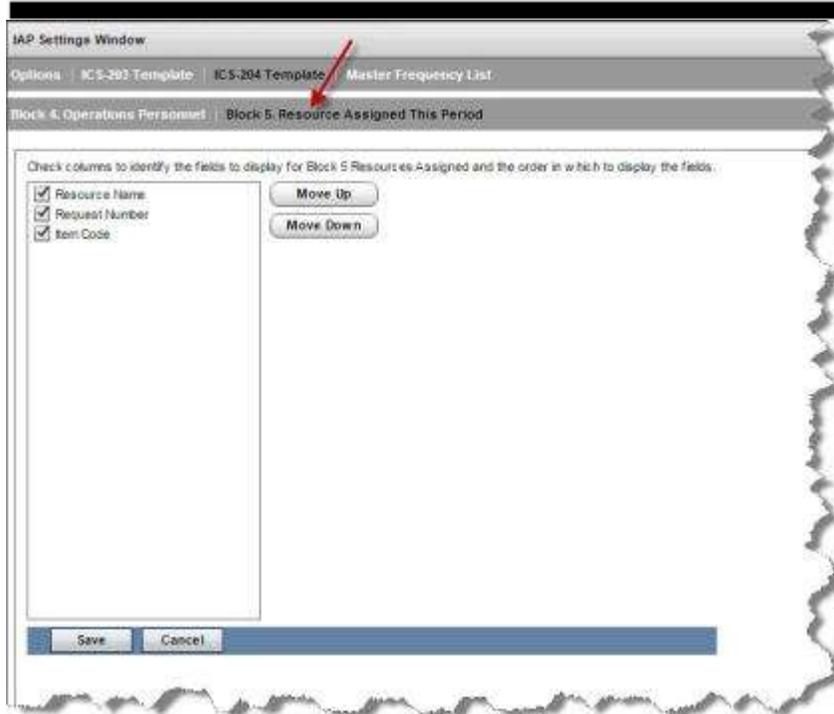
- d. Click the **Save** button.
5. To delete an existing Position:
- a. Select an existing position to delete in the Positions grid.
 - b. Click the **Delete** button.
 - c. Click the **Yes** button in the message that displays to confirm the deletion.



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:

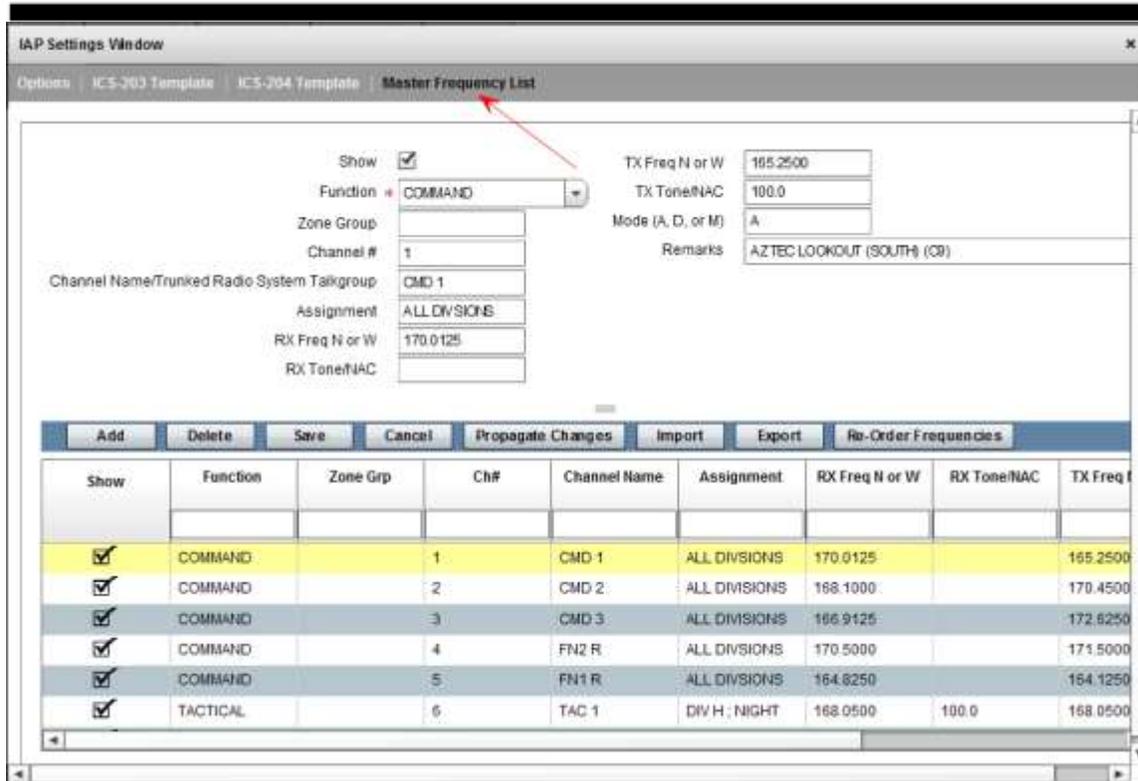
1. Select the **ICS 204** Template tab.
2. Select **Block 5. Resource Assigned This Period** tab.
3. Check the information to include in the Resource identifier field. The available options are:
 - Resource Name
 - Request Number
 - Item Code
4. To rearrange the order in which the information displays, 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.

IAP Settings Window

Options ICS-203 Template ICS-204 Template Master Frequency List

Show

Function * TACTICAL

Zone Group A

Channel # 3

Channel Name/Trunked Radio System Talkgroup TAC

Assignment DIV CAPE HORN

RX Freq N or W 151.3200 N

RX Tone/NAC 131.8

TX Freq N or W 151.3200 N

TX Tone/NAC 131.8

Mode (A, D, or M) D

Remarks

Show	Function	Zone Grp	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq
<input checked="" type="checkbox"/>	TACTICAL	A	3	TAC	DIV CAPE HORN	151.3200 N	131.8	151.3200
<input checked="" type="checkbox"/>	TACTICAL	A	2	TAC	DIV DOME MTN	151.5000 N	131.8	151.5000
<input checked="" type="checkbox"/>	TACTICAL	A	1	TAC	DIV LANGER LAKE	151.1500 N	131.8	151.1500
<input checked="" type="checkbox"/>	AIR TO GROUND	A	12	A/G 1	ALL DIVISIONS	168.0125 N		168.0125
<input checked="" type="checkbox"/>	COMMAND	A	8	CMD	LINE TO ICP	153.8600 N	131.7	155.8800
<input checked="" type="checkbox"/>	MEDEVAC	A	16	MEDEVAC	EMERGENCY EVAL	155.2800 N	155.2	155.2800

Edit an Existing Frequency

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

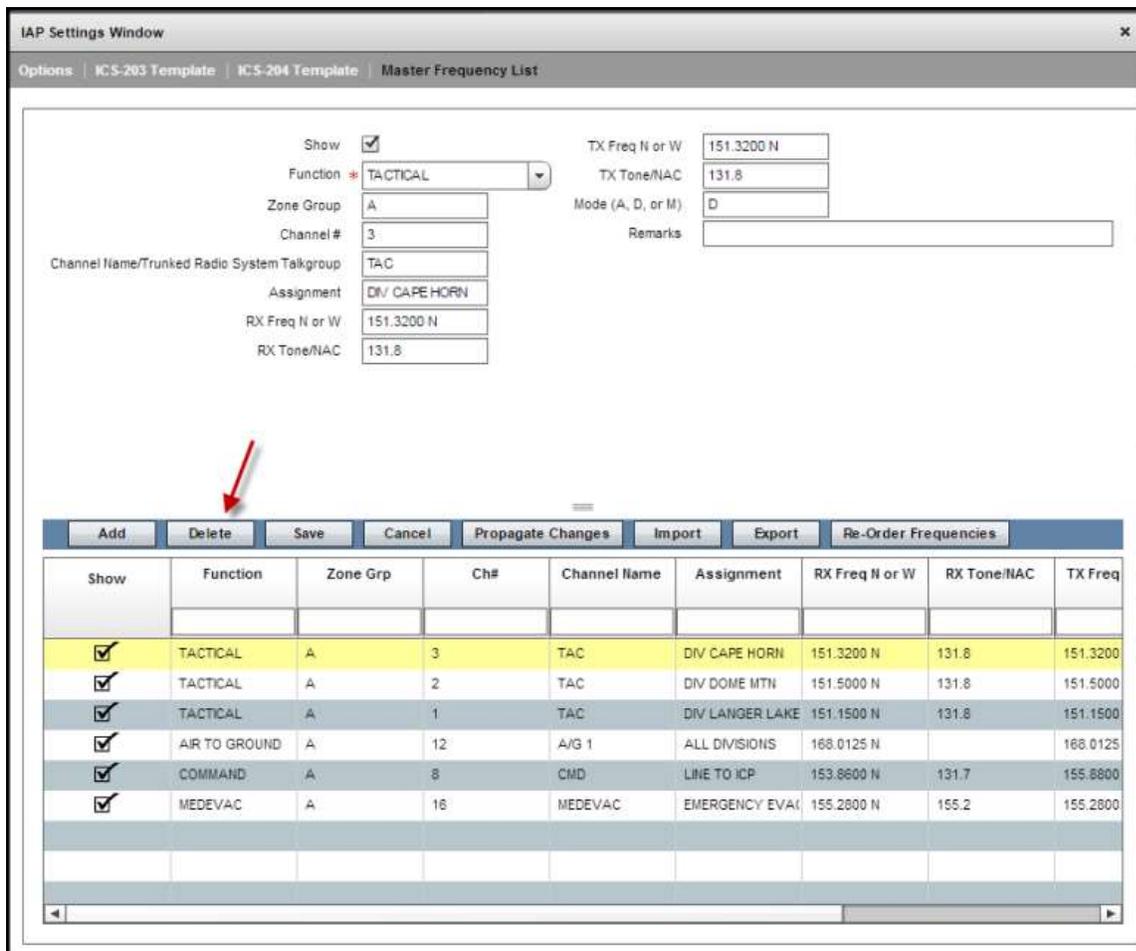
1. Select a frequency to edit.
2. Change the **Show** checkbox selection to include the frequency in the frequency lists for the forms.
3. Change any of the following data for the frequency: Function, Zone Group, Channel #, Channel Name/Trunked Radio System/Talkgroup, Assignment, RX Freq N or W, RX Tone/NAC, 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.



The screenshot shows the 'IAP Settings Window' with the 'Master Frequency List' tab selected. The window contains a form for editing a frequency and a table of frequencies. A red arrow points to the 'Delete' button in the toolbar above the table.

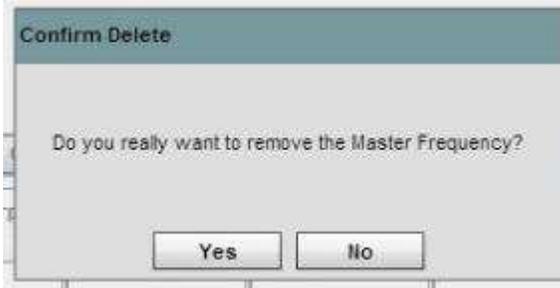
Form Fields:

- Show:
- Function: TACTICAL (dropdown)
- Zone Group: A
- Channel #: 3
- Channel Name/Trunked Radio System Talkgroup: TAC
- Assignment: DIV CAPE HORN
- RX Freq N or W: 151.3200 N
- RX Tone/NAC: 131.8
- TX Freq N or W: 151.3200 N
- TX Tone/NAC: 131.8
- Mode (A, D, or M): D
- Remarks: (empty)

Master Frequency List Table:

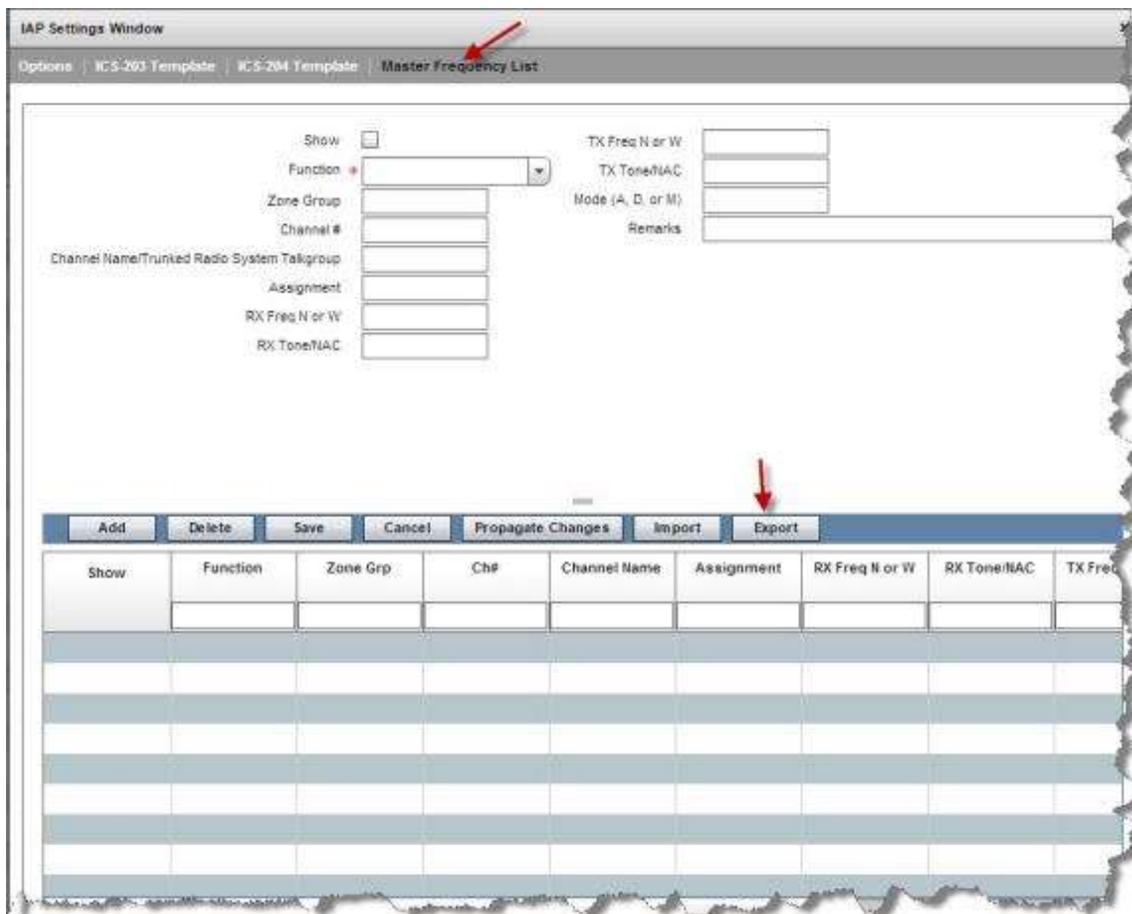
Show	Function	Zone Grp	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq
<input checked="" type="checkbox"/>	TACTICAL	A	3	TAC	DIV CAPE HORN	151.3200 N	131.8	151.3200
<input checked="" type="checkbox"/>	TACTICAL	A	2	TAC	DIV DOME MTN	151.5000 N	131.8	151.5000
<input checked="" type="checkbox"/>	TACTICAL	A	1	TAC	DIV LANGER LAKE	151.1500 N	131.8	151.1500
<input checked="" type="checkbox"/>	AIR TO GROUND	A	12	A/G 1	ALL DIVISIONS	168.0125 N		168.0125
<input checked="" type="checkbox"/>	COMMAND	A	8	CMD	LINE TO ICP	153.8600 N	131.7	155.8800
<input checked="" type="checkbox"/>	MEDEVAC	A	16	MEDEVAC	EMERGENCY EVA	155.2800 N	155.2	155.2800

- When the confirmation message displays, click the **Yes** button to confirm the deletion.



Export a Master Frequency List

- Click the **Export** button.



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

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:

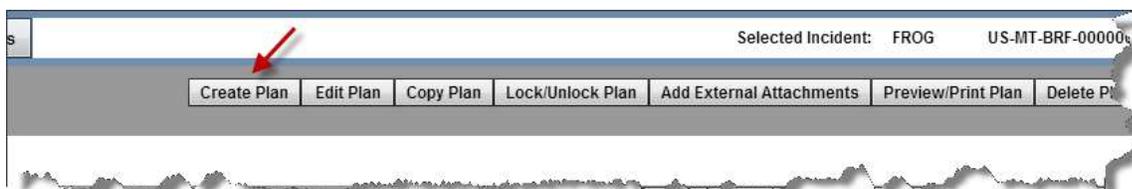
1. On the Home page, click the **Incidents** button. (Skip to Step 4 if already in an Incident or Incident Group.)



2. Select an Incident or Incident Group.
3. Click the **IAP** button.



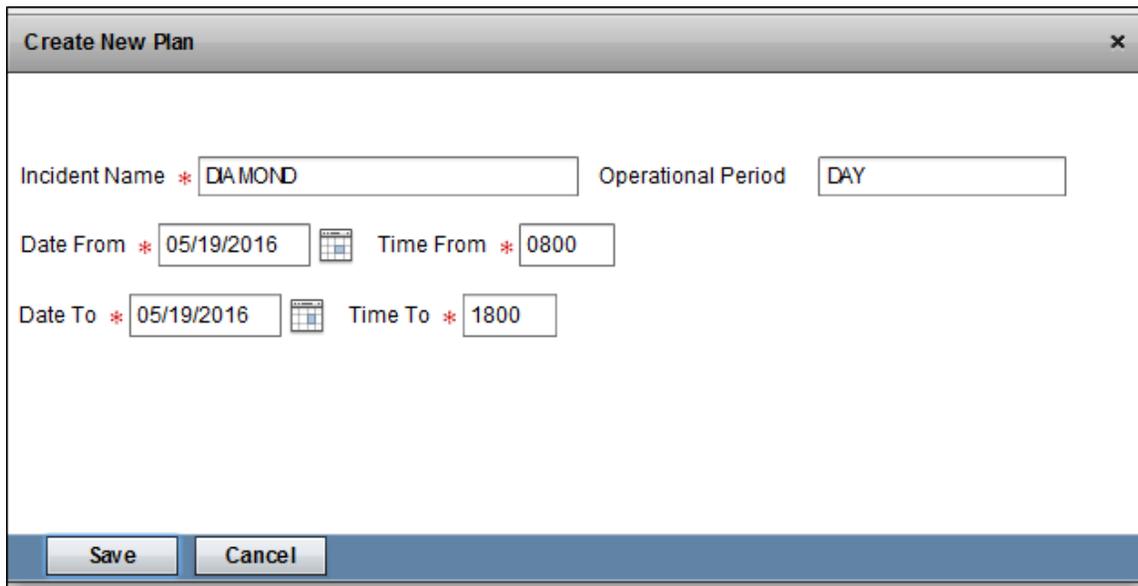
4. On the IAP screen, click the **Create Plan** button to open the Create New Plan window.



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.

A screenshot of a "Create New Plan" dialog box. The dialog has a title bar with "Create New Plan" and a close button (X). The main area contains several input fields: "Incident Name" with a red asterisk and the value "DIAMOND"; "Operational Period" with the value "DAY"; "Date From" with a red asterisk, the value "05/19/2016", and a calendar icon; "Time From" with a red asterisk and the value "0800"; "Date To" with a red asterisk, the value "05/19/2016", and a calendar icon; and "Time To" with a red asterisk and the value "1800". At the bottom, there are two buttons: "Save" and "Cancel".

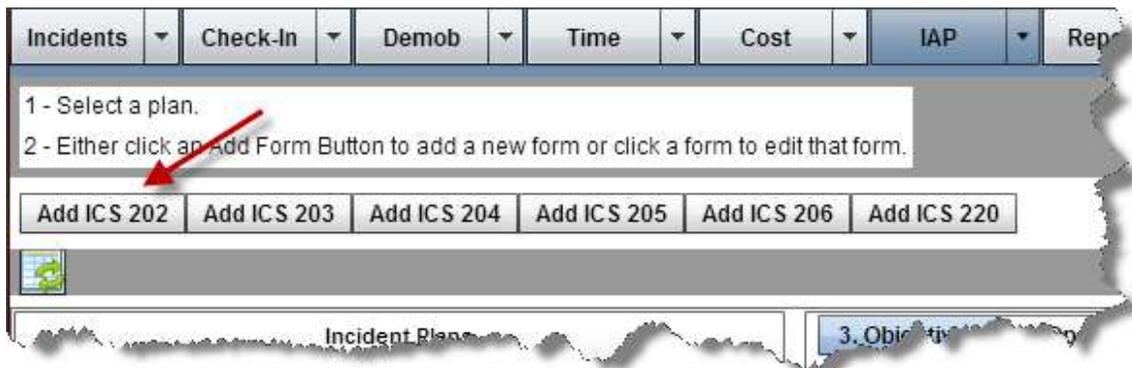
ICS 202 Incident Objectives

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.



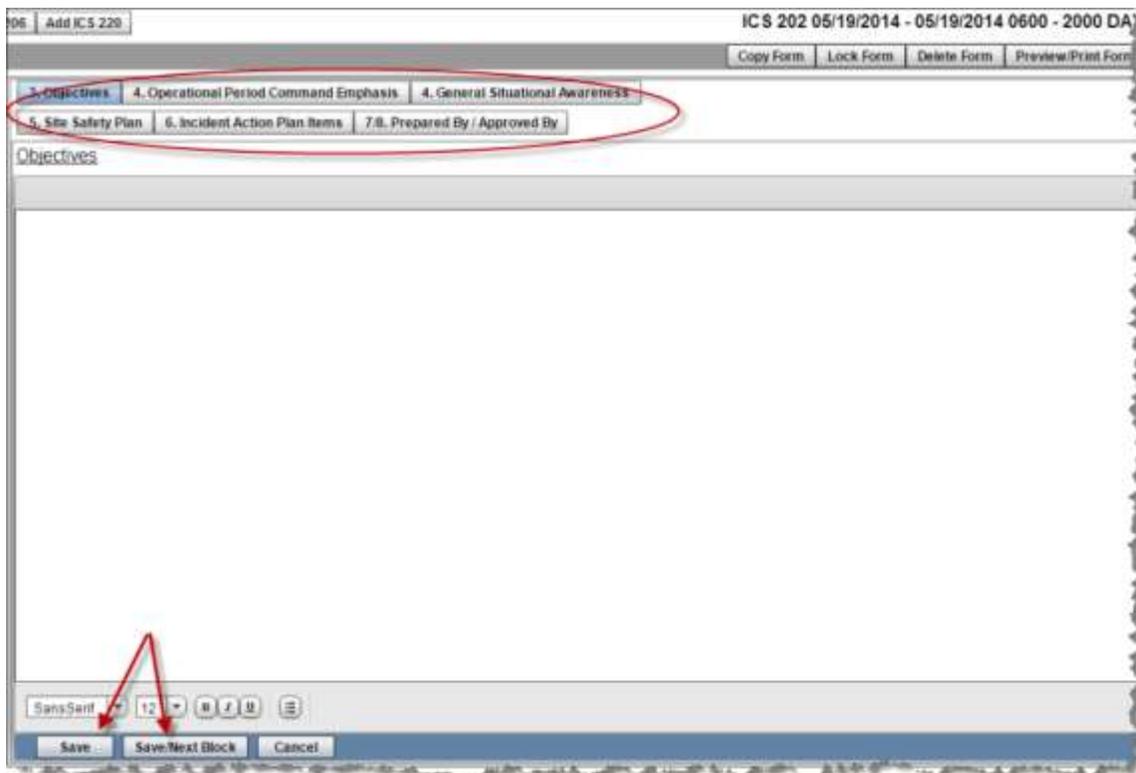
3. Click the different tabs to navigate between the areas on the ICS 202 form. Complete the following areas, as needed:
 - Objectives
 - Operational Period Command Emphasis
 - General Situational Awareness
 - Site Safety Plan

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)

1. Incident Name:		2. Operational Period: DAY	
DIAMOND		Date/Time From: 05/19/2016 0800 THU	Date/Time To: 05/19/2016 1800 THU
3. Objective(s):			
4. Operational Period Command Emphasis:			
General Situational Awareness:			
5. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
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 207	Other Attachments:	
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> SAFETY MESSAGE	
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 220	<input checked="" type="checkbox"/> TRAFFIC PLAN	
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	
<input checked="" type="checkbox"/> ICS 206			
7. Prepared by: HANNAH HOREN		Position/Title: PLANNING SECTION CHIEF	
8. Approved by Incident Commander:		Name: SAM NUNEZ	
ICS 202		IAP Page	
		Date/Time: 05/19/2016 2200	

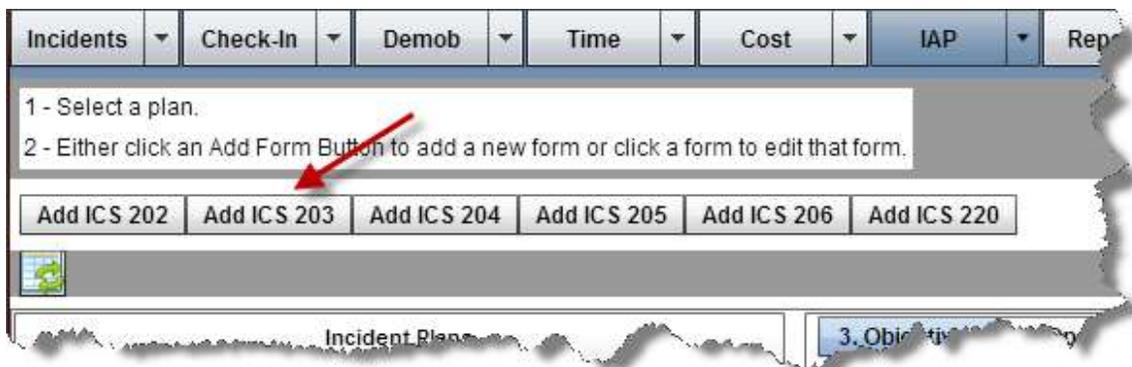
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Page 1 of 1

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**.

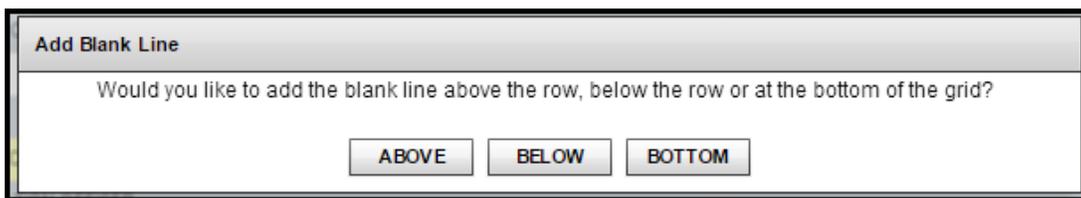
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See *ICS 203 Template* under *Settings* to make changes.

- 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.



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.

Re-Order Positions x

Select position order for the form

Position	Resource Name
IC/UC	SAM NUNEZ ; ALBERT SCHWARM ...
DEPUTY	DEAN DEHART ;
SAFETY OFFICER	PHIL PLYMALE ; MURIEL TARBET (T)
[Blank Line]	
INFORMATION OFFICER	KATHLEEN PHELLPS ; CATHY SH...
LIAISON OFFICER	RANDOLF GRAHAM ;
[Blank Line]	

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**.

Add Blank Line

Would you like to add the blank line above the row, below the row or 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.

Re-Order Positions x

Select position order for the form

Agency	Resource Name
USFS	MARIEL HANSEN ;
USFS	GEORGE JACKSON (T) ;
CONSERVANCY	HILDA BROWN (T) ;
CDF	MARY CARREIRO (T) ;

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**.

3. Commander	4. Agency/Org Reqs	5. Planning	6. Logistics	7. Operations	7a. Branches	7b. Air Operations Branch	8. Finance/Admin	9. Prepared By
Planning Section								
Position								
CHIEF								
DEPUTY								
RESOURCES UNIT								
SITUATION UNIT								
DOCUMENTATION UNIT								
DEMOBILIZATION UNIT								
FIRE BEHAVIOR ANALYST								
HUMAN RESOURCE SPECIALIST								
TRAINING SPECIALIST								
GIS SPECIALIST								
INCIDENT METEOROLOGIST								
TECHNOLOGY SUPPORT SPECIALIST								
<input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Add Blank Line"/> <input type="button" value="Re-Order Positions"/>								
Position * <input type="text"/>								
Resource Name <input type="text"/> <input type="checkbox"/> Trainee								
Resource Name <input type="text"/> <input type="checkbox"/> Trainee								
<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

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 at the bottom of the grid.

A dialog box titled "Add Blank Line" with a question: "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". Below the question are three buttons: "ABOVE", "BELOW", and "BOTTOM".

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.

Re-Order Positions x

Select position order for the form

Position	Resource Name
CHIEF	PAULA HOREN ;
RESOURCES UNIT	KENT FOUNTAIN ; BARRY EURBIN ...
SITUATION UNIT	RICK DOMING (T) ;
DEMOBILIZATION UNIT	CHERYL VANPELT ;
FIRE BEHAVIOR ANALYST	TOM HIMMEL (T) ;
HUMAN RESOURCE SPECIALIST	ETHEL WELLS (T) ;
TRAINING SPECIALIST	TONY DICKSON ;
GIS SPECIALIST	PERRY FLEISHER (T) ; FINIGAN FL...
COMPUTER SPECIALIST	MARTHA COHN ;
INCIDENT METEOROLOGIST	GEORGE SIMONDS ;

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.**

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.



The image shows a dialog box titled "Add Blank Line". The text inside the dialog box asks, "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". Below the text are three buttons: "ABOVE", "BELOW", and "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.

Re-Order Positions x

Select position order for the form

Position	Resource Name
CHIEF	BETTY APPELHOF ;
COMMUNICATIONS UNIT	DAVID GRANT ;
MEDICAL UNIT	KENDRA ESPARZA ;
SECURITY UNIT	KERMIT MALDONADO (T) ;
FOOD UNIT	DERDRA KELLOGG ;
SUPPLY UNIT	RUDY RODRIGUEZ (T) ;
FACILITIES UNIT	EDWARD MADSEN (T) ;
GROUND SUPPORT UNIT	VICTOR UHLER ;

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

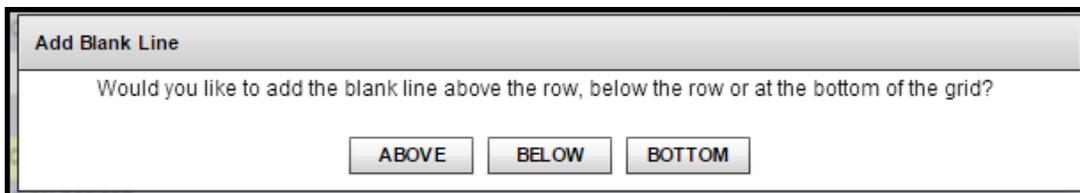
7. Select tab **7. Operations Section**

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.

A dialog box titled "Add Blank Line" with a question: "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". Below the question are three buttons: "ABOVE", "BELOW", and "BOTTOM".

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.

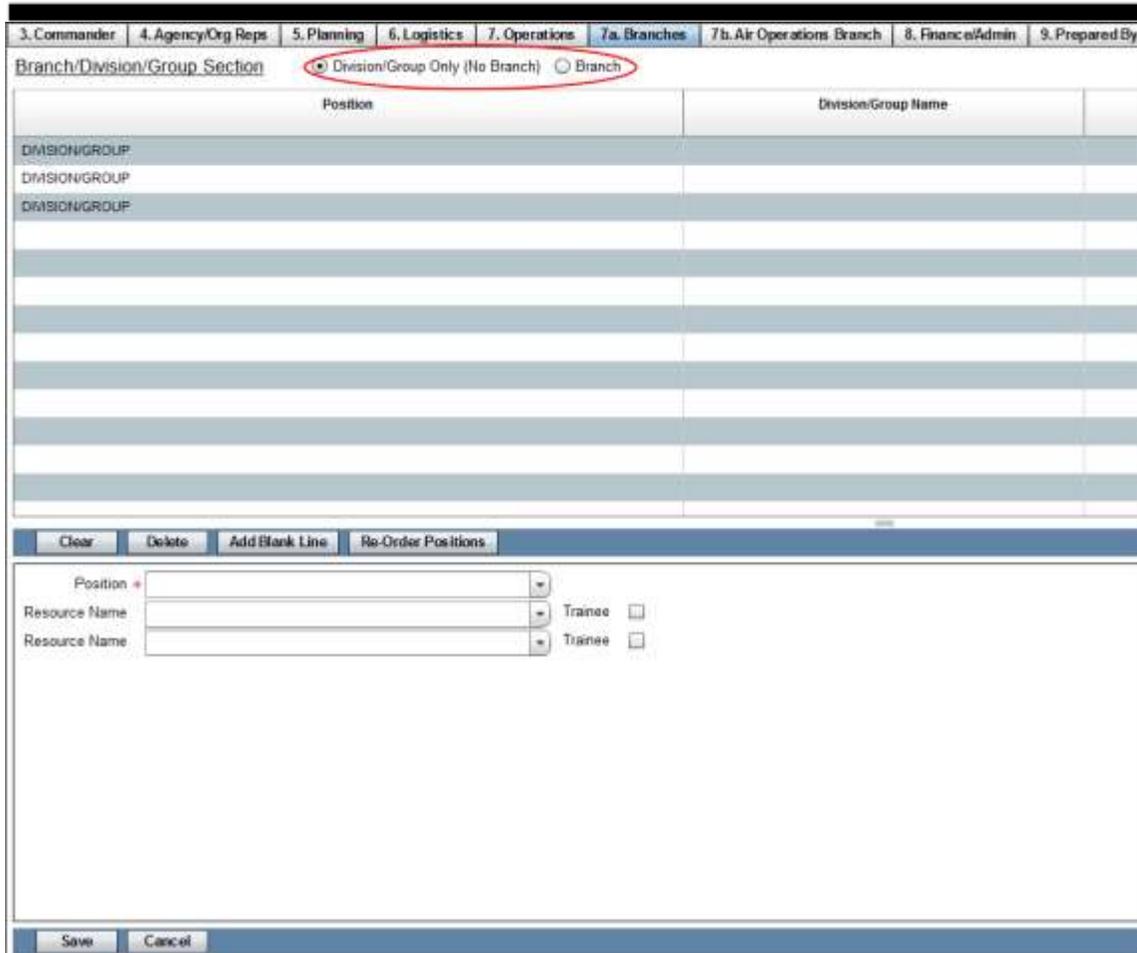
Re-Order Positions x

Select position order for the form

Position	Resource Name
DAY OPS SECTION CHIEF	FRANK TEMPLETON ; JOSHUA GU...
NIGHT OPS SECTION CHIEF	HILLARY SCHWARTZ ; JUSTIN DE...
PLANNING OPS	VINCENT PEAL ;
[Blank Line]	
[Blank Line]	

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

8. Select tab **7a. Branches.**
 - a. If there are only Divisions/Groups and no Branches, select the Division/Group Only (No Branch) radio button.



3. Commander 4. Agency/Org Reqs 5. Planning 6. Logistics 7. Operations 7a. Branches 7b. Air Operations Branch 8. Finance/Admin 9. Prepared By

Branch/Division/Group Section Division/Group Only (No Branch) Branch

Position	Division/Group Name
DIVISION/GROUP	
DIVISION/GROUP	
DIVISION/GROUP	

Clear Delete Add Blank Line Re-Order Positions

Position

Resource Name Trainee

Resource Name Trainee

Save Cancel

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:

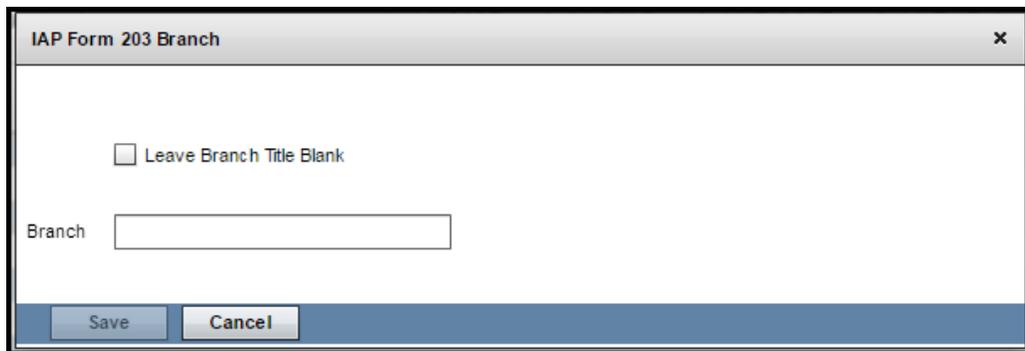
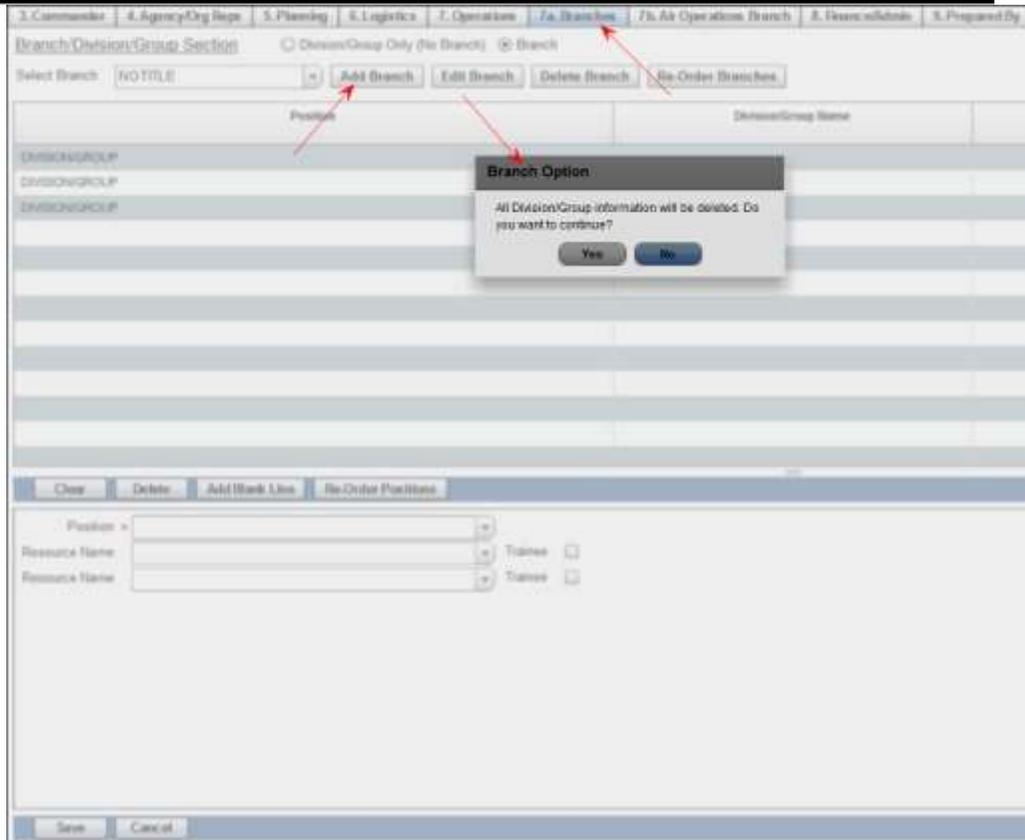
1. Click the **Clear** button.
 2. Select the **Division/Group** option from the **Position** drop-down list.
 3. Enter the **Division/Group Name**.
 4. Add a resource to the Division/Group, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource 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?

- 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.

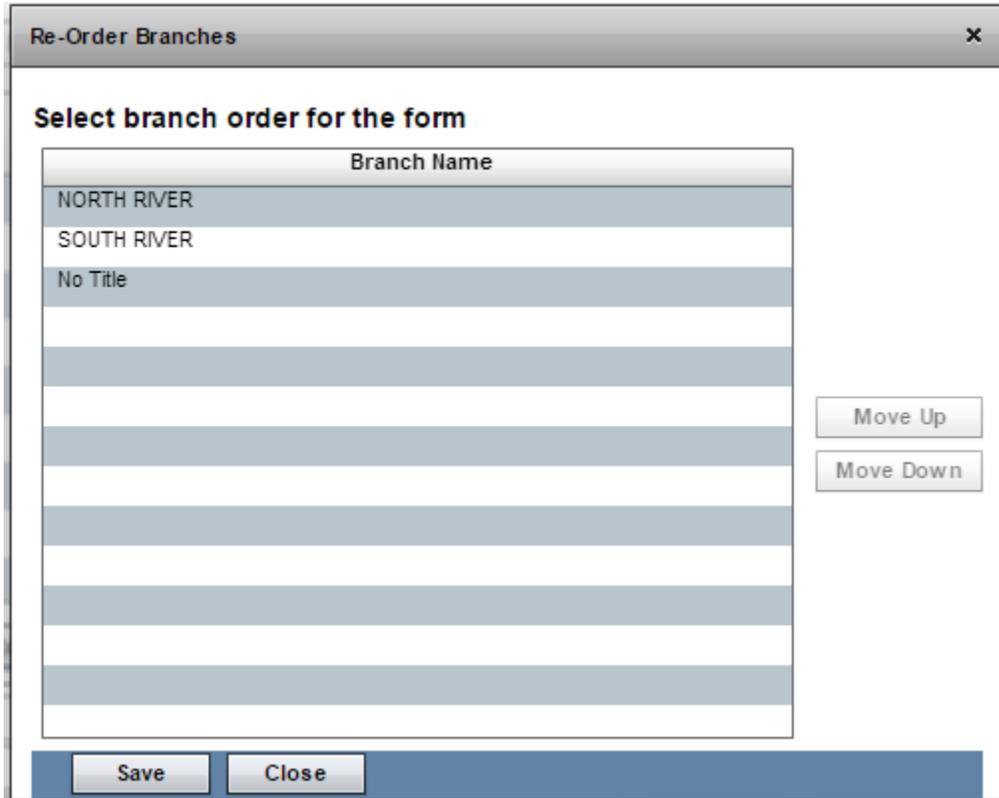
2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.
3. Click the **Save** button. The name of the resource will display in the **Resource Name** column next to the position in the grid.

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.



- 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.



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.

Re-Order Positions ×

Select position order for the form

Position	Division/Group Name	Resource Name
BRANCH DIRECTOR		JIM DALE ; ADAM HA...
DIVISION/GROUP	OSCAR	GARTH SEXTON ;
DIVISION/GROUP	QUEBEC	RON HOBARTH ;
DIVISION/GROUP	PAPA	NELSON BRADLEY ; ...
DIVISION/GROUP	ROMEO	AL FRANKLIN ;

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**

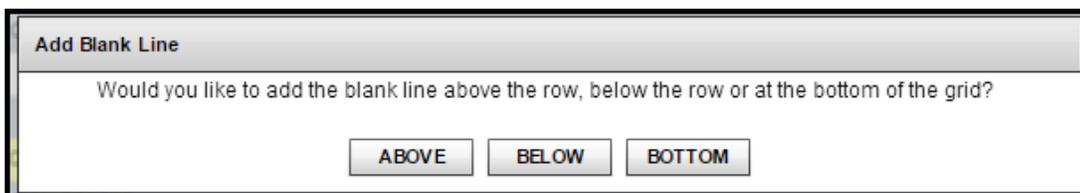
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See *ICS 203 Template* under *Settings* to make changes.

- 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.

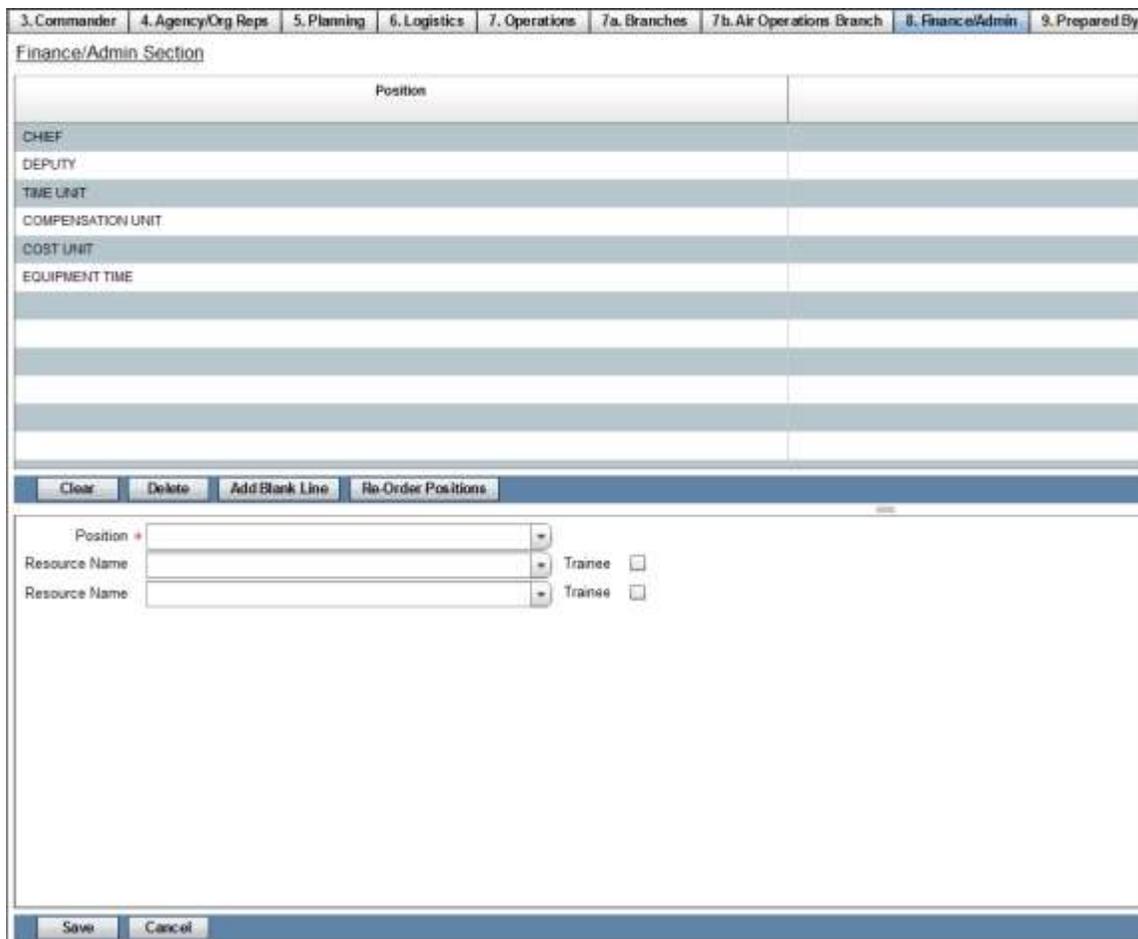


The dialog box has a title bar that says "Add Blank Line". Below the title bar is a text area containing the question: "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". At the bottom of the dialog box are three buttons: "ABOVE", "BELOW", and "BOTTOM".

- 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 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.

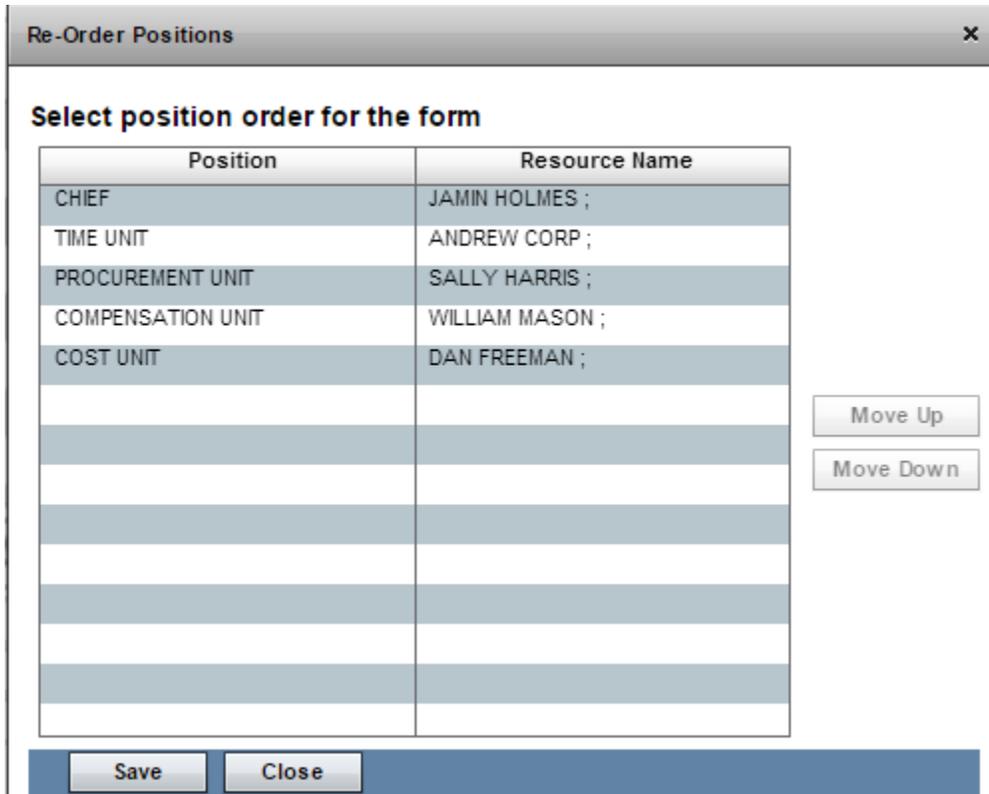
NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

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.

Add Blank Line

Would you like to add the blank line above the row, below the row 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.



Position	Resource Name
CHIEF	JAMIN HOLMES ;
TIME UNIT	ANDREW CORP ;
PROCUREMENT UNIT	SALLY HARRIS ;
COMPENSATION UNIT	WILLIAM MASON ;
COST UNIT	DAN FREEMAN ;

Buttons: Move Up, Move Down, Save, Close

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

11. Select tab. **9. Prepared By.**

3. Commander	4. Agency/Org Reqs	5. Planning	6. Logistics	7. Operations	7a. Branches	7b. Air Operations Branch	8. Finance/Admin	9. Prepared By
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Prepared By

Name

Position/Title

Date 

Time

- a. Enter the Prepared By **Name**, **Position/Title**, **Date** and **Time** data.
- b. Click the **Save** button.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: DIAMOND		2. Operational Period: DAY	
		Date/Time From: 05/19/2014 0600	Date/Time To: 05/19/2014 0600
		MON	MON
3. Incident Commander(s) and Command Staff:			
IC/UC	SAM NUNEZ ALBERT SCHWARM (T)	Branch: NORTH RIVER	
DEPUTY	DEAN DEHART	BRANCH DIRECTOR	NELS ROCH
SAFETY OFFICER	PHIL PLYMALE MURIEL TARBET (T)	DIVISION/GROUP	ALPHA TONY MARKS
INFORMATION OFFICER	KATHLEEN PHELLPS CATHY SHAUGHNESSY (T)	DIVISION/GROUP	BRAVO SAM MARSDEN HENRY PENDLETON (T)
LIAISON OFFICER	RANDOLF GRAHAM	DIVISION/GROUP	CHARLIE JACKSON FINNEAN
4. Agency/Organization Representative(s):			
Agency/Organization	Name	Branch: SOUTH RIVER	
USFS	MARIEL HANSEN	BRANCH DIRECTOR	JIM DALE ADAM HARRINGTON (T)
USFS	GEORGE JACKSON (T)	DIVISION/GROUP	OSCAR GARTH SEXTON
CONSERVANCY	HILDA BROWN (T)	DIVISION/GROUP	QUEBEC RON HOBARTH
CDF	MARY CARREIRO (T)	DIVISION/GROUP	PAPA NELSON BRADLEY HARRY CLARK (T)
5. Planning Section:			
CHIEF	PAULA HOREN		
RESOURCES UNIT	KENT FOUNTAIN BARRY EURBIN (T)	STRUCTURE PROTECTION GROUP	STANLEY MOREHOUSE KIM PLANTON (T)
SITUATION UNIT	RICK DOMING (T)	REHAB GROUP	GEORGE KLINE TRENT LOTT (T)
DEMobilization UNIT	CHERYL VANPELT	WATER HANDLING GROUP	UNSTAFFED
FIRE BEHAVIOR ANALYST	TOM HIMMEL (T)	8. Finance/Administration Section:	
HUMAN RESOURCE SPECIALIST	ETHEL WELLS (T)	CHIEF	JAMIN HOLMES
TRAINING SPECIALIST	TONY DICKSON	TIME UNIT	ANDREW CORP
GIS SPECIALIST	PERRY FLEISHER (T) FINIGAN FLEISHER (T)	PROCUREMENT UNIT	SALLY HARRIS
COMPUTER INCIDENT METEOROLOGIST	MARTHA COHN GEORGE SIMONDS	COMPENSATION UNIT	WILLIAM MASON
		COST UNIT	DAN FREEMAN
6. Logistics Section:			
CHIEF	BETTY APPELHOF		
COMMUNICATIONS UNIT	DAVID GRANT		
MEDICAL UNIT	KENDRA ESPARZA		
SECURITY UNIT	KERMIT MALDONADO (T)		
FOOD UNIT	DERDRA KELLOGG		
SUPPLY UNIT	RUDY RODRIGUEZ (T)		
FACILITIES UNIT	EDWARD MADSEN (T)		
GROUND SUPPORT UNIT	VICTOR UHLER		
7. Operations Section:			
DAY OPS SECTION CHIEF	FRANK TEMPLETON JOSHUA GUEZ (T)		
NIGHT OPS SECTION CHIEF	HILLARY SCHWARTZ JUSTIN DEMETRIUS (T)		
PLANNING OPS	VINCENT PEAL		
9. Prepared By:	Name: BARRY EURBIN (T)	Position/Title: RESOURCE UNIT LEADER	Signature:
ICS 203	IAP Page	Date/Time: 05/18/2014 0900	

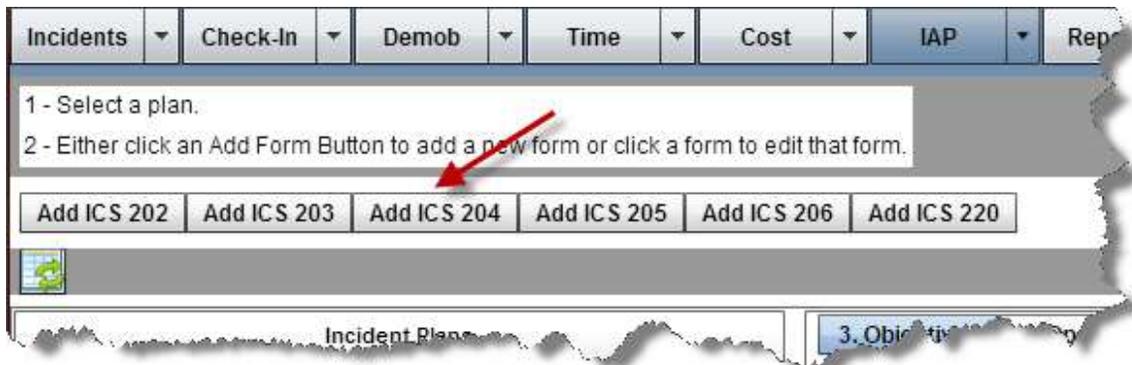
DRAFT

Page 1 of 1

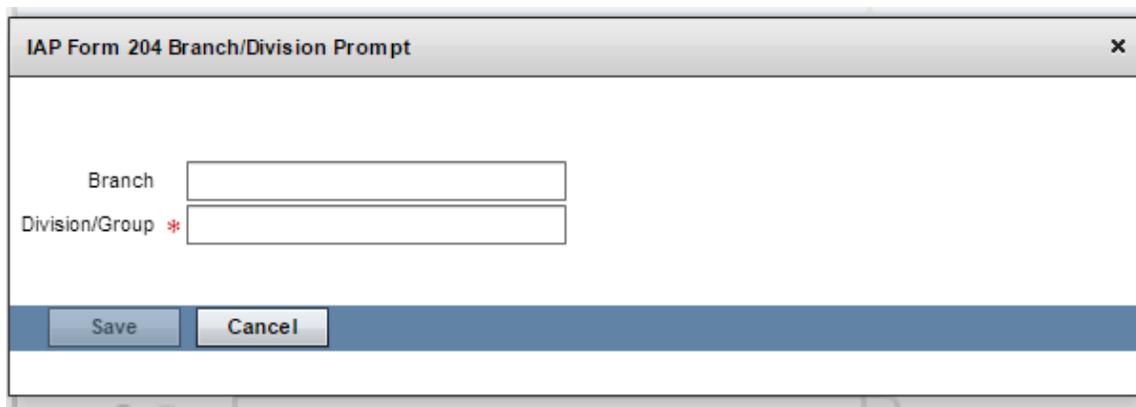
ICS 204 Division/Group Assignment List

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**.
5. Select tab **4. Operations Personnel**.

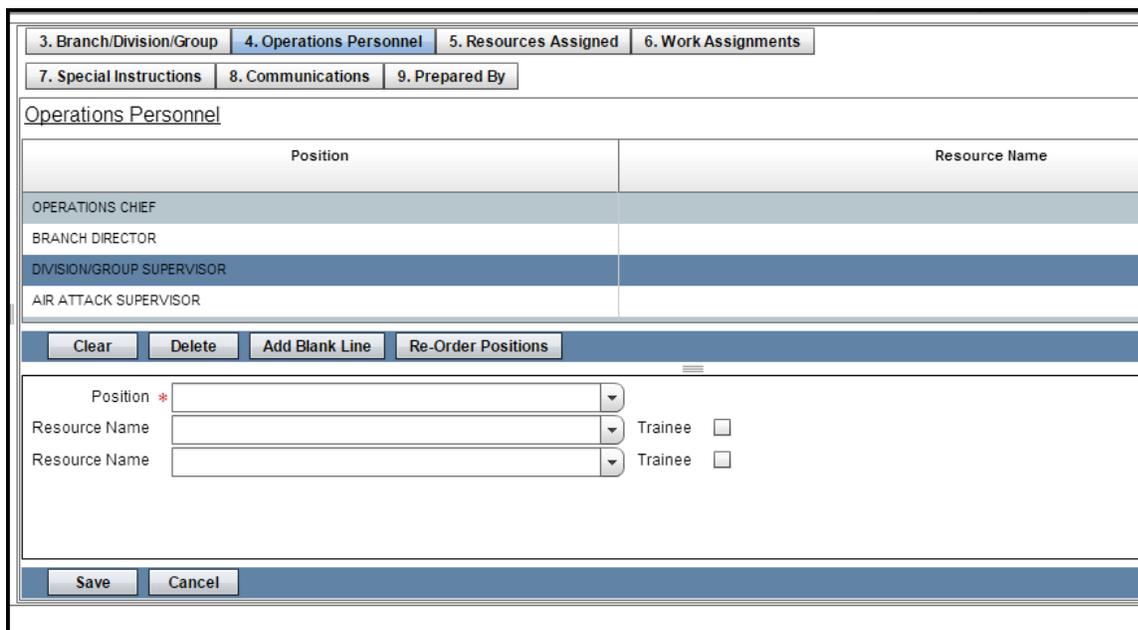
NOTE: The system will pre-populate the grid with all positions defined in the ICS 204 template.

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.



Position	Resource Name
OPERATIONS CHIEF	
BRANCH DIRECTOR	
DIVISION/GROUP SUPERVISOR	
AIR ATTACK SUPERVISOR	

Buttons: Clear, Delete, Add Blank Line, Re-Order Positions

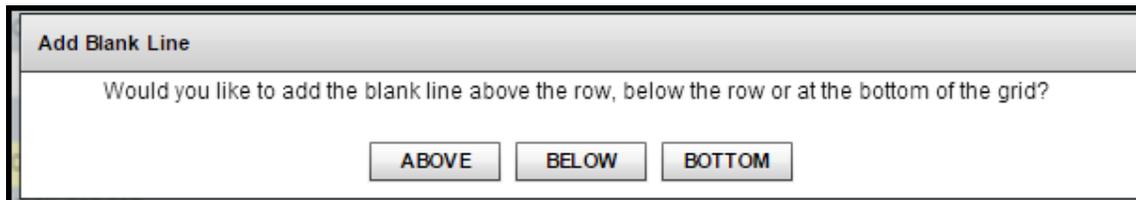
Form fields: Position *, Resource Name, Resource Name, Trainee

Buttons: Save, Cancel

- 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.

NOTE: Enter up to two Resource Names for the selected position.

- 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.

A dialog box titled "Add Blank Line" with a light gray header. The main area contains the text "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". At the bottom, there are three buttons: "ABOVE", "BELOW", and "BOTTOM".

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.

Re-Order Positions
✕

Select position order for the form

Position	Resource Name
OPERATIONS CHIEF	FRANK TEMPLETON ;
DIVISION/GROUP SUPERVISOR	JAMES CARNEY ;
BRANCH DIRECTOR	NELS ROCH ;
AIR ATTACK SUPERVISOR	PAUL CROTTY ; STAN KUBOTA

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 **5. Resources Assigned.**

3. Add ICS 204
Add ICS 205
Add ICS 206
Add ICS 220
ICS 204 Branch NORTH RIVER Division ALPHA 05/19/2014 - 05/19/2014 0600 - 0600 DAY

3. Branch/Division/Group
4. Operations Personnel
5. Resources Assigned
6. Work Assignments

7. Special Instructions
8. Communications
9. Prepared By

Resources Assigned

Resource Identifier

Leader

Last Day to Work

of Persons

Drop-Off Point

Drop-Off Time

Pick-Up Point

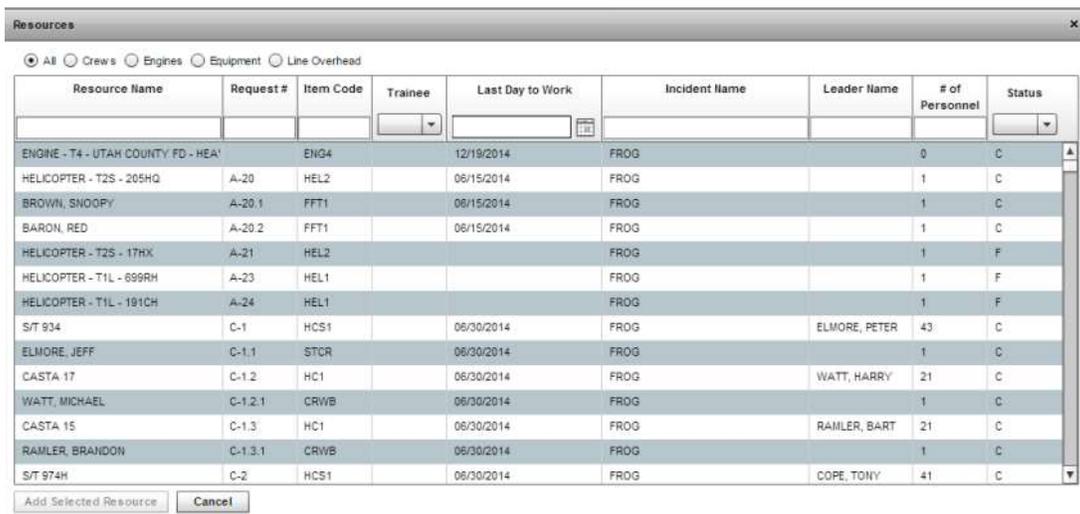
Pick-Up Time

Resource Identifier	Leader	Last Day To Work	# of Persons	Drop-Off Point	Drop-Off Time	Pick-Up Point	Pick-Up Time
HCS1; S/T 834; C-1	ELMORE, PETER	06/30/2014	43	RD 43	0800	HWY 55	2000
HCI; CASTA 17; C-1.2	WATT, HARRY	06/30/2014	21	RD 43	0800	HWY 55	2000
HCI; CASTA 15; C-1.3	RAJLER, BART	06/30/2014	21	RD 43	0800	HWY 55	2000
HCS1; S/T 874H; C-2	COPE, TONY	06/30/2014	41	RD 43	0800	HWY 55	2000
HCI; MOND 15; C-2.1	ROOKUS, JOHN	06/28/2014	20	RD 43	0800	HWY 55	2000
HCI; RAM 16; C-2.2	GARCIA, MARTHA	06/26/2014	20	RD 43	0800	HWY 55	2000
HC2; SEQUOIA IA; C-3	PRETO, HARIAN	06/30/2014	21	RD 43	0800	HWY 55	2000

- a. To manually add assigned resources:
 - i. Enter the **Resource Identifier, Leader, Last Day to Work, # of Persons, Drop-Off Point, Drop-Off Time, Pick-Up Point, and Pick-Up Time** data for the resource.

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.

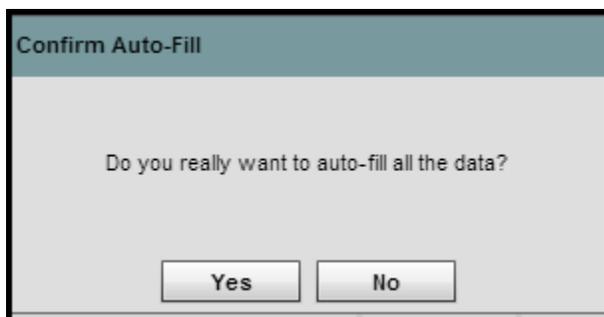


Resource Name	Request #	Item Code	Trainee	Last Day to Work	Incident Name	Leader Name	# of Personnel	Status
ENGINE - T4 - UTAH COUNTY FD - HEA1		ENG4		12/19/2014	FROG		0	C
HELICOPTER - T2S - 205HQ	A-20	HEL2		06/15/2014	FROG		1	C
BROWN, SNOOPY	A-20.1	FFT1		06/15/2014	FROG		1	C
BARON, RED	A-20.2	FFT1		06/15/2014	FROG		1	C
HELICOPTER - T2S - 17HX	A-21	HEL2			FROG		1	F
HELICOPTER - T1L - 699RH	A-23	HEL1			FROG		1	F
HELICOPTER - T1L - 191CH	A-24	HEL1			FROG		1	F
S/T 934	C-1	HCS1		06/30/2014	FROG	ELMORE, PETER	43	C
ELMORE, JEFF	C-1.1	STCR		06/30/2014	FROG		1	C
CASTA 17	C-1.2	HC1		06/30/2014	FROG	WATT, HARRY	21	C
WATT, MICHAEL	C-1.2.1	CRWB		06/30/2014	FROG		1	C
CASTA 15	C-1.3	HC1		06/30/2014	FROG	RAMLER, BART	21	C
RAMLER, BRANDON	C-1.3.1	CRWB		06/30/2014	FROG		1	C
S/T 974H	C-2	HCS1		06/30/2014	FROG	COPE, TONY	41	C

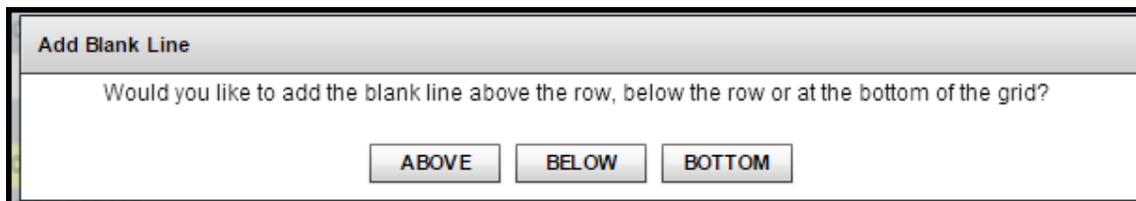
NOTE: If a resource was already added to an ICS 204 form in this same operational period for the IAP, the system will display a message. To add the resource to this ICS 204, even though it is listed in another ICS 204, click the

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.

Re-Order Resources

Select resource order for the form

Resource Identifier
HCS1; S/T 934; C-1
HC1; CASTA 17; C-1.2
HC1; CASTA 15; C-1.3
HCS1; S/T 974H; C-2
HC1; MOND 19; C-2.1
HC1; RAM 16; C-2.2
HC2; SEQUOIA IA; C-3
HC2; COPPER 2; C-11
HC2; COBRA ; C-10
[Blank Line]
ENGINE S/T - T3 - 2176C
ENGINE - T3 - 5335
ENGINE - T3 - 6131
ENGINE - T3 - 5431

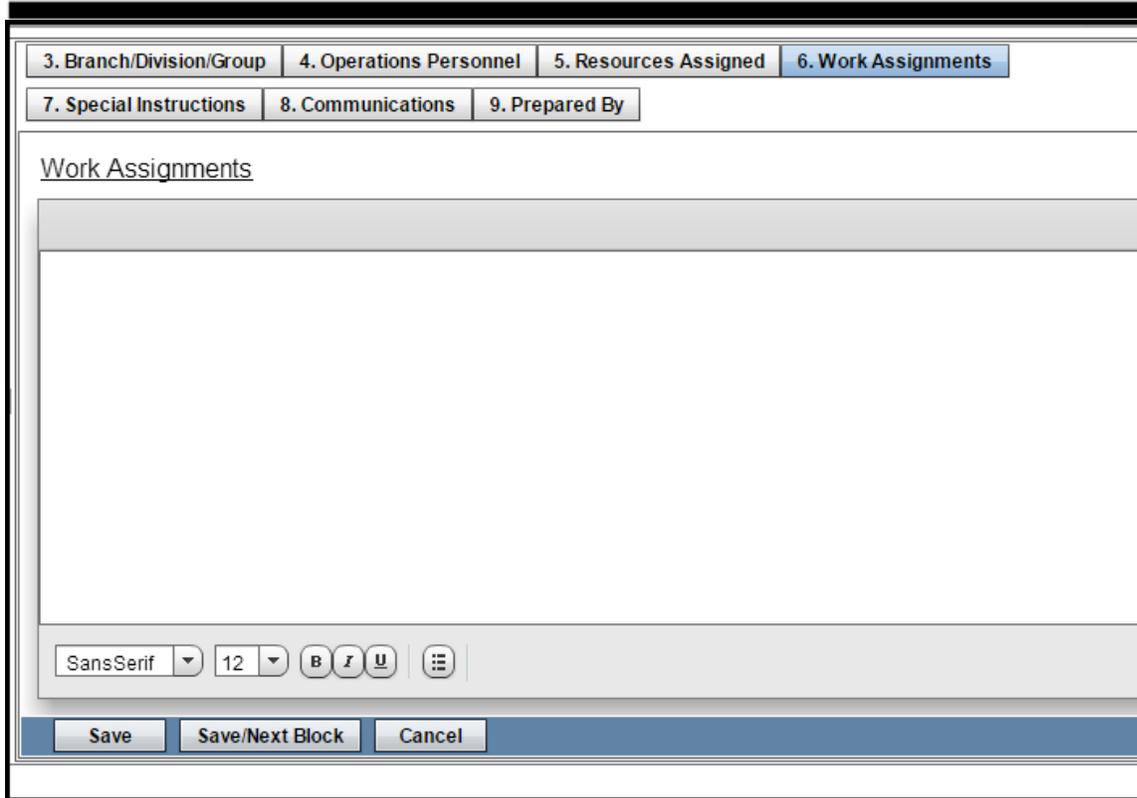
Move Up

Move Down

Save Close

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

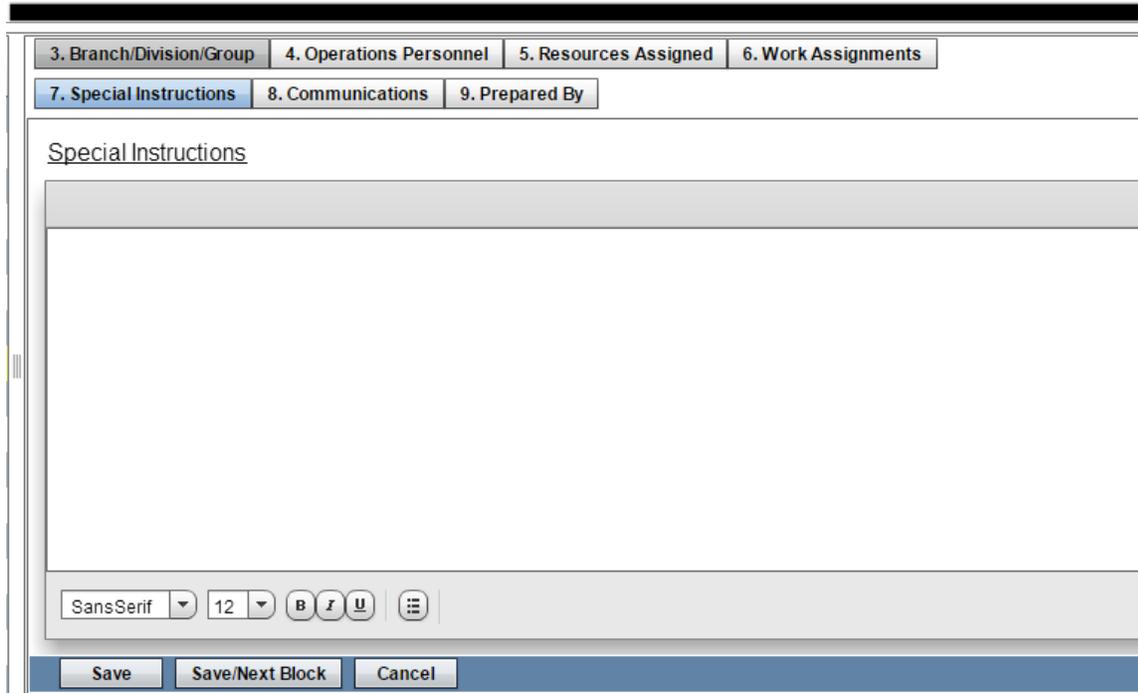
10. Select tab **6. Work Assignments** and enter the **Work Assignment** information. Click the **Save** or **Save/Next Block** button to save the data.



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

12. Select tab **8. Communications**.

3. Branch/Division/Group | 4. Operations Personnel | 5. Resources Assigned | 6. Work Assignments

7. Special Instructions | **8. Communications** | 9. Prepared By

Communications

Function: COMMAND
 Channel: 14
 RX Frequency M/W: 168.0750 N
 RX Tone: 131.8
 TX Frequency M/W: 168.0750 N
 TX Tone: 131.8
 Mode:

Save | Clear | Delete | Cancel | Add From Master Frequency List | Add Blank Line | Re-Order Frequencies

Function	Channel	RX Frequency M/W	RX Tone	TX Frequency M/W	TX Tone
TACTICAL	1	151.1500 N	131.8	151.1500 N	131.8
COMMAND	14	168.0750 N	131.8	168.0750 N	131.8
AIR TO GROUND	12	168.0125 N		168.0125 N	
MEDEVAC	16	155.2000 N	155.2	155.2000 N	155.2

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 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.

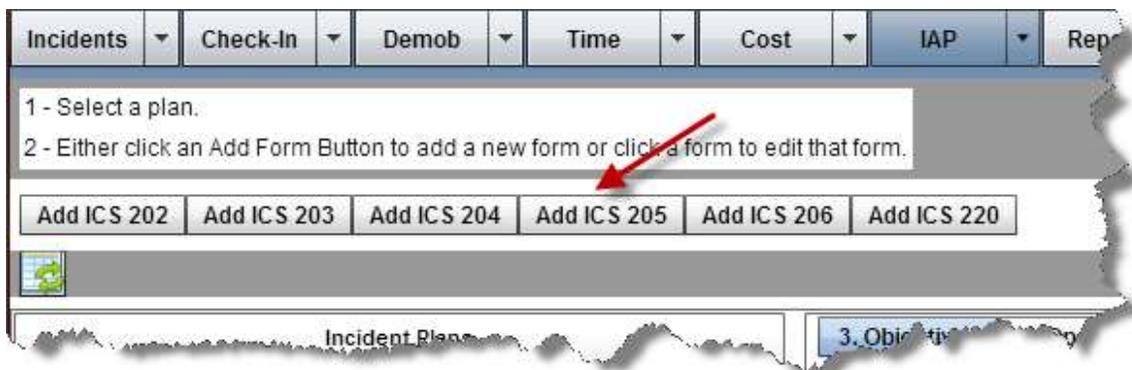
Division/Group Assignment List (ICS 204 WF)

1. Incident Name:		3.				
DIAMOND		Branch:	Division/Group:			
2. Operational Period: DAY			DOME			
Date/Time From: 05/23/2018 0600 MON	Date/Time To: 05/23/2018 1800 MON					
4. Operations Personnel						
OPERATIONS CHIEF	CRANSTON, CHRIS	DIVISION/GROUP SUPERVISOR	GERME, GERRI			
SAFETY OFFICER	JARVIS, JON	AIR ATTACK SUPERVISOR	SASCH, BARNEY			
5. Resources Assigned This Period						
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time	
E333 ST 2040C E-310		OLSON, ANDY		FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
STEN E-310.1		OLSON, ANDY	1	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
ENG3 ENG 3089 E-310.2		STILTS, SONNY	5	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
ENG3 ENG 3444 E-310.3		LATHROP, JIM	5	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
ENG3 ENG 8024 E-310.4		EDMONDSON, JP	5	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
ENG3 ENG 9177 E-310.5		DUBOIS, FRANK	5	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
ENG3 ENG 9178 E-310.6		PACILLO, BOLINDA	5	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
WTT1 WATER WORKS WT E-303		ROBINSON, JILL	1	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
DIVS G-56.38		FREEHOUSE, FARLEY (T)	1	FOREST SUBDIVISION/0700	JUNPER SUBDIVISION/1800	
6. Control Operations/Work Assignments: Continue to reassess structures located within the fire perimeter.						
7. Special Instructions: Maintain prompt communications with your crews.						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	8	153.8600 N	131.7	155.8600 N	131.8	D
TACTICAL	2	151.5000 N	131.8	151.5000 N	131.8	D
MEDEVAC	18	155.2800 N	155.2	155.2800 N	155.2	D
AIR TO GROUND	12	168.0125 N		168.0125 N		D
9. Prepared By (Resource Unit Leader)		Approved By (Planning Section Chief)		Date	Time	
STAN SMITH		BRIAN BRINKLEY		05/23/2018	2100	

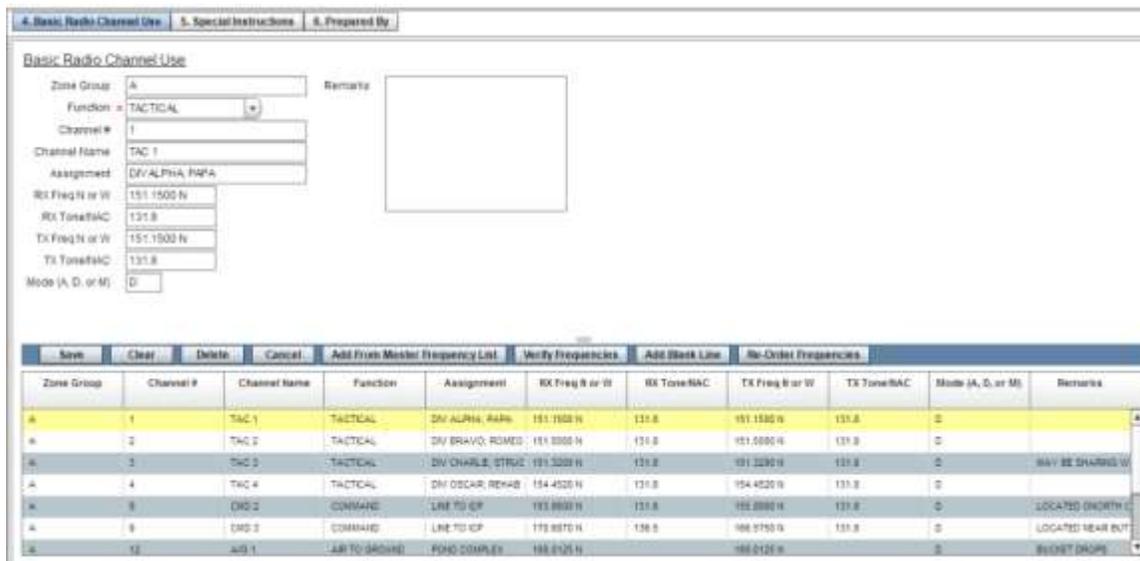
ICS 205 Incidents Radio Communications Plan

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.



3. Select tab **4. Basic Radio Channel Use**.



Zone Group	Channel #	Channel Name	Function	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
A	1	TAC 1	TACTICAL	DIV ALPHA, RAPA	151.1500 N	131.8	151.1500 N	131.8	D	
A	2	TAC 2	TACTICAL	DIV BRAVO, ROMED	151.0000 N	131.8	151.0000 N	131.8	D	
A	3	TAC 3	TACTICAL	DIV CHARLIE, STRUC	151.2200 N	131.8	151.2200 N	131.8	D	NAV BE SHARED W
A	4	TAC 4	TACTICAL	DIV OSCAR, RENAB	154.4500 N	131.8	154.4500 N	131.8	D	
A	5	COM 2	COMMAND	LINE TO CP	153.8800 N	131.8	153.8800 N	131.8	D	LOCATED IN NORTH C
A	6	COM 2	COMMAND	LINE TO CP	153.8870 N	131.8	153.8870 N	131.8	D	LOCATED NEAR BUT
A	12	AIR 1	AIR TO GROUND	FOOD COMPLEX	166.0125 N		166.0125 N		D	BUCKET DROPS

- 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.

Add Blank Line

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

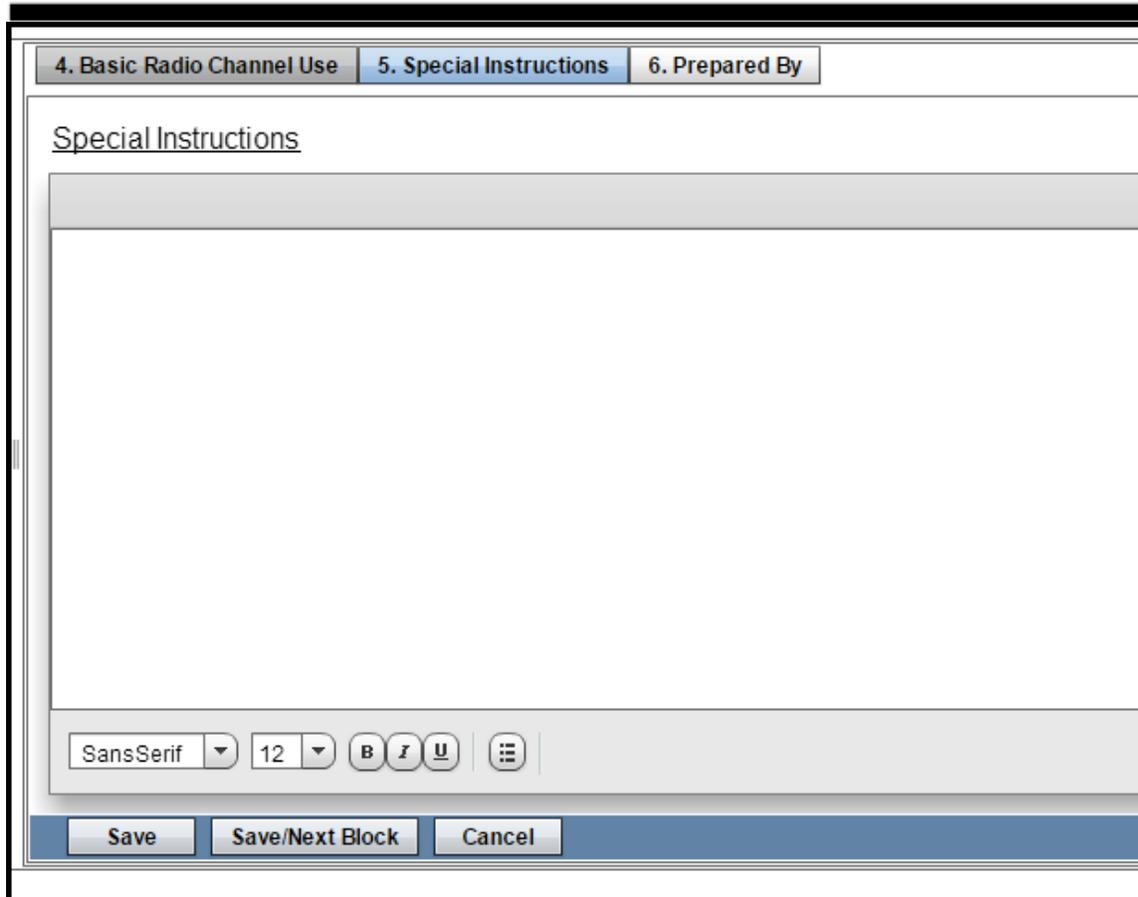
Re-Order Frequencies

Select position order for the form

Zone Group	Channel #	Channel Name	Function	Assignment	RX Freq N or W	RX Tone/IAAC	TX Freq N or W	TX Tone/IAAC
A	1	TAC 1	TACTICAL	DIV ALPHA; P...	151.1500 N	131.8	151.1500 N	131.8
A	2	TAC 2	TACTICAL	DIV BRAVO; R...	151.5000 N	131.8	151.5000 N	131.8
A	3	TAC 3	TACTICAL	DIV CHARLE; ...	151.3200 N	131.8	151.3200 N	131.8
A	4	TAC 4	TACTICAL	DIV OSCAR; R...	154.4520 N	131.8	154.4520 N	131.8
A	8	CMD 2	COMMAND	LINE TO ICP	153.8600 N	131.8	155.8800 N	131.8
A	9	CMD 3	COMMAND	LINE TO ICP	170.6870 N	136.5	166.5750 N	131.8
A	12	A/G 1	AIR TO GROUND	POND COMPLEX	168.0125 N		168.0125 N	
A	14	CMD	COMMAND	LINE TO ICP	168.0750 N	131.8	168.0750 N	131.8
A	15	A/G 2	AIR TO GROUND	POND COMPLEX	169.2875 N		169.2875 N	
A	16	MEDEVAC	MEDEVAC	EMERGENCY E...	155.2800 N	155.2	155.2800 N	155.2

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.

4. Basic Radio Channel Use	5. Special Instructions	6. Prepared By
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Prepared By

Prepared By

Date 

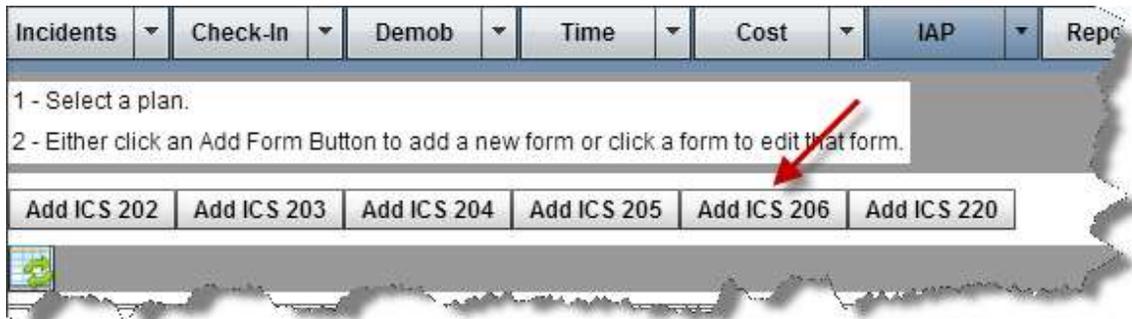
Time

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)										
1. Incident Name:			2. Date/Time Prepared:			3. Operational Period: DAY				
DIAMOND			Date: 05/22/2014 Time: 2100		Date/Time From: 05/23/2014 0600 FRI			Date/Time To: 05/23/2014 1800 FRI		
4. Basic Radio Channel Use:										
Zone Group	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A,D, or M)	Remarks
A	1	TACTICAL	TAC	DIV LANGER LAKE	151.1500 N	131.8	151.1500 N	131.8	D	
A	2	TACTICAL	TAC	DIV DOME MTN	151.5000 N	131.8	151.5000 N	131.8	D	
A	3	TACTICAL	TAC	DIV CAPE HORN	151.3200 N	131.8	151.3200 N	131.8	D	
A	8	COMMAND	CMD	LINE TO ICP	153.8600 N	131.7	155.8800 N	131.8	D	LOCATED NORTH OF BAKER CRK
A	12	AIR TO GROUND	A/G 1	ALL DIVISIONS	168.0125 N		168.0125 N		D	BUCKET DROPS
A	16	MEDEVAC	MEDEVAC	EMERGENCY EVAC ONLY	155.2800 N	155.2	155.2800 N	155.2	D	COMMMO W/LIFE FLIGHT HELOS
5. Special Instructions:										
LAST DATE RADIOS WERE CLONED LAST SHIFT. ADDITIONAL CLONING WILL BE NEEDED AS SOON AS ANOTHER REPEATER IS INSTALLED.										
6. Prepared By (Communications Unit Leader): Name: GRANT GARNER Signature: _____										
ICS 205		IAP Page _____		Date/Time: 05/22/2014 2100						
DRAFT										
Page 1 of 1										

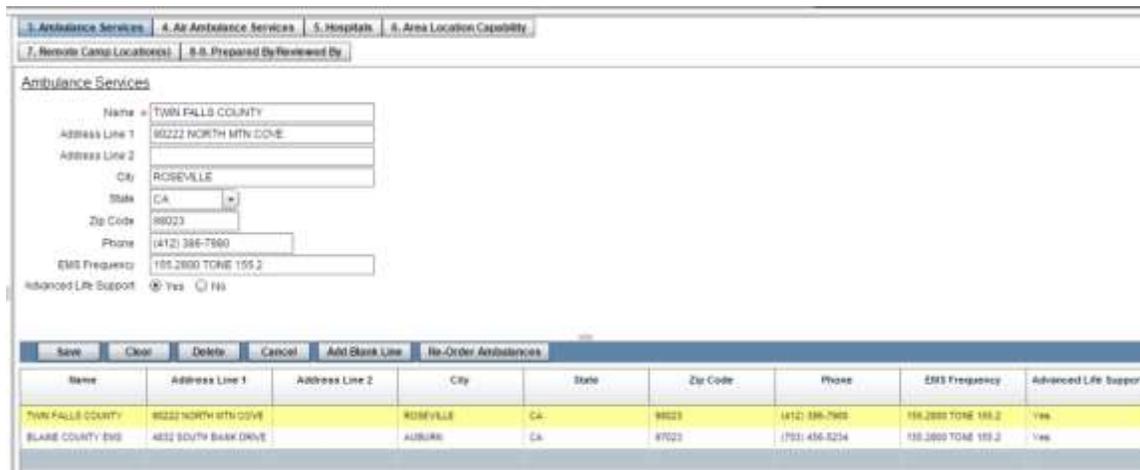
ICS 206 Medical Plan

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.



3. Select tab **3. Ambulance Services**.



Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone	EMS Frequency	Advanced Life Support
TWIN FALLS COUNTY	40222 NORTH MTN COVE		ROSEVILLE	CA	95623	(415) 386-7900	155.2800 TONE 155.2	Yes
BLAIR COUNTY EMS	4032 SOUTH BARK DRIVE		AUBURN	CA	97023	(701) 456-5254	155.2800 TONE 155.2	Yes

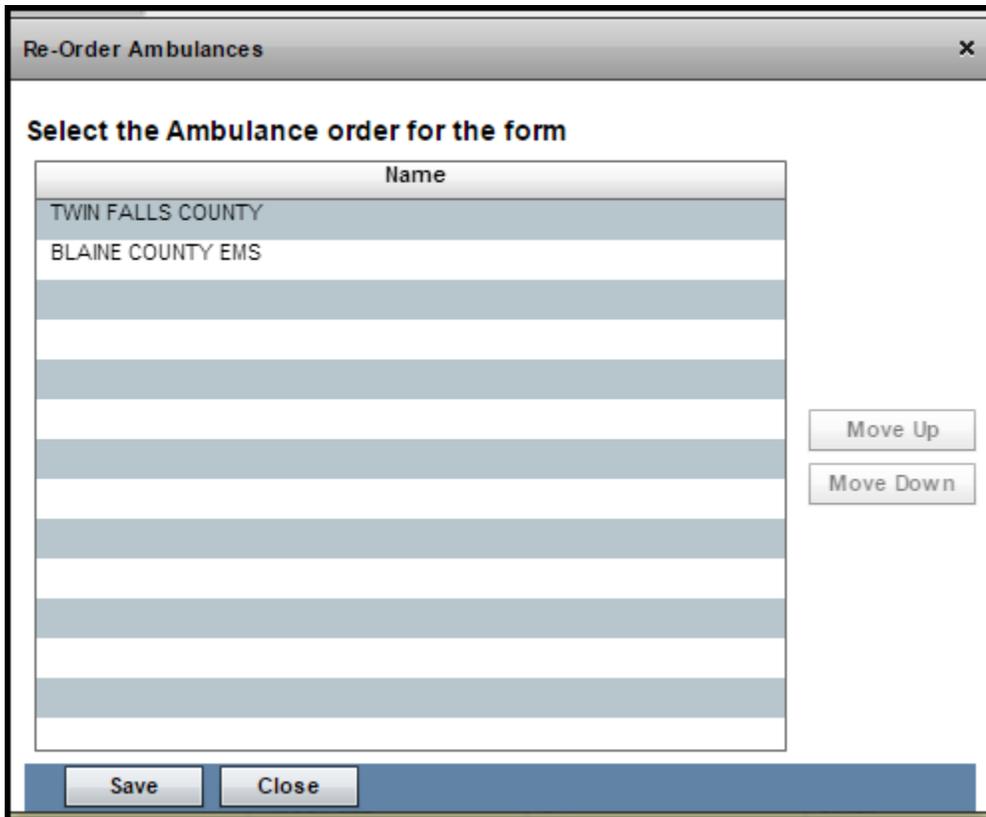
- a. Enter the ambulance **Name**.
- b. Enter the **Address1**, **Address 2**, **City**, **State** and **Zip** for the ambulance.
- c. Enter the **Phone** for the ambulance.
- d. Enter the **EMS Frequency** for the ambulance.
- e. If **Advance Line Support** is available for the ambulance, select the **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.



The dialog box is titled "Add Blank Line". It contains the text: "Would you like to add the blank line above the row, below the row or at the bottom of the grid?". Below the text are three buttons: "ABOVE", "BELOW", and "BOTTOM".

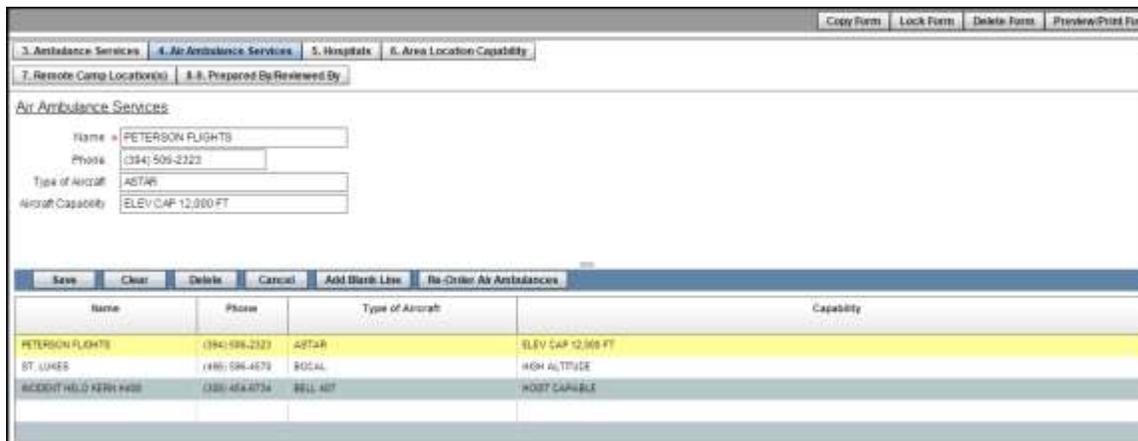
- j. To re-order the ambulances, click the **Re-Order Ambulances** button. In the window that displays, select the ambulance and use the **Move Up** and **Move Down** buttons to move the ambulance up or down. Click the **Save** button to save the order.



The window is titled "Re-Order Ambulances" and has a close button (X) in the top right corner. The main heading is "Select the Ambulance order for the form". Below this is a table with a header "Name" and two rows of data: "TWIN FALLS COUNTY" and "BLAINE COUNTY EMS". There are several empty rows below. To the right of the table are two buttons: "Move Up" and "Move Down". At the bottom of the window are two buttons: "Save" and "Close".

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

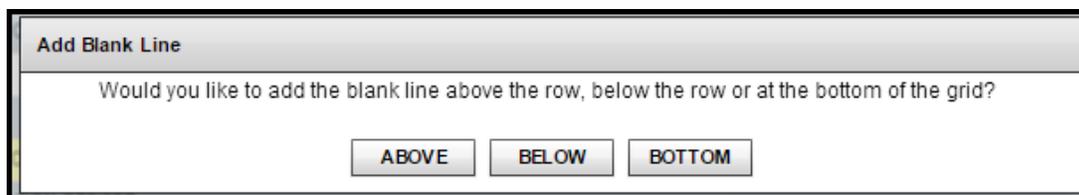
4. Select tab **4. Air Ambulance Services**.



The screenshot shows a software interface for 'Air Ambulance Services'. At the top, there are tabs for '3. Ambulance Services', '4. Air Ambulance Services', '5. Hospitals', and '6. Area Location Capability'. Below the tabs, there are fields for '7. Remote Camp Location(s)' and '8.8. Prepared By/Reviewed By'. The main section is titled 'Air Ambulance Services' and contains four input fields: 'Name' (PETERSON FLIGHTS), 'Phone' ((384) 508-2322), 'Type of Aircraft' (ASTAR), and 'Aircraft Capability' (ELEV CAP 12,000 FT). Below these fields is a toolbar with buttons: 'Save', 'Clear', 'Delete', 'Cancel', 'Add Blank Line', and 'Re-Order Air Ambulances'. At the bottom is a table with the following data:

Name	Phone	Type of Aircraft	Capability
PETERSON FLIGHTS	(384) 508-2322	ASTAR	ELEV CAP 12,000 FT
ST. JAMES	(486) 594-4579	BOCAL	HIGH ALTITUDE
WOODHOLD AERIAL MED	(386) 454-0734	BELL 407	HOIST CAPABLE

- Enter the air ambulance **Name**.
- Enter the **Phone** for the air ambulance.
- Enter the **Type of Aircraft** for the air ambulance.
- Enter the **Aircraft Capability** for the air ambulance.
- Click the **Save** button to save the ambulance data to the form.
- Click the **Clear** button to add another Air Ambulance Service.
- To delete an Air Ambulance Service in the grid, highlight the service and click the **Delete** button.
- 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.



The dialog box is titled 'Add Blank Line' and contains the question: 'Would you like to add the blank line above the row, below the row or at the bottom of the grid?'. Below the question are three buttons: 'ABOVE', 'BELOW', and 'BOTTOM'.

- To re-order the air ambulances, click the **Re-Order Air Ambulances** button. In the window that displays, select the air ambulance and use

- 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.



- 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**.

Copy Form | Lock Form | Delete Form | Preview Print Form

3. Ambulance Services | 4. Air Ambulance Services | 5. Hospitals | 8. Area Location Capability

7. Remote Care Locations | 8-8. Prepared By/Reviewed By

Area Location Capability

Branch: NORTH RIVER BRANCH

Division/Group: ALPHA, BRAVO, CHARLIE

EMS Responders: HAZEL MARTIN, SAM HETT

Capability: PARAMEDICS

Available Equipment: AED, ADV LIFE SUPPORT

Emergency Channel: COMMAND CHANNEL 9

ETA for Ambulance to Scene (Air): 23 MIN

ETA for Ambulance to Scene (Ground): 1 HOUR

Approved Helispot (Lat): N38 33 2907

Approved Helispot (Long): W121 2 8327

Save | Clear | Delete | Cancel | Add Blank Line | Re-Order Area Locations

Branch	Division/Group	EMS Responders & Capability	Available Equipment	Emergency Channel	Ambulance ETA (Air)	Ambulance ETA (Ground)	Approved Helispot - Lat/Long
NORTH RIVER BRANCH	ALPHA, BRAVO, CHARLIE	HAZEL MARTIN, SAM HETT	AED, ADV LIFE SUPPORT	COMMAND CHANNEL 9	23 MIN	1 HOUR	N38 33 2907 / W121 2 8327
SOUTH RIVER BRANCH	OSCAR, PAPA, ROMEO	MAURIE SPANIO, HARR WELLS	AED, ADV LIFE SUPPORT	COM 9	23 MIN	60 MIN	N38 33 2907 / W121 2 3647E
	RENEE STRICK, WATER WISE	WILL TRENT, SHARIE LLOYD	03, HD	COM 9	23 MIN	1 HR	N38 33 2907 / W121 2 3771

- Enter the **Branch**.
- Enter the **Division/Group**.
- Enter the **EMS Responders** for the location.
- Enter the medical **Capability** for the location.
- Enter the **Available Equipment** for the location.
- Enter the **Emergency Channel** for the location.
- Enter the estimated time of arrival for an air ambulance to the scene in the **ETA for Ambulance to Scene (Air)** field.
- Enter the estimated time of arrival for an ambulance by ground to the scene in the **ETA for Ambulance to Scene (Ground)** field.
- Enter the latitude for the approved helispot in the **Approved Helispot (Lat)** field.
- Enter the longitude for the approved helispot in the **Approved Helispot (Long)** field.
- Click the **Save** button to save the area location capability data to the form.
- Click the **Clear** button to add another Area Location Capability.
- 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.

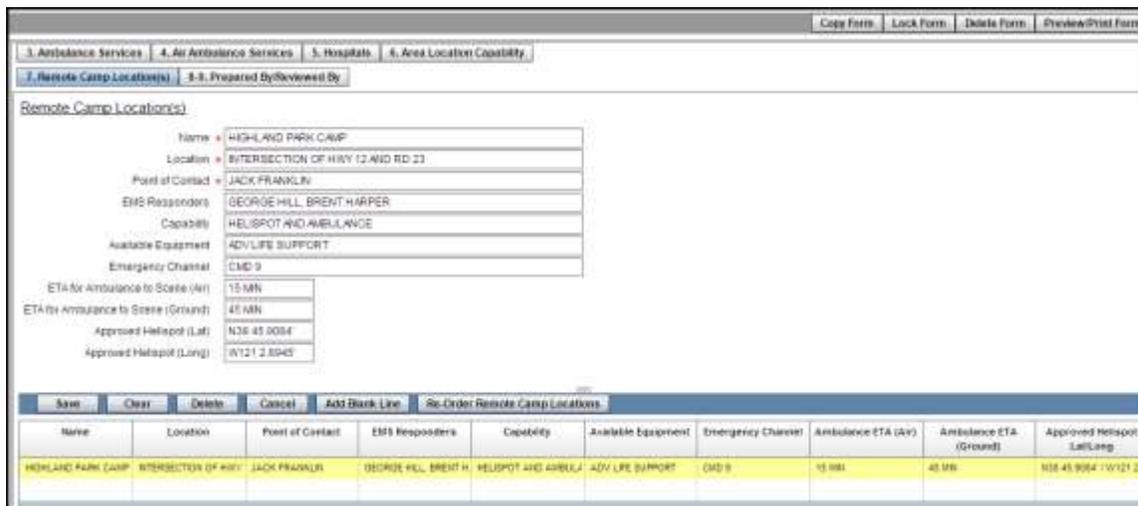
Add Blank Line

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

- 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.



Name	Location	Point of Contact	EMS Responders	Capability	Available Equipment	Emergency Channel	Ambulance ETA (Air)	Ambulance ETA (Ground)	Approved Helispot (Lat/Long)
HIGHLAND PARK CAMP	INTERSECTION OF HWY 12 AND RD 23	JACK FRANKLIN	GEORGE HILL, BRENT HARPER	HELISPOT AND AMBULANCE	ADV LIFE SUPPORT	CMD 9	15 MIN	45 MIN	N38 45 0084 W121 2 8945

- 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.



- 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.

Copy Form Lock Form Delete Form Preview/Print

3. Ambulance Services 4. Air Ambulance Services 5. Hospitals 6. Area Location Capabilities

7. Remote Camp Locations 8.9. Prepared By/Reviewed By

Prepared By

Prepared By: KENDRA ESPARZA

Date/Time: 06/20/2014 09:00

Reviewed By

Reviewed By: PHE. PLUMB

Date/Time: 06/20/2014 09:00

Save Save/Next Block Cancel

Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period:		DAY			
DIAMOND		Date/Time From: 05/23/2014 0800 FRI		Date/Time To: 05/23/2014 1800 FRI			
3. Ambulance Services							
Name	Complete Address	Phone & EMS Frequency		Advanced Life Support (ALS)			
				Yes	No		
BRENT HILL AMBULANCE	1223 HILL RD. GRANITE, MT	(123) 123-1234 158.0900		X			
MEADOWS VALLEY	200 HWY 95 NEW MEADOWS, MT	(123) 123-1234			X		
4. Air Ambulance Services							
Name	Phone	Type of Aircraft	Capability				
LIFEFLIGHT	(123) 123-1234	ROTOR/FIXED WING	SHORT HAUL				
5. Hospitals							
Name Complete Address	GPS Datum - WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long	Travel Time		Phone	Helipad		Level of Care Facility
		Air	Ground		Yes	No	
CASCADE MEDICAL CLINIC 420 LAKE CASCADE CASCADE, MT	Lat: 44 31.097 N Long: 116 2.963 W VHF: 156.0700	29 MIN	50 MIN	(123) 123-1234	X		ER, MINOR TRAUMA
ST. LUKES 1000 STATE ST. NEW MEADOWS, MT	Lat: 44 54.540 N Long: 116 6.615 W VHF: 156.0700	1 HR	4 HRS	(123) 123-1234	X		ALS/BURN CENTER
6. Area Location Capability							
Branch Division/Group							
8. Prepared By (Medical Unit Leader)		9. Date/Time		10. Reviewed By (Safety Officer)		11. Date/Time	
ERIN EMERSON		05/22/2014 2100		JON JARVIS		05/22/2014 2100	

Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY	
DIAMOND		Date/Time From: 05/23/2014 0800 FRI	Date/Time To: 05/23/2014 1800 FRI
7. Remote Camp Location(s)			
Name & Location			
FOREST SUBDIVISION FOREST HILL RD AND LIGHTHOUSE LANE	Point Of Contact:	H. HILTON	
	EMS Responders & Capability	ALS	
	Equipment Available on Scene:	BACKBOARD; ALS EQUIP	
	Medical Emergency Channel:	18	
	ETA for Ambulance To Soene:		
	Air:	1 HR	
	Ground:	3 HR	
	Approved Helispot:		
	Lat:		
Long:			
8. Prepared By (Medical Unit Leader)		9. Date/Time	10. Reviewed By (Safety Officer)
ERIN EMERSON		05/22/2014 2100	JON JARVIS
			11. Date/Time
			05/22/2014 2100

Medical Plan (ICS 206 WF)			
1. Incident/Project Name:		2. Operational Period: DAY	
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON
7. Remote Camp Location(s)			
Name & Location			
HIGHLAND PARK CAMP INTERSECTION OF HWY 12 AND RD 23	Point Of Contact:	JACK FRANKLIN	
	EMS Responders & Capability	HELISPOT AND AMBULANCE	
	Equipment Available on Scene:	ADV LIFE SUPPORT	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance To Scene:		
	Air:	15 MIN	
	Ground:	45 MIN	
	Approved Helispot:		
	Lat:	N38 45.9084'	
Long:	W121 2.8945'		
8. Prepared By (Medical Unit Leader)		9. Date/Time	
KENDRA ESPARZA		06/20/2014 0900	
10. Reviewed By (Safety Officer)		11. Date/Time	
PHIL PLYMALE		06/20/2014 0900	
ICS 206 WF (1/14)		DRAFT	
		Page 3 of 3	

MEDICAL PLAN (ICS 206)

12. Medical Incident Procedures

FOR ALL MEDICAL EMERGENCIES: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Medical Incident Report

Use items one through nine to communicate situation to communications/dispatch.

1. CONTACT COMMUNICATIONS/DISPATCH

Ex: "Communications: Div. Alpha, Stand-by for Priority Medical Incident Report." (If life threatening, request designated frequency be cleared for emergency)

2. INCIDENT STATUS: Provide incident summary and command structure.

Nature of Injury/Illness		Describe the injury (Ex: Broken leg with bleeding)
Incident Name		Geographic Name + "Medical" (Ex: Trout Meadow Medical)
Incident Commander		Name of IC
Patient Care		Name of Care Provider (Ex: EMT, SMR)

3. INITIAL PATIENT ASSESSMENT:

Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this 9

Number of Patients:	Male / Female	Age:
Conscious?	<input type="checkbox"/> YES	<input type="checkbox"/> NO = MEDEVAC!
Breathing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO = MEDEVAC!
Mechanism of Injury: What caused the injury?		
Lat/Long (Datum WGS84) Ex: N 40° 42.45' x W 123° 03.24'		

4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY

SEVERITY	TRANSPORT PRIORITY
<input type="checkbox"/> URGENT-RED Life threatening injury or Ex: Unconscious, difficulty breathing, bleeding severely, 2 - 3 degree burns more than 4 palm sizes, heat stroke,	Ambulance or MEDEVAC helicopter. Evacuation need is IMMEDIATE .
<input type="checkbox"/> PRIORITY-YELLOW Serious Injury or illness. Ex: Significant trauma, not able to walk, 2 - 3 degree burns not more than 1-2 palm sizes.	Ambulance or consider air transport if at remote location. Evacuation may be DELAYED .
<input type="checkbox"/> ROUTINE-GREEN Not a life threatening injury or illness. Ex: Sprains, strains, minor heat-related illness.	Non-Emergency. Evacuation considered Routine of Convenience .

5. TRANSPORT PLAN:

Air (Agency Aircraft Preferred)			
<input type="checkbox"/> Helispot	<input type="checkbox"/> Short-haul/Hoist	<input type="checkbox"/> Life Flight	<input type="checkbox"/> Other
Ground Transport:			
<input type="checkbox"/> Self-Extract	<input type="checkbox"/> Carry-Out	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Other

6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS:

<input type="checkbox"/> Paramedic/EMT(s)	<input type="checkbox"/> Crew(s)	<input type="checkbox"/> SKED/Backboard/C-Collar
<input type="checkbox"/> Burn Sheet(s)	<input type="checkbox"/> Oxygen	<input type="checkbox"/> Trauma Bag
<input type="checkbox"/> Medication(s)	<input type="checkbox"/> IV/Fluid(s)	<input type="checkbox"/> Cardiac Monitor/AED
<input type="checkbox"/> Other (i.e. splints, rope rescue, wheeled)		

7. COMMUNICATIONS:

Function	Channel Name/Number	Receive (Rx)	Tone/NAC *	Transmit (Tx)	Tone/NAC *
Ex: Command	Forest Rpt, Ch. 2	168.3250	110.9	171.4325	110.9
COMMAND					
AIR-TO-GROUND					
TACTICAL					

*NAC for digital radio

8. EVACUATION LOCATION:

Lat/Long (Datum WGS84) EX: N 40 42.45' x W 123 03.24'	
Patient's ETA to Evacuation Location:	
Helispot/Extraction Size and Hazards:	

9. CONTINGENCY:

Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be

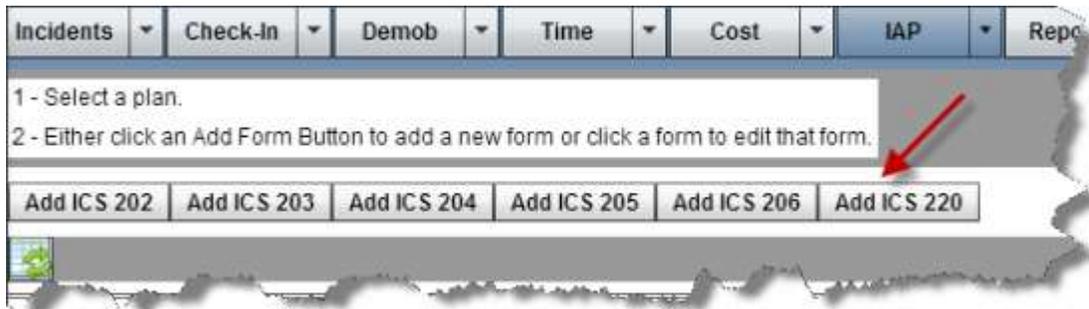
REMEMBER:

- Confirm ETA's of resources ordered
- Act according to your level of training
- Be Alert. Keep Calm. Think Clearly. Act Decisively.

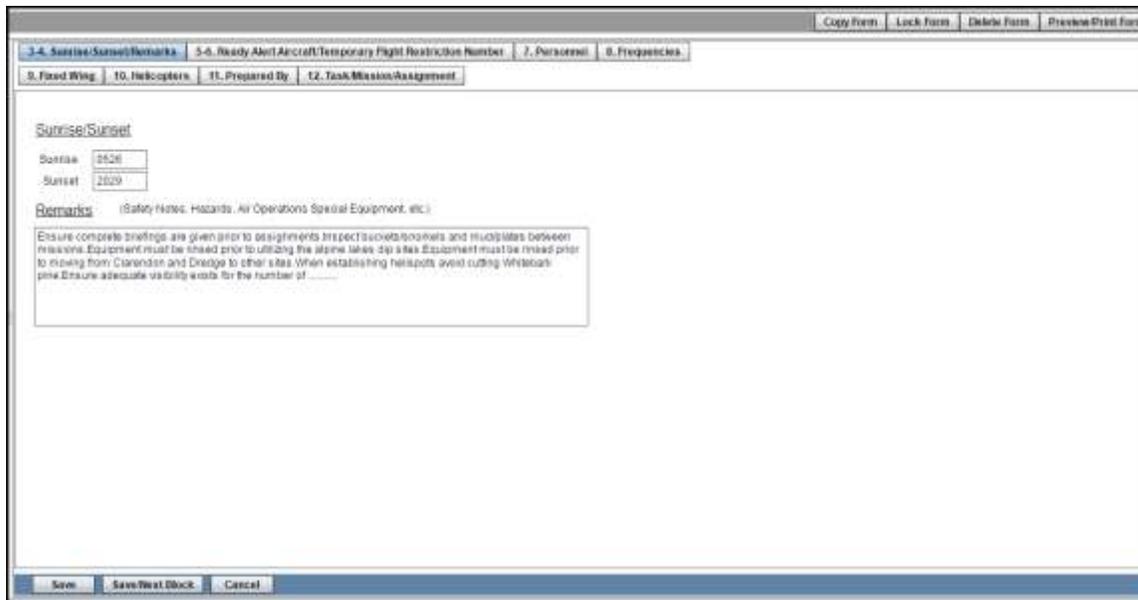
ICS 220 Air Operations Summary

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

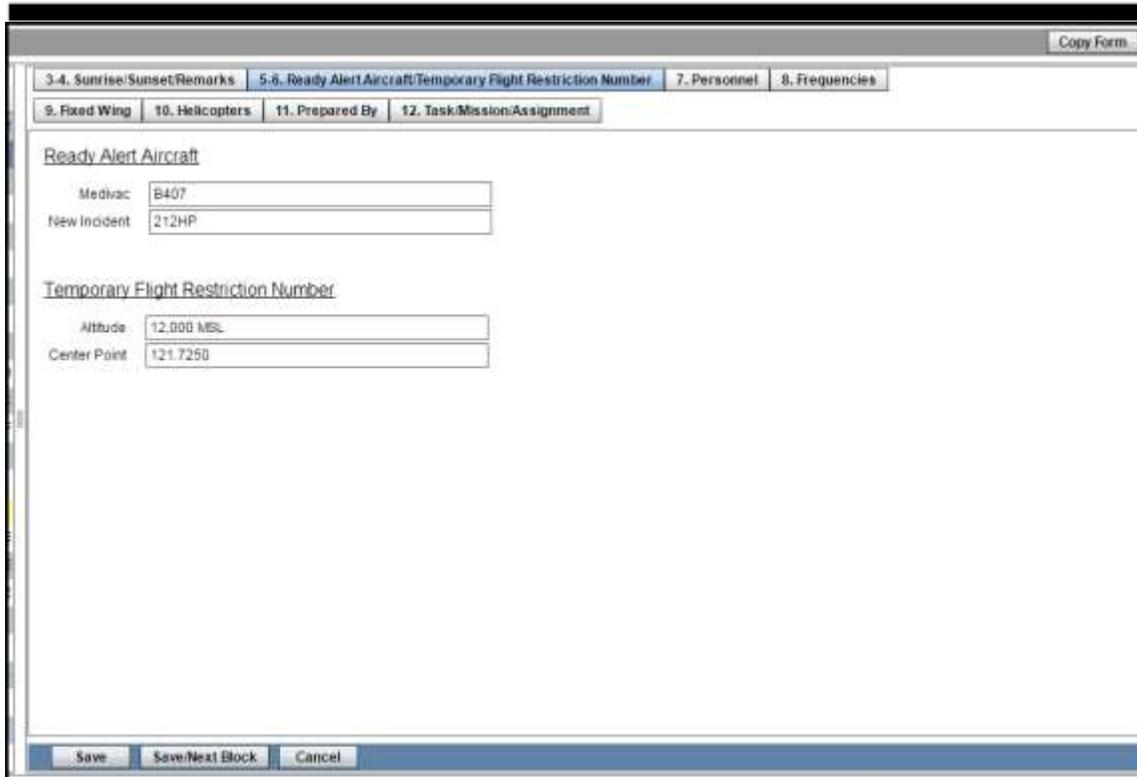
1. Select the plan to add the ICS 220 form.
2. Click the **Add ICS 220** button. The ICS 220 Form area opens on the right side of the window.



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**.



The screenshot shows a web-based form interface for IAP. At the top, there are several tabs: '3-4. Sunrise/Sunset/Remarks', '5-6. Ready Alert Aircraft/Temporary Flight Restriction Number' (which is selected), '7. Personnel', '8. Frequencies', '9. Fixed Wing', '10. Helicopters', '11. Prepared By', and '12. Task/Mission/Assignment'. A 'Copy Form' button is located in the top right corner. The main content area is divided into two sections: 'Ready Alert Aircraft' and 'Temporary Flight Restriction Number'. Under 'Ready Alert Aircraft', there are two input fields: 'Medivac' with the value 'B407' and 'New Incident' with the value '212HP'. Under 'Temporary Flight Restriction Number', there are two input fields: 'Altitude' with the value '12,000 MSL' and 'Center Point' with the value '121.7250'. At the bottom of the form, there are three buttons: 'Save', 'Save/Next Block', and 'Cancel'.

- 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**.

Copy Form Lock Form Delete F

3-4. Sunrise/Sunset/Remarks 5-6. Ready Alert/Aircraft/Temporary Flight Restriction Number 7. Personnel 8. Frequencies

9. Fixed Wing 10. Helicopters 11. Prepared By 12. Task/Mission/Assignment

Personnel

Position	Name	Phone
AIR OPERATIONS BRANCH DIRECTOR	PAT DRIESBACH	(123) 765-6789
AIR SUPPORT GROUP SUPERVISOR	PAUL CROTTY	(123) 567-4343
AIR TACTICAL GROUP SUPERVISOR	PATRICIA MCQUIRE	(123) 876-1212
HELICOPTER COORDINATOR	MARY NELSON	(123) 393-4545
HELIBASE MANAGER	MISTY DALE	(123) 324-2306

Save Save/Next Block Cancel

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**.

3-4. Sunrise/Sunset/Remarks	5-6. Ready Alert Aircraft/Temporary Flight Restriction Number	7. Personnel	8. Frequencies
9. Fixed Wing	10. Helicopters	11. Prepared By	12. Task/Mission/Assignment

Frequencies

Frequency	AM	AM TONE	FM	FM TONE
AIR/AIR FIXED-WING	1232312321	123123	123123123	12312
AIR/AIR ROTARY-WING - FLIGHT FOLLOWING	12323	1123123	123123	123123
AIR/GROUND	123123	123123	123123	123123
COMMAND	12323			
DECK COORDINATOR	123123			
TAKE-OFF & LANDING COORDINATOR	123123			
AIR GUARD	12313			

Save Save/Next Block Cancel

a. The system pre-populates the **Frequency** fields with the following frequencies:

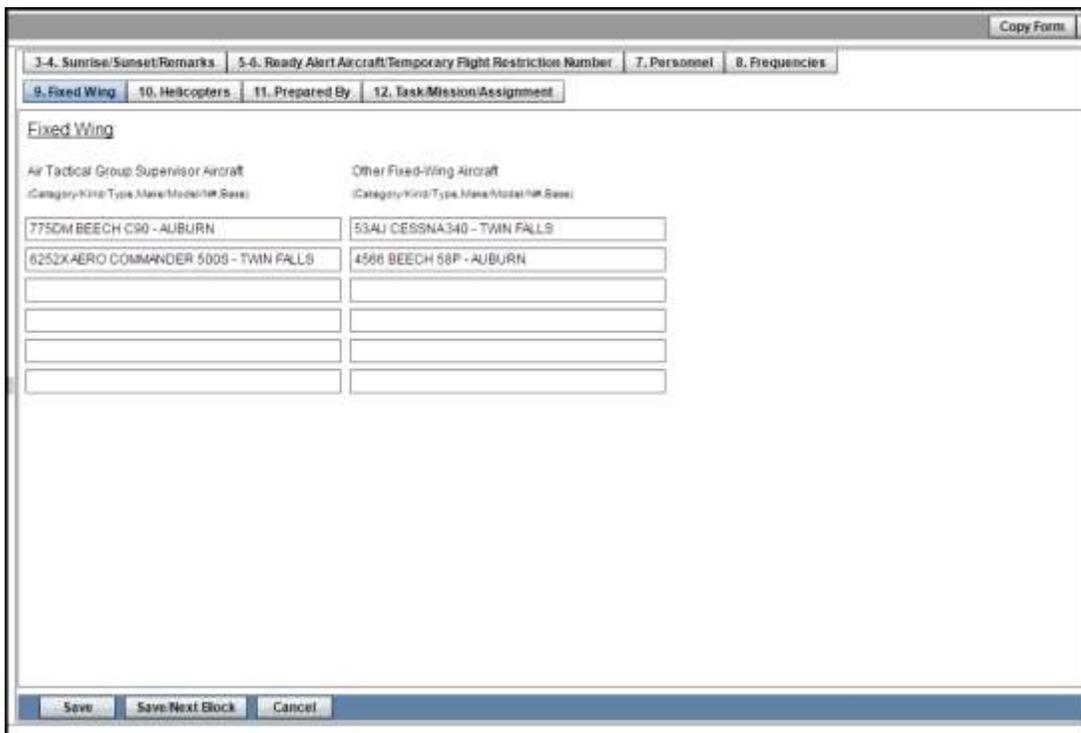
- Air/Air Fixed-Wing
- Air/Air Rotary-Wing - Flight Following
- Air/Ground
- Command
- Deck Coordinator
- Take-Off & Landing Coordinator
- Air Guard

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**.



- 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**.

Copy Form Lock Form Delete Form Preview Print Form

3-4. Survival Summary/Remarks 5-6. Ready Alert Aircraft Temporary Flight Restriction Number 7. Personnel 8. Frequencies

9. Fleet Wing 10. Helicopters 11. Prepared By 12. Task Mission Assignment

Helicopters

FAA# Available

Category/Kind/Type Start Time

Make/Model Remarks

Base

Save Clear Delete Cancel Add Blank Line Re-Order Helicopters

FAA#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
407L	3	BELL 407	SEVEN HB		0900	Shorthaul
17384	3	A-STAR 80	DEER HB		0900	Inter medical ship
2229A	3	BELL 407	ALBION		0800	Local HA
H212KA	3	212HP	BLUE CANYON		0900	Manager Mary Mays 305-456-121
H488C2	3	BELL 205	GRASS VALLEY		0800	Manager Joe Marks 301.947.233

- Enter the **FAA#** for the helicopter.
- Enter the **Category/Kind/Type** for the helicopter.
- Enter the **Make/Model** for the helicopter.
- Enter the **Base** for the helicopter.
- Enter the time that the helicopter is **Available**.
- Enter the **Start Time** for the helicopter.
- Enter any **Remarks** for the helicopter.
- Click the **Save** button to save the helicopter data to the form.
- 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?

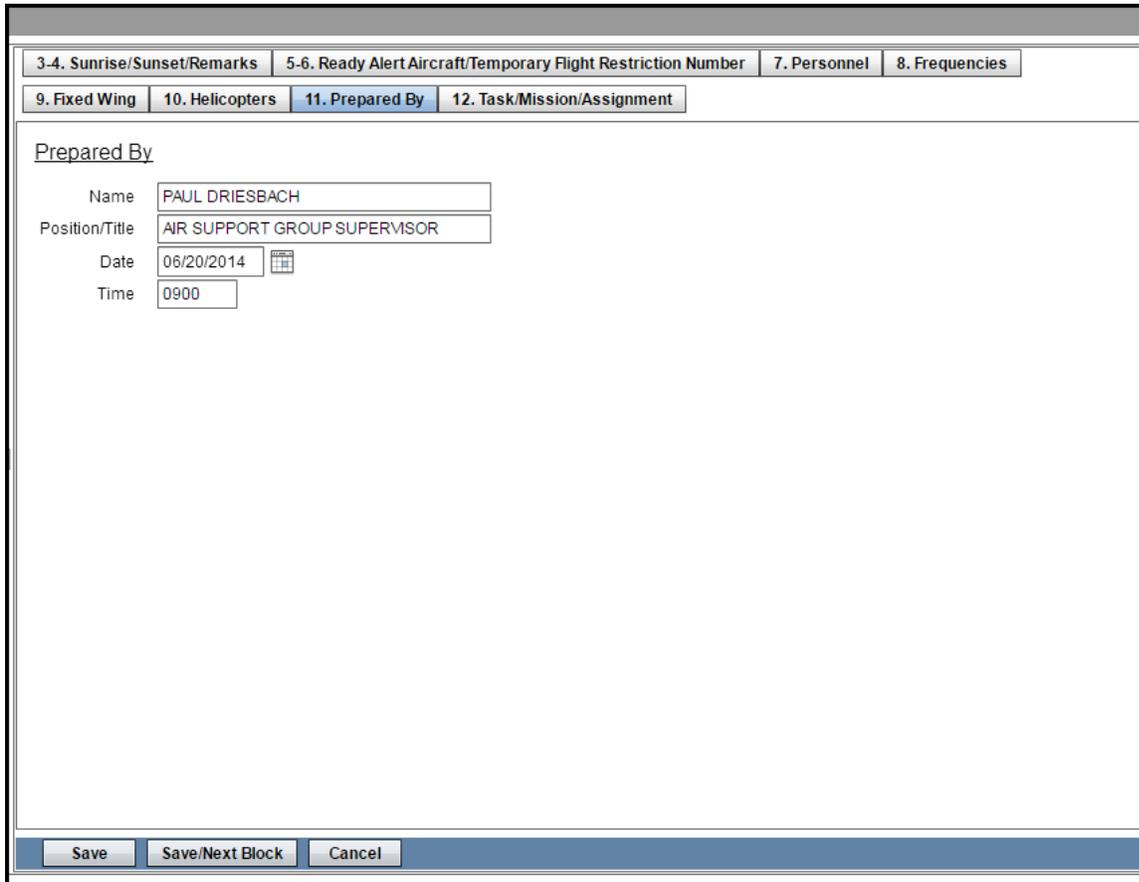
ABOVE BELOW BOTTOM

- 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.



The screenshot shows a web application interface with a tabbed menu at the top. The tabs are: 3-4. Sunrise/Sunset/Remarks, 5-6. Ready Alert Aircraft/Temporary Flight Restriction Number, 7. Personnel, 8. Frequencies, 9. Fixed Wing, 10. Helicopters, 11. Prepared By (selected), and 12. Task/Mission/Assignment. Below the tabs, the 'Prepared By' section contains four input fields: Name (PAUL DRIESBACH), Position/Title (AIR SUPPORT GROUP SUPERVISOR), Date (06/20/2014 with a calendar icon), and Time (0900). At the bottom of the form are three buttons: Save, Save/Next Block, and Cancel.

10. Select tab **12. Task/Mission/Assignment**.

Copy Form | Lock Form | Delete Form | Preview Print Form

3-4. SanDiego/Remarks | 5-6. Ready Alert/Alt/Temporary Flight Restriction Number | 7. Personnel | 8. Frequencies

9. Read Wing | 10. Helicopters | 11. Prepared By | 12. Task/Mission/Assignment

Task/Mission/Assignment

Category/Kind/Type and Function:

Name of Personnel or Cargo:

Mission Start Time:

Fly From:

Fly To:

Save | Clear | Delete | Cancel | Add Blank Line | Re-Order Tasks

Category/Kind/Type/Function	Name of Personnel or Cargo or Instructions for Tactical Aircraft	Mission Start Time	Fly From	Fly To
WTRN	ORDER THROUGH HOOBIT COMMUNICATIONS	0900	LOCKING DIRECTED	
AIR TACTICAL	ATTOS TO PROVIDE COVERAGE OVER THE WCCDE	0900	GRASS VALLEY	WCCENT
RETRADART DROPS - AIR TANKERS/HLOE	FW AIR TANKERS AS ORDERED BY DIVIS/OPS TO	0900	BLUE CANYON	K2S
BARRAGE/FIRED	ORDER THROUGH AIR OPS	0900	WCCENT PERIMETER	

- Enter the **Category/Kind/Type/Function** for the tactical aircraft.
- Enter the **Name of Personnel or Cargo** for the tactical aircraft.
- Enter the **Mission Start Time** for the tactical aircraft.
- Enter the location to **Fly From** for the tactical aircraft.
- Enter the location to **Fly To** for the tactical aircraft.
- Click the **Save** button to save the Task/Mission/Assignment data to the form.
- Click the **Clear** button to add another Task/Mission/Assignment.
- To delete a Task/Mission/Assignment entry, highlight the entry in the grid and click the **Delete** button.
- 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

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period:			3. Sunrise:		Sunset:		
DIAMOND		Date/Time From: 05/23/2014 0600 FRI		Date/Time To: 05/23/2014 1800 FRI		0734		1941	
10. Helicopters (use additional sheets as necessary):									
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks			
5HX	ASTAR		NEW MEADOWS		0900				
12. (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue,									
Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft			Mission Start	Fly From	Fly To			
AIR TACTICAL AA-4WA	TANKED/BUCKET WATER DROPS			0900	HELIBASE	W FIRE AREA			
11. Prepared Name: <u>BARNEY BASCH</u> Position/Title: <u>AIR SUPPORT GROUP</u> Signature: _____ ICS 220, Page 2 of 2 DRAFT Date/Time: <u>05/22/2014 2100</u>									

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.

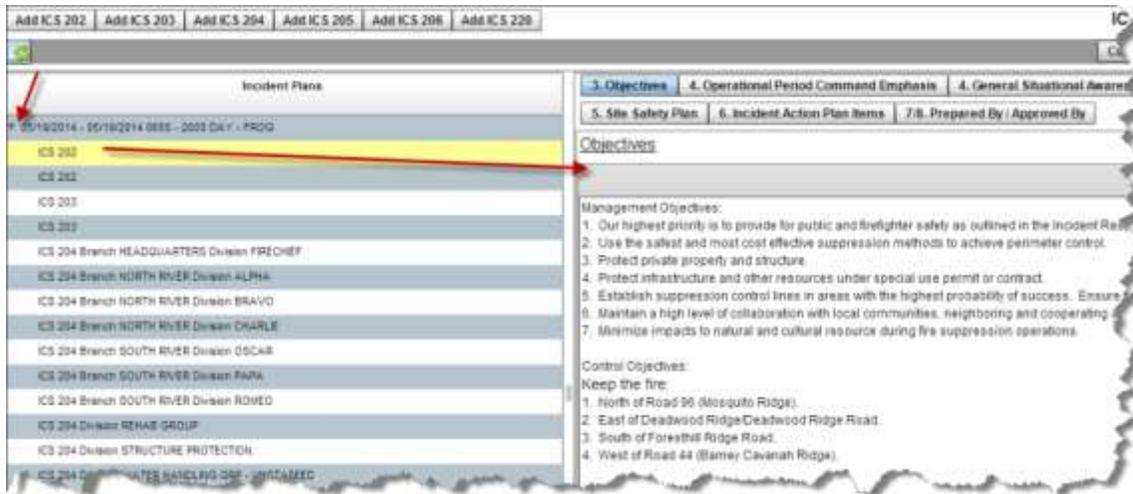


Editing a Form

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:

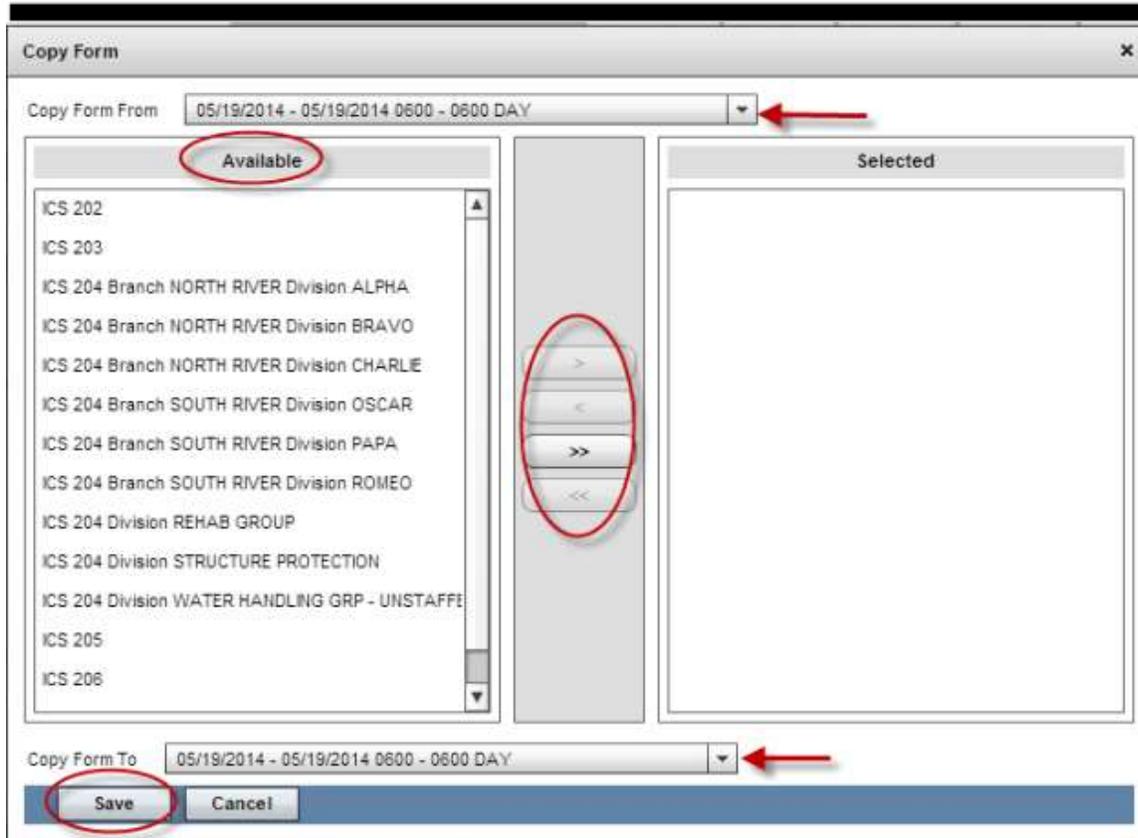
1. Click the **Copy Form** button.

SION ALPHA 05/19/2014 - 05/19/2014 0600 - 2000 DAY



3. Work Assignments

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.

SION ALPHA 05/19/2014 - 05/19/2014 0600 - 2000 DAY



i. Work Assianments

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.

SION ALPHA 05/19/2014 - 05/19/2014 0600 - 2000 DAY



3. Work Assignments

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.

SESSION ALPHA 05/19/2014 - 05/19/2014 0600 - 2000 DAY

Copy Form	Lock Form	Delete Form	Preview/Print Form
-----------	-----------	-------------	--------------------

3. Work Assignments

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.

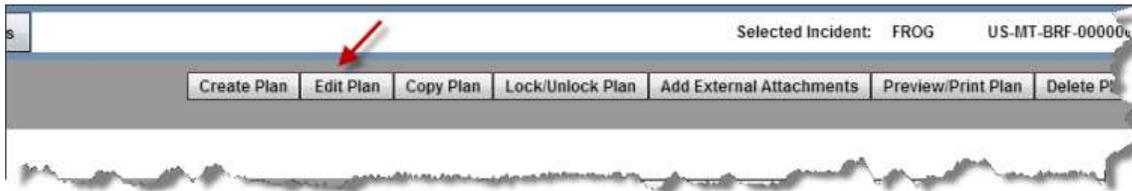


Editing a Plan

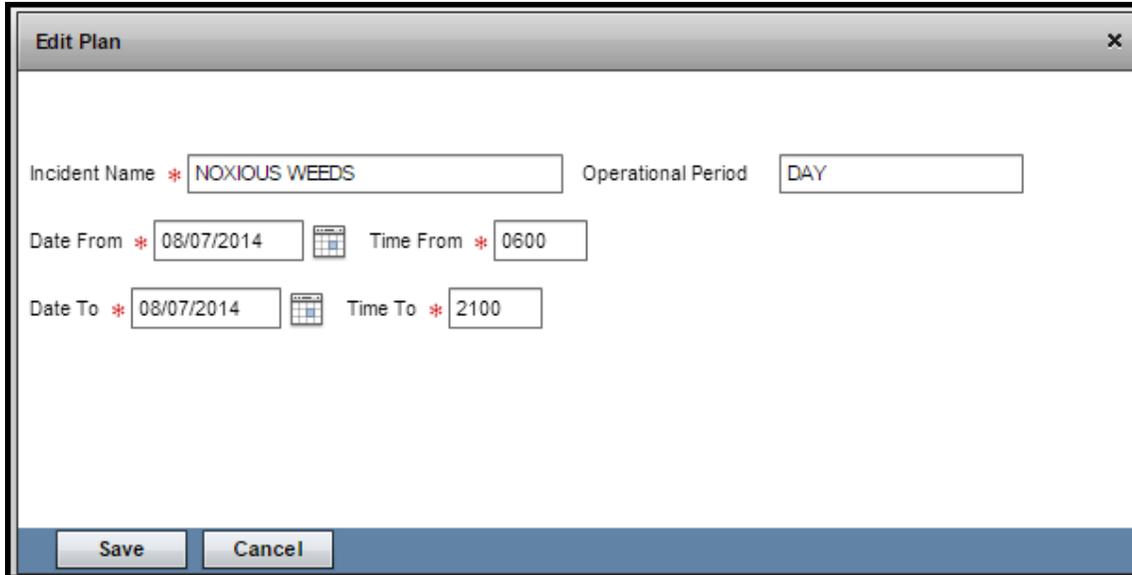
Follow the steps in this section to edit a plan:

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

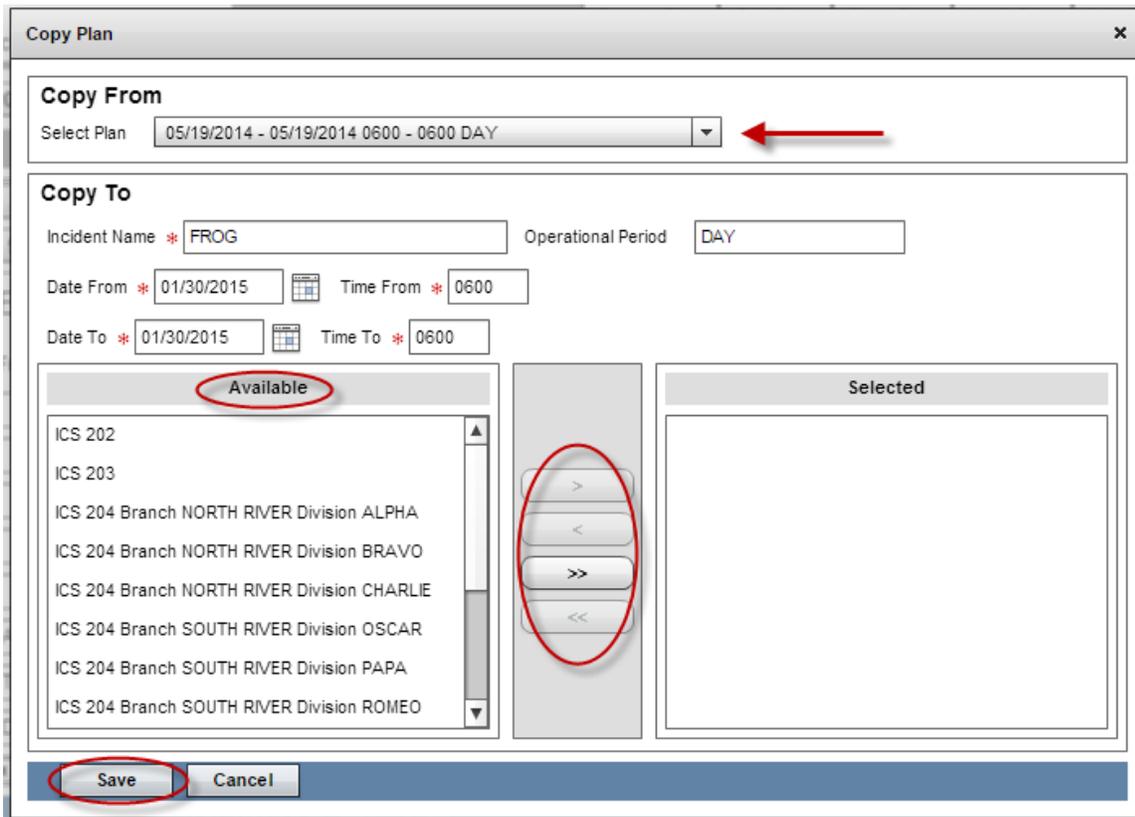
Follow the steps in this section to copy an existing plan to create a new plan:

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.



The screenshot shows the 'Copy Plan' dialog box with the following details:

- Copy From:** Select Plan dropdown menu showing '05/19/2014 - 05/19/2014 0600 - 0600 DAY' with a red arrow pointing to it.
- Copy To:**
 - Incident Name: * FROG
 - Operational Period: DAY
 - Date From: * 01/30/2015
 - Time From: * 0600
 - Date To: * 01/30/2015
 - Time To: * 0600
- Available List:** A list of forms including ICS 202, ICS 203, and several ICS 204 Branch entries (ALPHA, BRAVO, CHARLIE, OSCAR, PAPA, ROMEO). The 'Available' header is circled in red.
- Selected List:** An empty list box.
- Navigation Buttons:** A central column of buttons: >, <, >>, <<. This column is circled in red.
- Bottom Buttons:** 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

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.



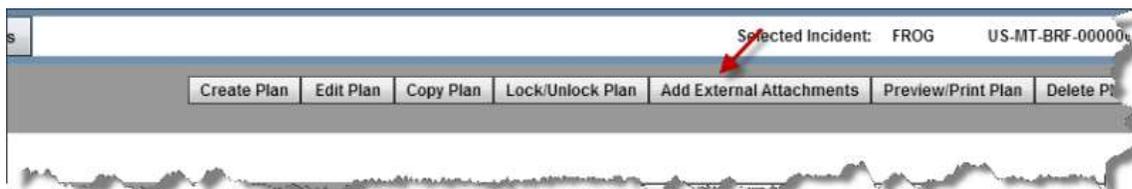
NOTE: All forms in the plan are locked when the Lock Plan button is clicked. The label on the **Lock Plan** button changes to **Unlock Plan**. To unlock all forms in a plan, click the **Unlock Plan** button.

Adding External Attachments

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

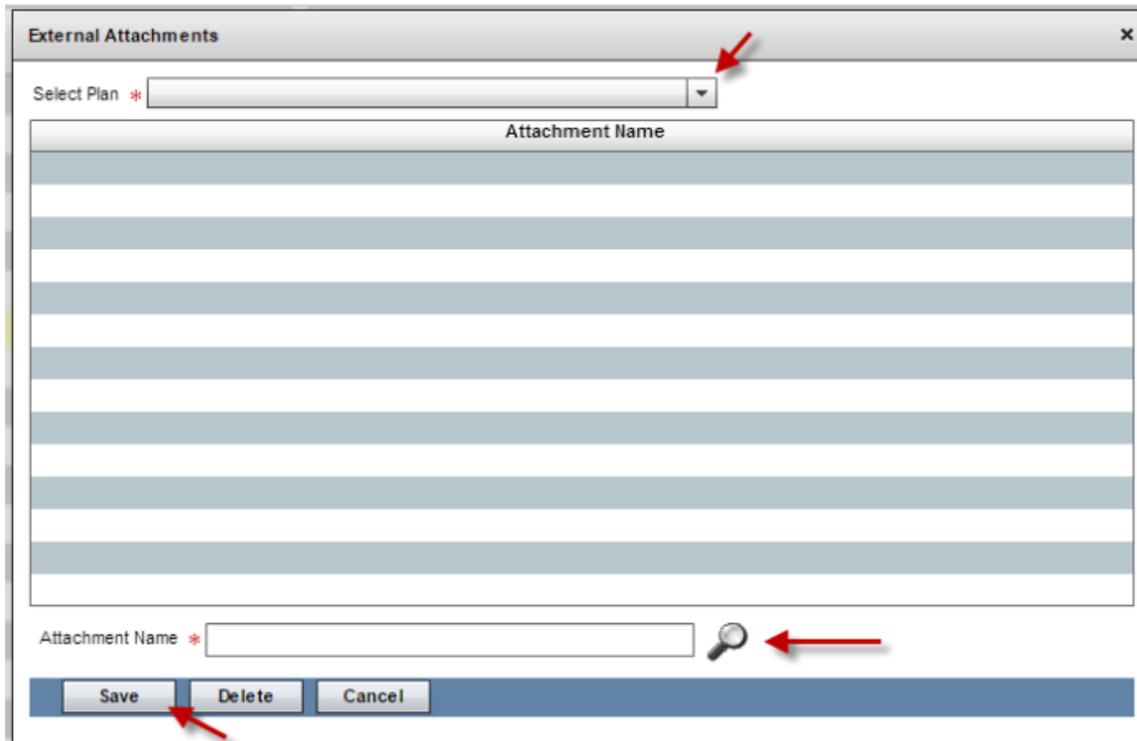
NOTE: Only PDF external documents can be added to the plan. If a document is saved in a different format, it must be converted to a PDF document.

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.

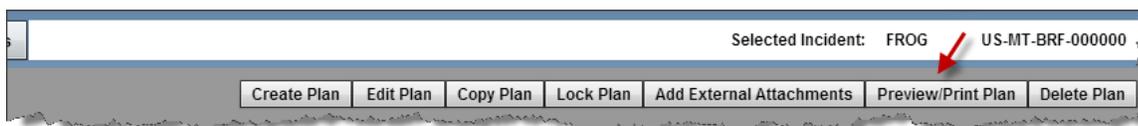
6. Click the **Save** button to save the attachment to the plan.



Previewing/Printing a Plan

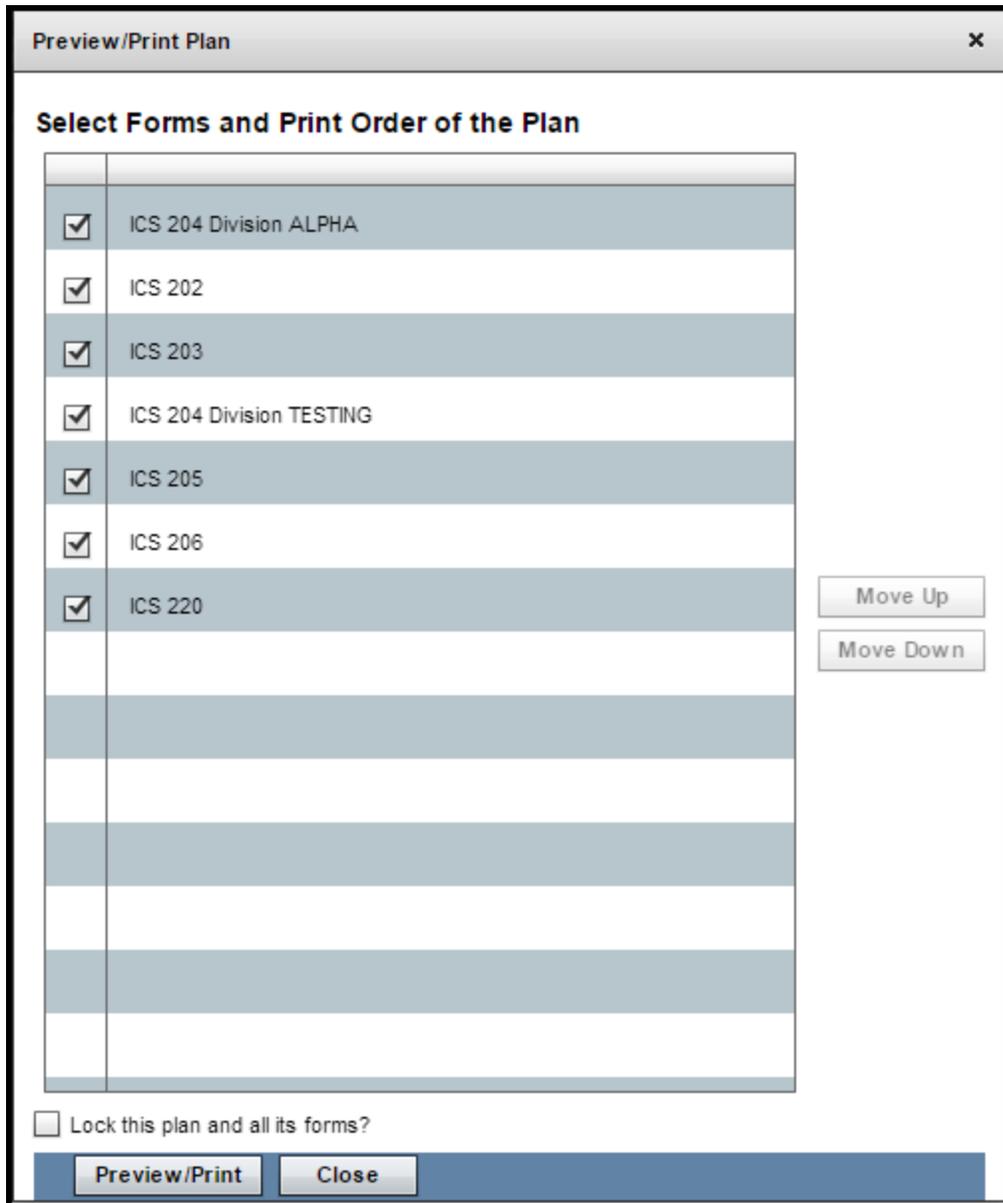
Follow the steps in this section to preview all forms in a plan and then print the plan:

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.



<input checked="" type="checkbox"/>	ICS 204 Division ALPHA
<input checked="" type="checkbox"/>	ICS 202
<input checked="" type="checkbox"/>	ICS 203
<input checked="" type="checkbox"/>	ICS 204 Division TESTING
<input checked="" type="checkbox"/>	ICS 205
<input checked="" type="checkbox"/>	ICS 206
<input checked="" type="checkbox"/>	ICS 220

Lock this plan and all its forms?

Move Up
Move Down

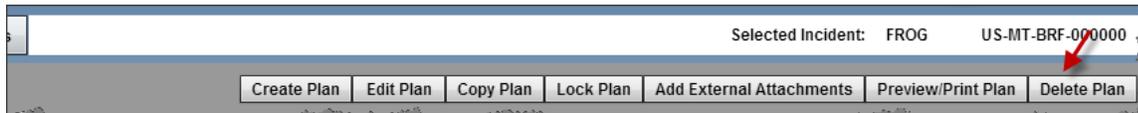
Preview/Print Close

Deleting a Plan

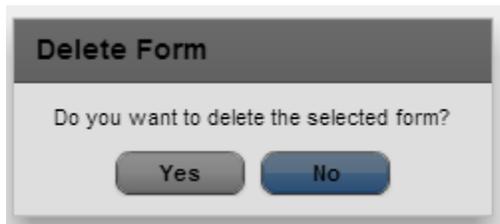
Follow the steps in this section to delete a plan:

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.

Index

I

- IAP Overview, 3
- IAP Settings, 4
- ICS 202, 20
- ICS 203, 23
- ICS 203 Template, 5
- ICS 204, 48
- ICS 204 Template, 8
- ICS 205, 61
- ICS 206, 67
- ICS 220, 81

M

- Manage Forms, 91
 - adding external attachments, 99
 - copying a form, 92
 - delete a form, 94
 - delete a plan, 102

- edit a form, 91
- lock a form, 93
- preview/print, 94, 100
- Manage IAP's, 96
- Master Frequency
 - add a new frequency, 12
 - delete an existing frequency, 15
 - edit an existing frequency, 14
 - export a master frequency list, 16
 - import a master frequency, 13
- Master Frequency List, 11

P

- Plan
 - copying a plan, 97
 - create a plan, 18
 - edit a plan, 96
 - locking a plan, 99