



# IAP

**Version 2.0.1**

**Wednesday, June 3, 2020**

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## IAP Overview

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

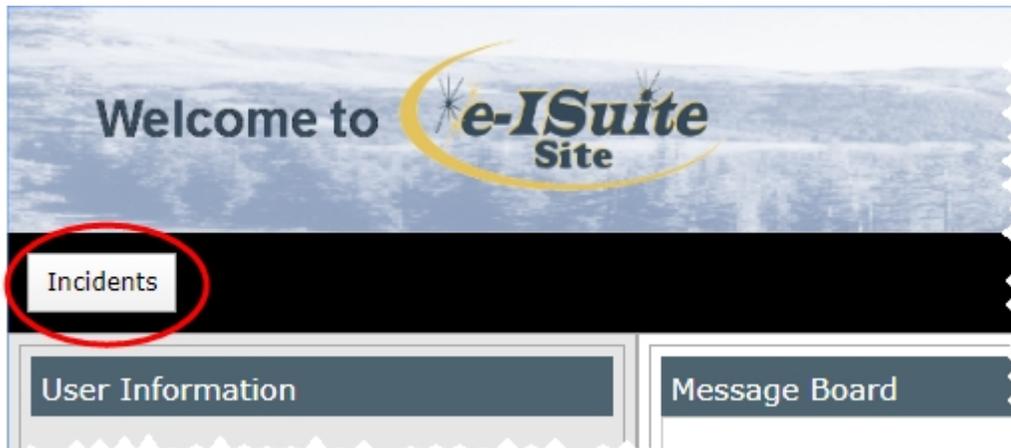
- [IAP Settings](#)
- [Create a Plan](#)
- [ICS 202 - Incident Objectives](#)
- [ICS 203 - Organization Assignment List](#)
- [ICS 204 - Division/Group Assignment List](#)
- [ICS 205 - Incident Radio Communications Plan](#)
- [ICS 206 - Medical Plan](#)
- [ICS 220 - Air Operations Summary](#)
- [Manage Forms](#)
- [Manage IAP's](#)

# IAP Settings

Follow these steps to access the IAP Settings screen:

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

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



2. Select an Incident or Incident Group.
3. Select the **IAP** drop-down menu by clicking the arrow next to the **IAP** menu button.
4. Select the **IAP Settings** option.

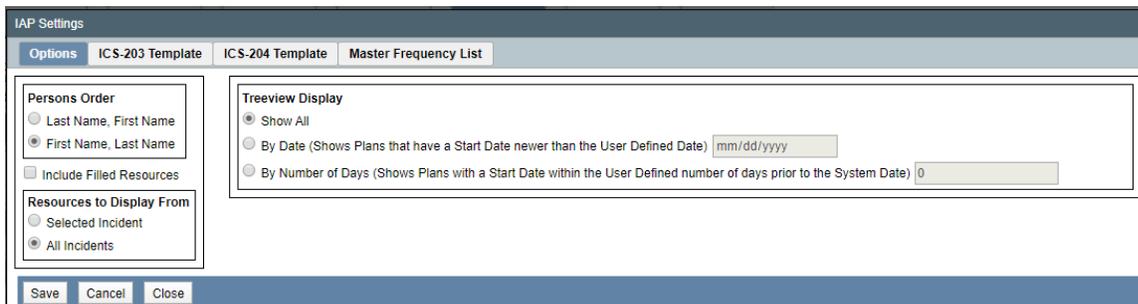


## Options

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

1. On the IAP Settings window, select the **Options** tab, if it is not already selected.

2. To display the resource names in the ICS 203 and ICS 204 forms by Last Name and then First Name, select the **Last Name, First Name** option.
3. To display the resource names in the ICS 203 and ICS 204 forms 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 the date from the calendar. The system will display any plans with a date that is greater than the date entered. (Example: The user enters 02/01/2018. The system will display any plans with a date of 02/02/2018 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 02/12/2018. The user enters 5. The dates that display are 02/12/2018, 02/11/2018, 02/10/2018, 02/09/2018, 02/08/2018.)
8. Click the **Save** button to save the changes.

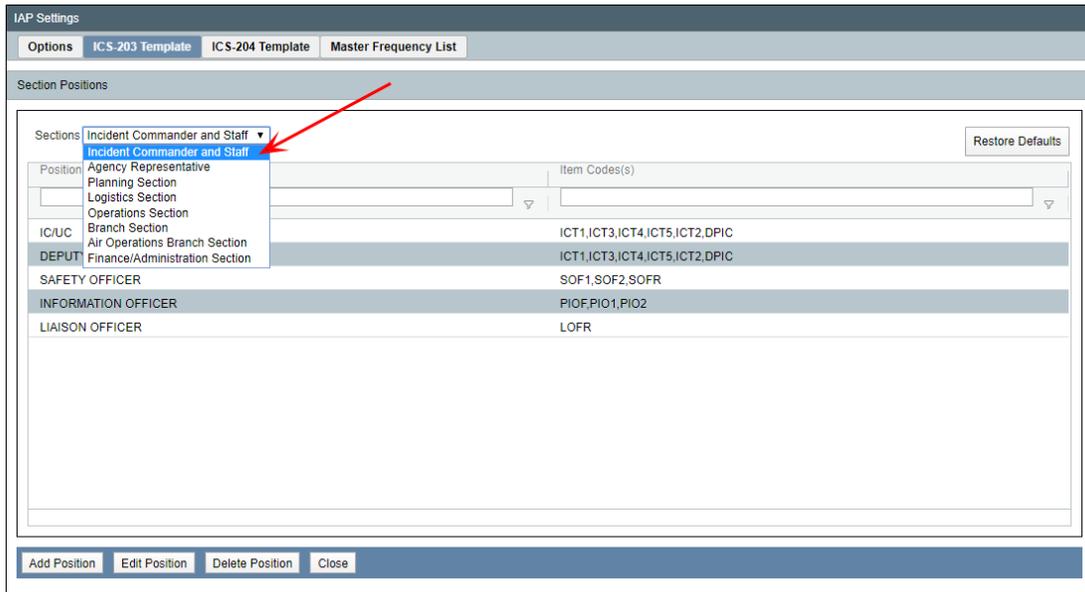


## ICS 203 Template

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-203 Template** 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
  - Branch Section
  - Air Operations Branch Section
  - Finance/Administration Section



The screenshot shows the 'IAP Settings' window with the 'Section Positions' tab selected. A dropdown menu for 'Sections' is open, showing 'Incident Commander and Staff' as the selected option, indicated by a red arrow. The main area contains a table with columns for 'Position', 'Item Codes(s)', and 'IC/UC'. The table lists various roles and their corresponding codes.

Position	Item Codes(s)	IC/UC
Agency Representative		
Planning Section		
Logistics Section		
Operations Section		
Branch Section		
Air Operations Branch Section	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC	IC/UC
Finance/Administration Section	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC	DEPUT
SAFETY OFFICER	SOF1,SOF2,SOFR	
INFORMATION OFFICER	PIOF,PIO1,PIO2	
LIAISON OFFICER	LOFR	

Buttons at the bottom: Add Position, Edit Position, Delete Position, Close. A 'Restore Defaults' button is also present in the top right of the table area.

3. To edit an existing Position follow these steps:
  - a. Select the **Position** in the grid.
  - b. Click the **Edit Position** button.

IAP Settings

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

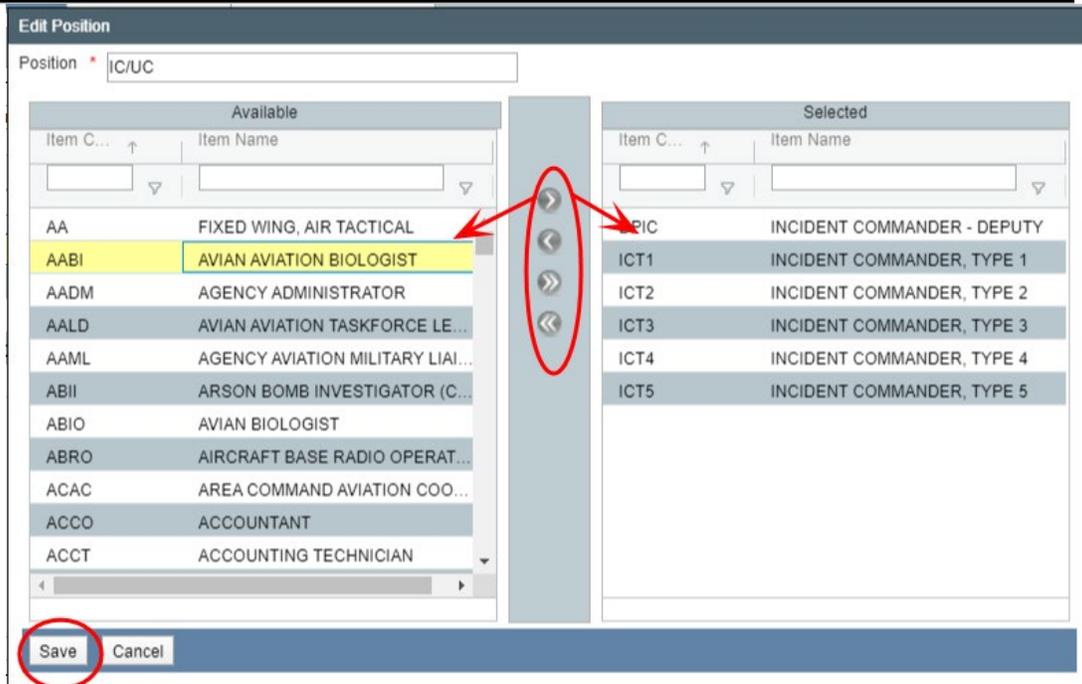
Section Positions

Sections Incident Commander and Staff Restore Defaults

Position	Item Codes(s)
IC/JUC	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC
DEPUTY	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC
SAFETY OFFICER	SOF1,SOF2,SOFR
INFORMATION OFFICER	PIOF,PIO1,PIO2
LIAISON OFFICER	LOFR

Add Position **Edit Position** Delete Position Close

- c. Edit the **Position** name, if needed.
- d. Change the Item Codes associated with the Position, if needed. Either add or remove Item Codes.
  - Filter the **Available** and **Selected** lists 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.



**Edit Position**

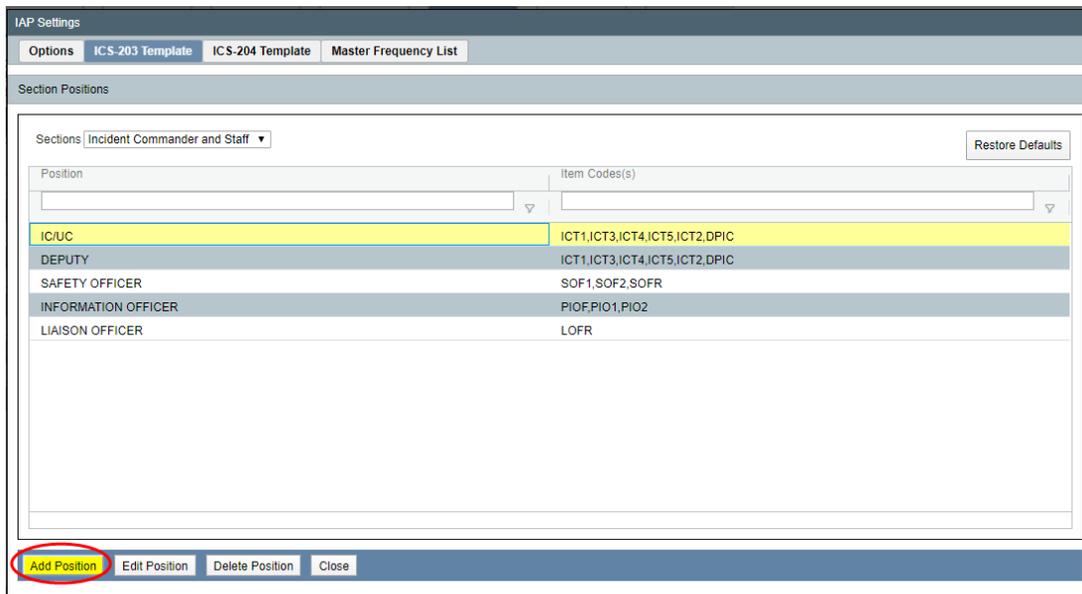
Position \* IC/UC

Available		Selected	
Item C...	Item Name	Item C...	Item Name
AA	FIXED WING, AIR TACTICAL	DPIC	INCIDENT COMMANDER - DEPUTY
<b>AABI</b>	<b>AVIAN AVIATION BIOLOGIST</b>	ICT1	INCIDENT COMMANDER, TYPE 1
AADM	AGENCY ADMINISTRATOR	ICT2	INCIDENT COMMANDER, TYPE 2
AALD	AVIAN AVIATION TASKFORCE LE...	ICT3	INCIDENT COMMANDER, TYPE 3
AAML	AGENCY AVIATION MILITARY LIAI...	ICT4	INCIDENT COMMANDER, TYPE 4
ABII	ARSON BOMB INVESTIGATOR (C...	ICT5	INCIDENT COMMANDER, TYPE 5
ABIO	AVIAN BIOLOGIST		
ABRO	AIRCRAFT BASE RADIO OPERAT...		
ACAC	AREA COMMAND AVIATION COO...		
ACCO	ACCOUNTANT		
ACCT	ACCOUNTING TECHNICIAN		

Save Cancel

8. To add a new Position:

a. Click the **Add Position** button on the ICS 203 Template screen.



**IAP Settings**

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

Section Positions

Sections Incident Commander and Staff Restore Defaults

Position	Item Codes(s)
<b>IC/UC</b>	<b>ICT1,ICT3,ICT4,ICT5,ICT2,DPIC</b>
DEPUTY	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC
SAFETY OFFICER	SOF1,SOF2,SOFR
INFORMATION OFFICER	PIOF,PIO1,PIO2
LIAISON OFFICER	LOFR

Add Position Edit Position Delete Position Close

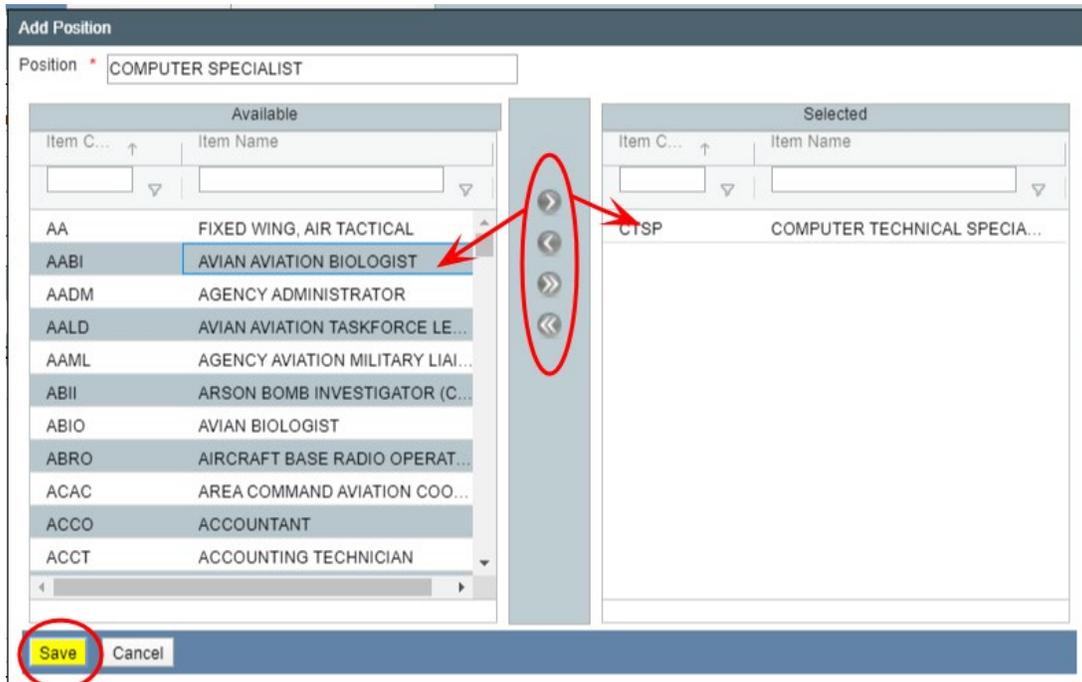
b. Enter the name of the **Position**.

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.

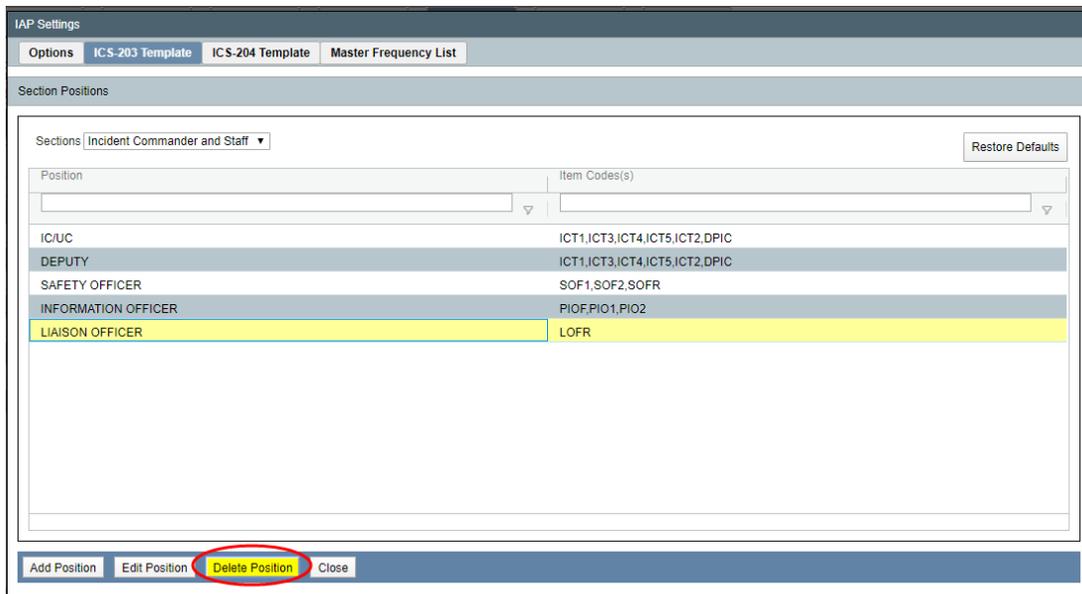
d. Click the **Save** button.



9. To delete an existing Position in the grid:

a. Select an existing position to delete in the **Positions** grid on the ICS 203 Template screen.

b. Click the **Delete Position** button.



Position	Item Codes(s)
IC/UC	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC
DEPUTY	ICT1,ICT3,ICT4,ICT5,ICT2,DPIC
SAFETY OFFICER	SOF1,SOF2,SOFR
INFORMATION OFFICER	PIOF,PIO1,PIO2
LIAISON OFFICER	LOFR

- i. Click the **Yes** button in the message that displays to confirm the deletion.



The image shows a dialog box titled "Delete Position". The text inside the dialog box asks, "Do you really want to remove the IAP Section Position?". Below the text are two buttons: "Yes" and "No".

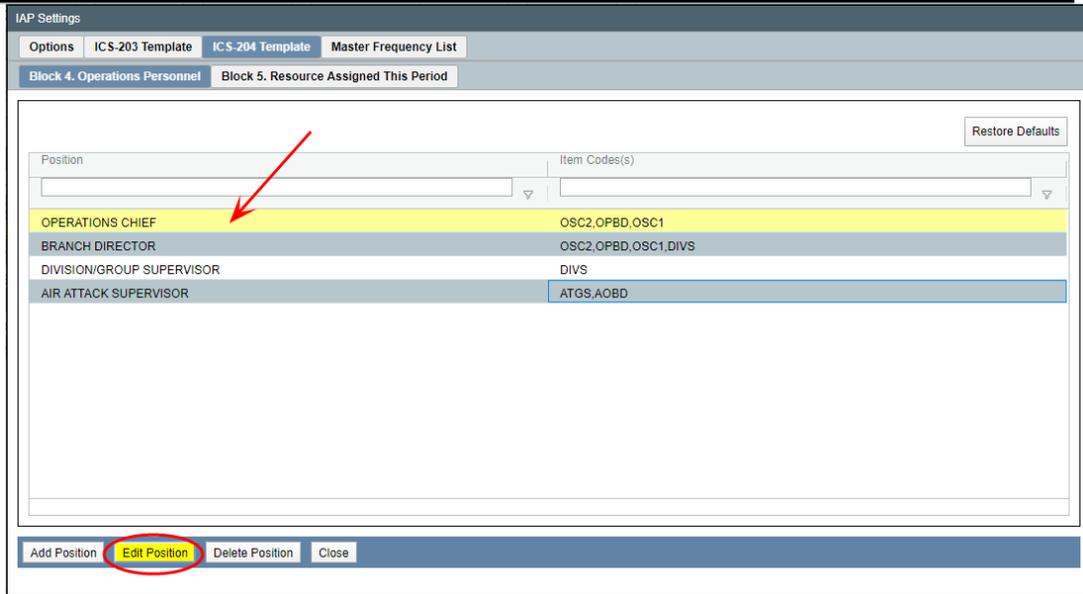
**NOTE:** When updating the **Agency Representative** data, the position cannot be added or removed. Only the Item Code(s) to associate with the Agency Representative that will be defined on Block 4 Agency/Org Reps on the ICS 203 form can be modified.

## 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. Click the **Edit Position** button.



IAP Settings

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

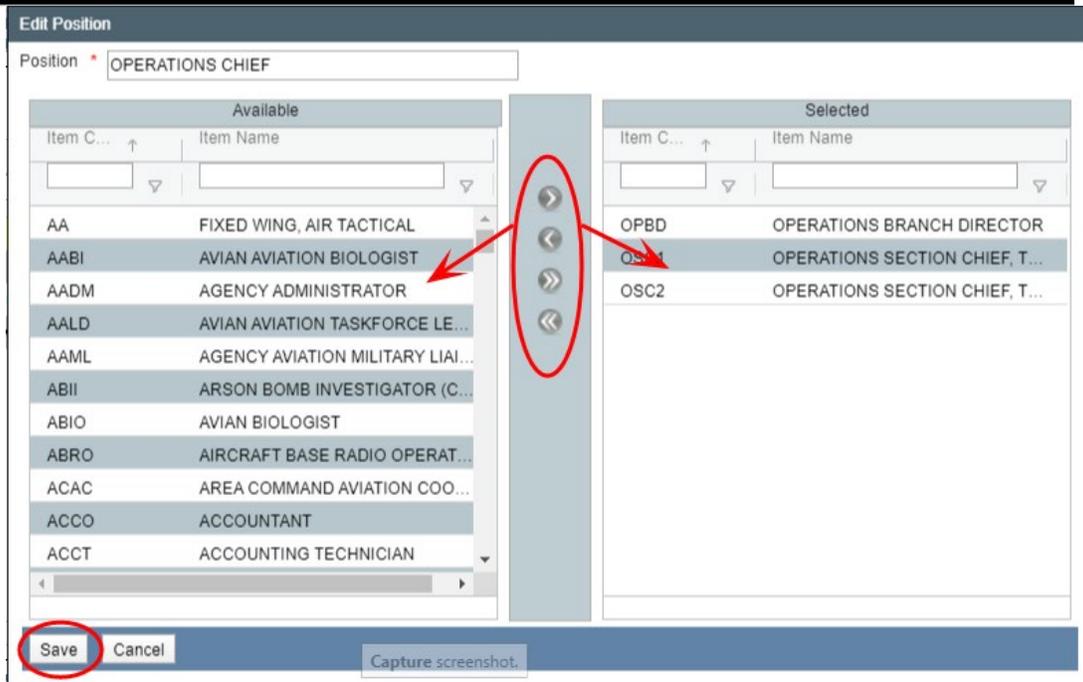
Block 4. Operations Personnel Block 5. Resource Assigned This Period

Restore Defaults

Position	Item Codes(s)
OPERATIONS CHIEF	OSC2,OPBD,OSC1
BRANCH DIRECTOR	OSC2,OPBD,OSC1,DIVS
DIVISION/GROUP SUPERVISOR	DIVS
AIR ATTACK SUPERVISOR	ATGS,AOBD

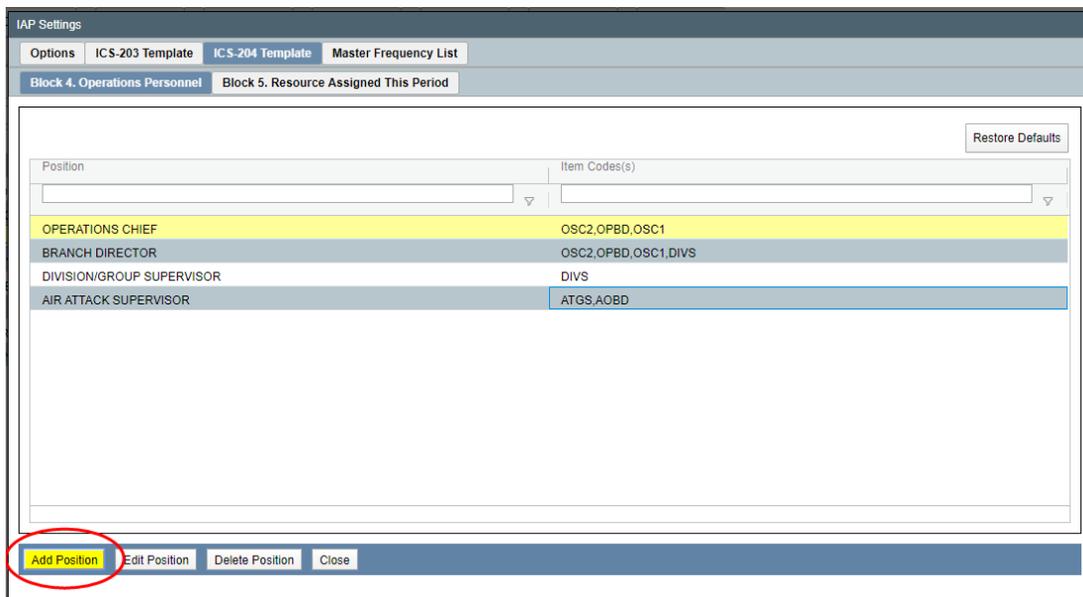
Add Position **Edit Position** Delete Position Close

- a. Edit the **Position** name, if needed.
- b. Change the **Item Codes** associated with the Position, if needed. Either add or remove Item Codes.
  - Filter the **Available** and **Selected** lists 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 Position** button on the ICS-204 Template screen.



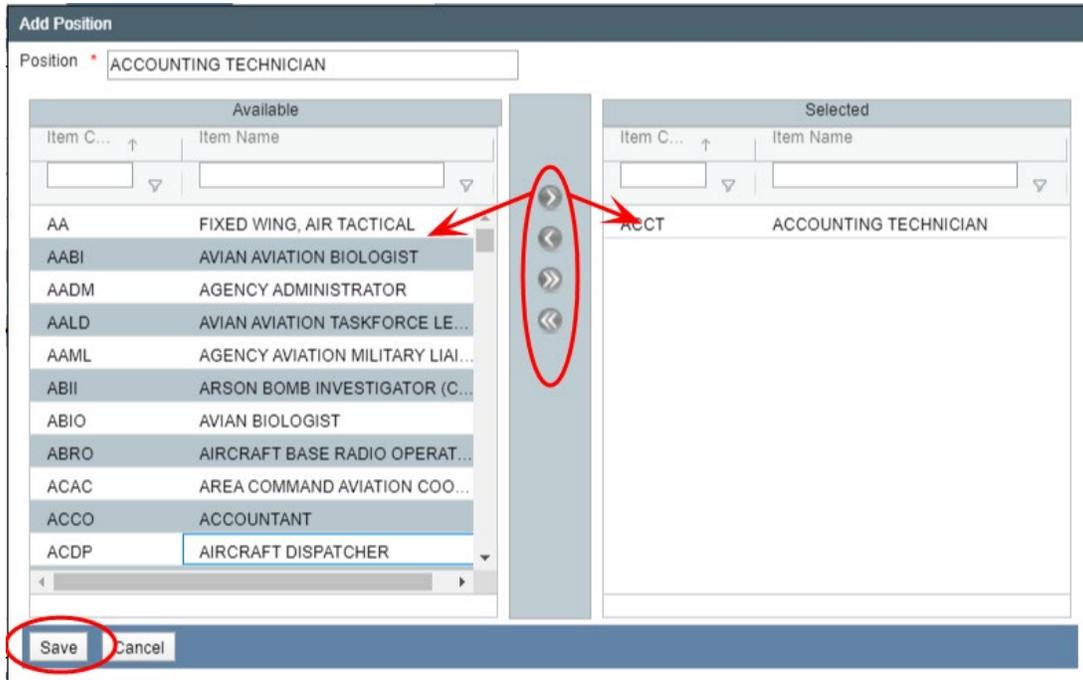
b. Enter the name of the **Position**.

c. Add the 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.

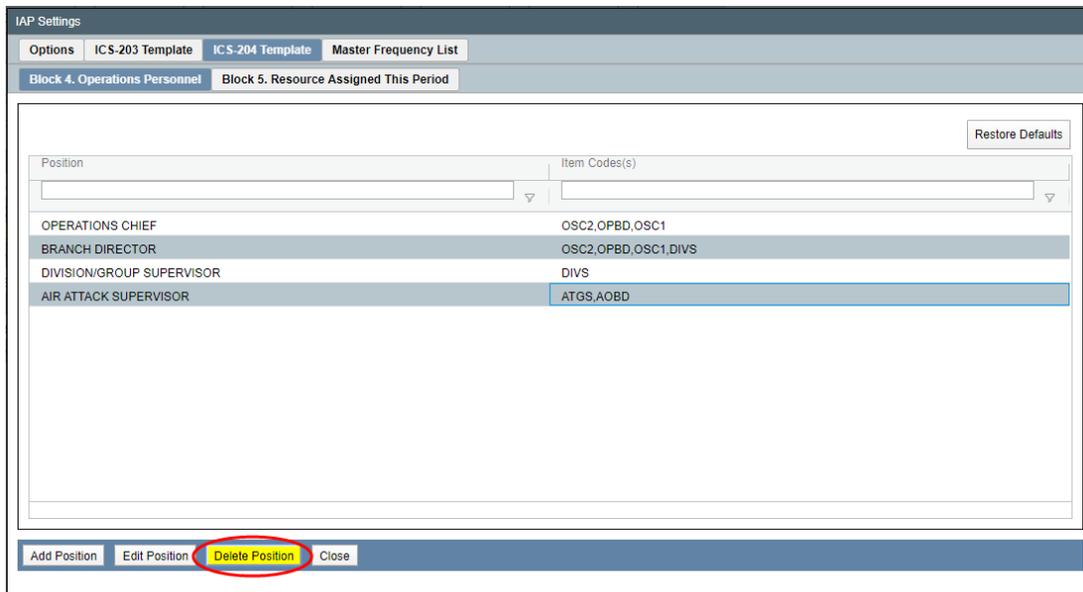
d. Click the **Save** button.



5. To delete an existing Position:

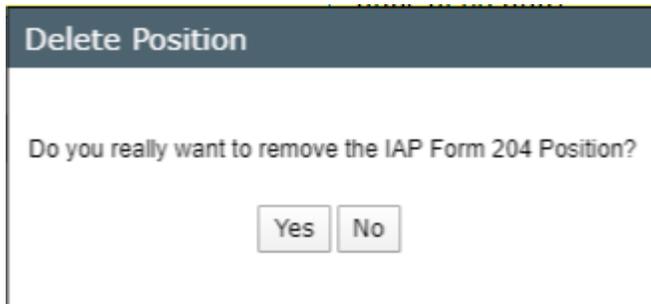
a. Select an existing position to delete in the **Positions** grid.

b. Click the **Delete Position** button.



Position	Item Codes(s)
OPERATIONS CHIEF	OSC2,OPBD,OSC1
BRANCH DIRECTOR	OSC2,OPBD,OSC1,DIVS
DIVISION/GROUP SUPERVISOR	DIVS
AIR ATTACK SUPERVISOR	ATGS,AOBD

- 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.

IAP Settings

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

Block 4. Operations Personnel **Block 5. Resource Assigned This Period**

Check columns to identify the fields to display for Block 5 Resources Assigned and the order in which to display the fields.

<input checked="" type="checkbox"/>	Resource Name	Move Up
<input checked="" type="checkbox"/>	Request Number	Move Down
<input type="checkbox"/>	Item Code	
<input type="checkbox"/>	Last Day to Work	

Save Cancel Close

## Master Frequency List

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

1. Select the **Master Frequency List** tab.

IAP Settings

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

Show  Channel Name/Trunked Radio System Talk Group  TX Freq N or W

Function \*  Assignment  TX Tone/NAC

Zone Group  RX Freq N or W  Mode (A, D, or M)

Channel #  Rx Tone/NAC  Remarks

Add Delete Save Cancel Propagate Changes Import Export Re-Order Frequencies Close

Show	Function	Zone Group	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.462
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.050
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.962
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY ...	168.6250N	NONE	168.625
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.125
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.537
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.280
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.125
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEA...		171.4750N	103.5	168.125
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.60000N	107.2	168.600

---

## Add a New Frequency

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

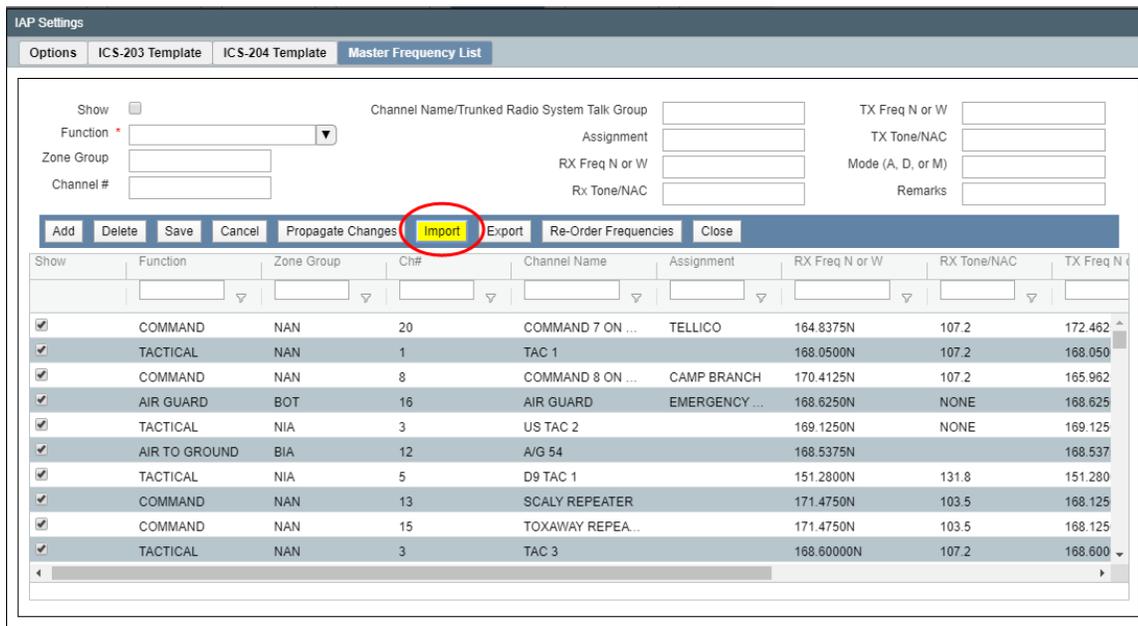
1. Check the **Show** checkbox to show the frequency in the selection list for the applicable forms. Uncheck the checkbox if the frequency should not show.
2. From the Function drop-down list, select a Function. Function can also be manually typed. The available options include:
  - Command
  - Tactical
  - 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. Enter the **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.



The screenshot shows the 'IAP Settings' window with the 'Master Frequency List' tab selected. The 'Import' button is highlighted with a red circle. Below the buttons is a table of frequency data.

Show	Function	Zone Group	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.462
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.050
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.962
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY...	168.6250N	NONE	168.625
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.125
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.537
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.280
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.125
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEA...		171.4750N	103.5	168.125
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.60000N	107.2	168.600

## 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.

IAP Settings

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

Show  Channel Name/Trunked Radio System Talk Group COMMAND 7 ON WESS TX Freq N or W 172.4625N

Function \* COMMAND Assignment TELLICO TX Tone/NAC 107.2

Zone Group NAN RX Freq N or W 164.8375N Mode (A, D, or M) A

Channel # 20 Rx Tone/NAC 107.2 Remarks LINKED TO CMD 8 & CN

Add Delete **Save** Cancel Propagate Changes Import Export Re-Order Frequencies Close

Show	Function	Zone Group	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.46
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.05
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.96
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY ...	168.6250N	NONE	168.62
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.12
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.53
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.28
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEA...		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.60000N	107.2	168.60

## Delete an Existing Frequency

1. Select a frequency.
2. Click the **Delete** button.

IAP Settings

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

Show  Channel Name/Trunked Radio System Talk Group  TX Freq N or W   
 Function \*  Assignment  TX Tone/NAC   
 Zone Group  RX Freq N or W  Mode (A, D, or M)   
 Channel #  Rx Tone/NAC  Remarks

Add **Delete** Save Cancel Propagate Changes Import Export Re-Order Frequencies Close

Show	Function	Zone Group	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.46
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.05
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.96
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY ...	168.6250N	NONE	168.62
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.12
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.53
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.28
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEA...		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.60000N	107.2	168.60

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

**Delete Master Frequency**

Do you really want to remove the Master Frequency?

## Export a Master Frequency List

1. Click the **Export** button.

IAP Settings

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

Show  Channel Name/Trunked Radio System Talk Group  TX Freq N or W   
 Function \*  Assignment  TX Tone/NAC   
 Zone Group  RX Freq N or W  Mode (A, D, or M)   
 Channel #  Rx Tone/NAC  Remarks

Add Delete Save Cancel Propagate Changes Import **Export** Re-Order Frequencies Close

Show	Function	Zone Group	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.46
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.05
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.96
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY ...	168.6250N	NONE	168.62
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.12
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.53
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.28
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEA...		171.4750N	103.5	168.12
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.6000N	107.2	168.60

2. When the confirmation message displays, select **Yes**.

IAP

Master Frequencies will be exported to xml file: masterfrequencies\_export.xml?

Yes No

3. When the **Export File** window opens, click the **Save** button to save the file with the default name or enter a new name and click the **Save** button.

Export File

masterfrequencies\_export

Save Cancel

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

**NOTE:** If the file browser window does not open, the system will automatically

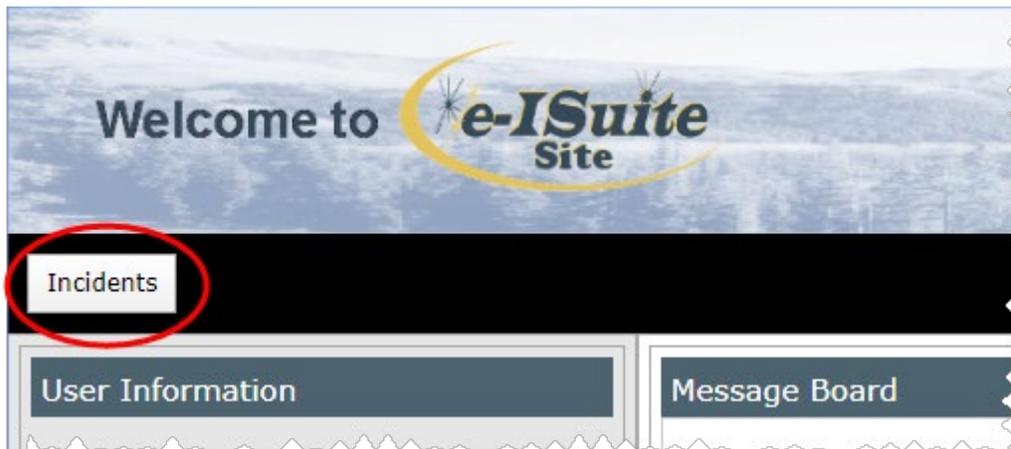
save the file to the Downloads folder on your computer.

5. Click the **Save** button on the browser window to complete the Export process.

## Create a Plan

After defining IAP Settings and before including any ICS forms in an IAP, create a plan. 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:

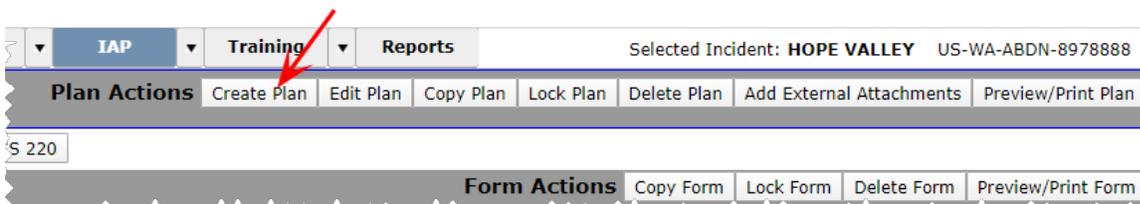
1. On the Home page, click the Incidents button. (Skip to Step 4 if already in an Incident or Incident Group.)



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 **Plan Name** field with the name of the selected Incident or Incident Group. If needed, the Plan 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 **Date To** for the plan.
9. Enter the **Time From** 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.

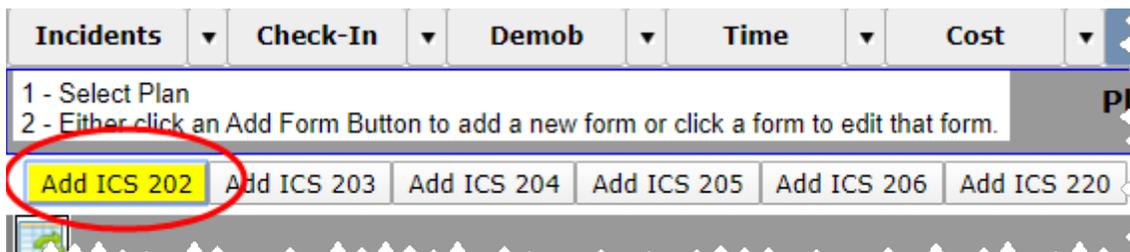
### Create Plan

Plan Name *	<input type="text" value="HOPE VALLEY"/>	Operational Period	<input type="text" value="DAY"/>
Date From *	<input type="text" value="05/01/2020"/>	Time From *	<input type="text" value="0600"/>
Date To *	<input type="text" value="05/01/2020"/>	Time To *	<input type="text" value="1800"/>

## ICS 202 Incident Objectives

Follow the steps in this section to create an ICS 202 – Incident Objectives form.

1. In the **Incident Plans** grid, select the plan to which the ICS 202 form will be added.
2. Click the **Add ICS 202** button. The ICS 202 Form area opens on the right side of the window.



3. Click the following tabs and add text to each area, as needed:
  - 3. Objectives
  - 4. Operational Period Command Emphasis
  - 4. General Situation Awareness

NOTE: 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 formatting options are available:

- Font Size
- Bold, Italics, Underline, Strike Through, Text Color, Bold Text
- Numbered List
- Bulleted List

4. Click the **Save/Next Block** button to save the text and move to the next tab.
5. On the **5. Site Safety Plan** tab:
  - a. If a **Site Safety Plan** is required, check the checkbox.

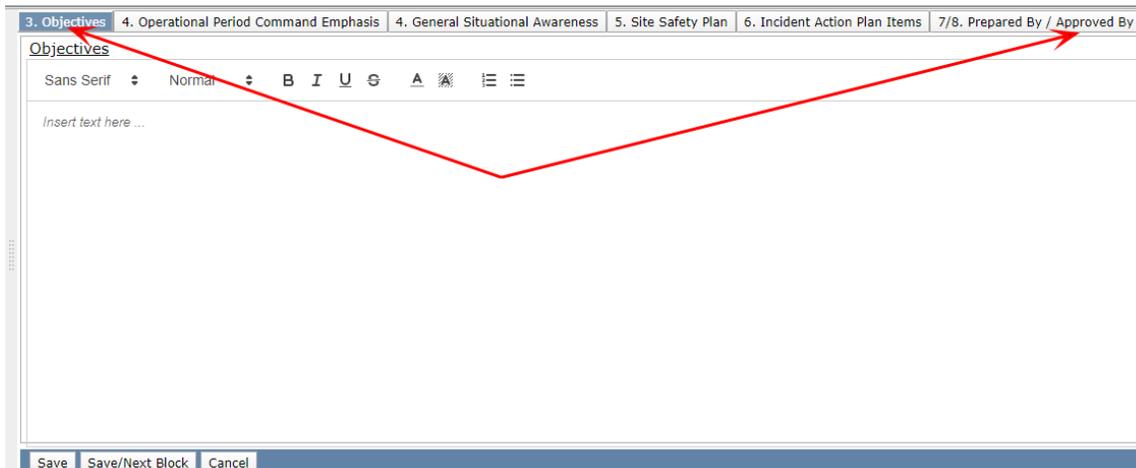
- b. Enter the location of the **Site Safety Plan(s) in the Approved Site Safety Plan(s) Located at** field.
- c. Click the **Save/Next Block** button to move to the next tab.

NOTE: Click the Save or Save/Next **Block** buttons to save the data and complete each tab.

6. On the **6. Incident Action Plan Items** tab, check all of the forms that will be included in the IAP.
7. Click the **Save/Next Block** button to move to the next tab.

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

8. On the **7/8. Prepared By/Approved By** tab, enter the **Prepared By** and **Approved By** data.
9. Click the **Save** button.



### INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b>		<b>2. Operational Period: DAY</b>	
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		<input type="checkbox"/> _____	
7. Prepared by: HANNAH HOREN		Position/Title: PLANNING SECTION CHIEF	Signature:
8. Approved by Incident Commander:		Name: SAM NUNEZ	Signature:
ICS 202	IAP Page	Date/Time: 05/19/2016 2200	

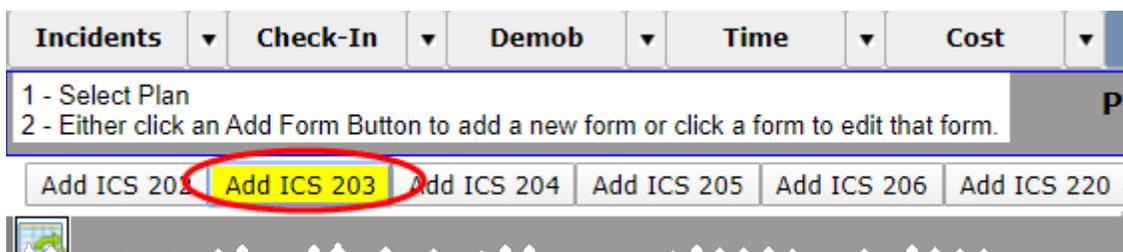
DRAFT

Page 1 of 1

# ICS 203 Organization Assignment List

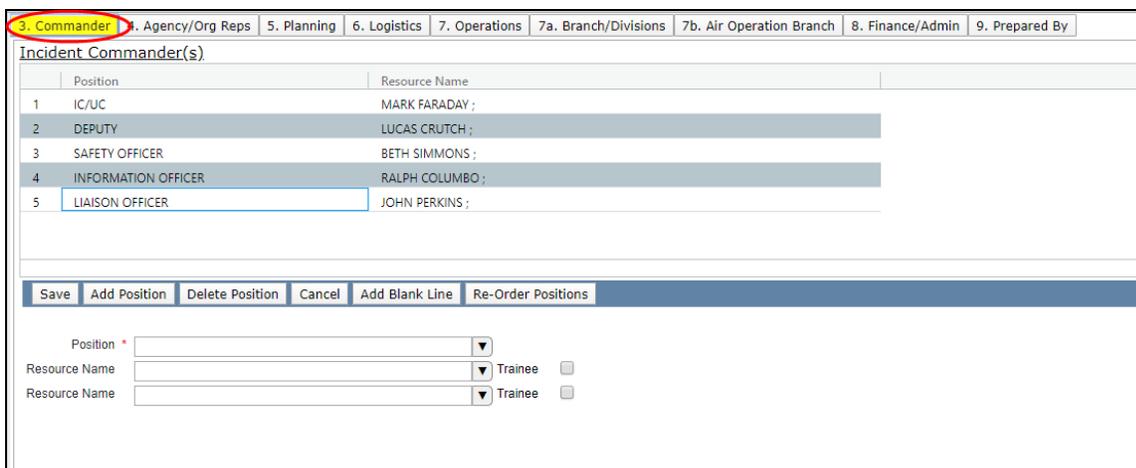
Follow the steps in this section to create an ICS 203 Organization Assignment List:

1. In the **Incident Plans** grid, select the plan to which the ICS 203 form will be added.
2. Click the **Add ICS 203** button. The ICS 203 Form area opens on the right side of the window.



3. Select the **3. Commander** tab.

**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 Position** 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 Position** button. When the confirmation 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. Select the appropriate option.

**Add Blank Line**

Would you like to add the blank line above the row, below the row 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 Commander Positions**

Select position order for the form

	Position	Resource Name
1	IC/UC	MARK FARADAY ;
2	DEPUTY	LUCAS CRUTCH ;
3	SAFETY OFFICER	BETH SIMMONS ;
4	INFORMATION OFFICER	RALPH COLUMBO ;
5	LIAISON OFFICER	JOHN PERKINS ;

**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 the **4. Agency/Org Reps** tab.

3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | 7a. Branch/Divisions | 7b. Air Operation Branch | 8. Finance/Admin | 9. Prepared By

**Agency/Org Representatives**

Agency \*

Resource Name  ▼ Trainee

Resource Name  ▼ Trainee

Save | Add Position | Delete Position | Cancel | Add Blank Line | Re-Order Positions

	Agency	Resource Name
1	USFS	BLANDFORD, JAMES ;
2	BLM	JONES, KERRY ;
3	BIA	YORKSHIRE, DAVID ;

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

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

- c. If the resource is a trainee, check the **Trainee** checkbox.
- d. Click the **Save** button. The **Agency** displays in the grid at the bottom of the screen.
- e. To add a blank line between agencies for formatting purposes, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or placed at the **Bottom** of the grid.

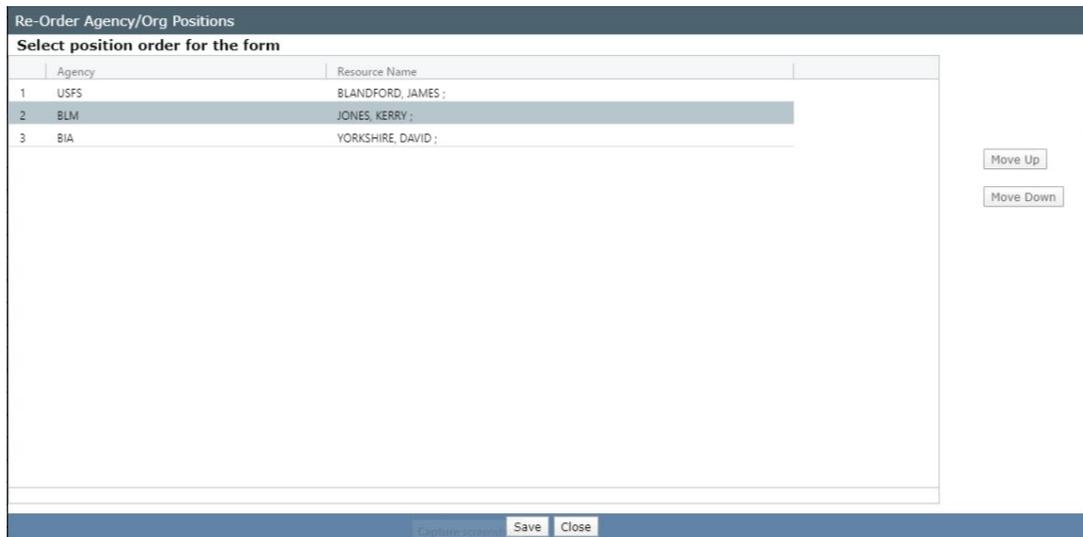
**Add Blank Line**

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

ABOVE | BELOW | BOTTOM

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

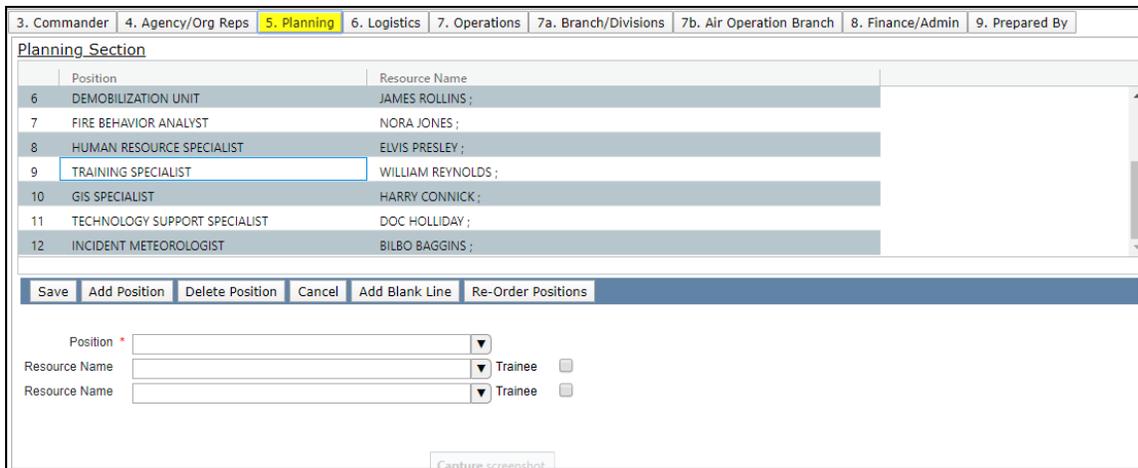
button to save the agency order. Blank lines can also be re-arranged in this window.



	Agency	Resource Name
1	USFS	BLANDFORD, JAMES;
2	BLM	JONES, KERRY;
3	BIA	YORKSHIRE, DAVID;

**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 the **5. Planning** tab.



Position	Resource Name
6 DEMOBILIZATION UNIT	JAMES ROLLINS;
7 FIRE BEHAVIOR ANALYST	NORA JONES;
8 HUMAN RESOURCE SPECIALIST	ELVIS PRESLEY;
9 TRAINING SPECIALIST	WILLIAM REYNOLDS;
10 GIS SPECIALIST	HARRY CONNICK;
11 TECHNOLOGY SUPPORT SPECIALIST	DOC HOLLIDAY;
12 INCIDENT METEOROLOGIST	BILBO BAGGINS;

**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.

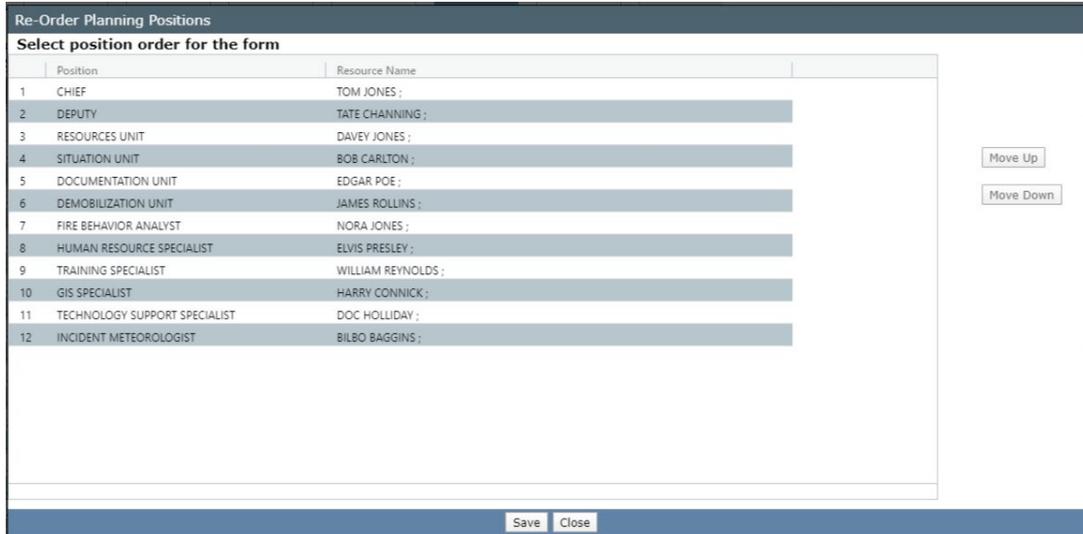
**NOTE:** Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

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 Position** button.
  - ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.
  - iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
  - iv. If the resource is a trainee for the position, check the **Trainee** checkbox.
  - v. Click the **Save** button. The new position displays in the grid.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or at the **Bottom** of the grid.

**Add Blank Line**

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

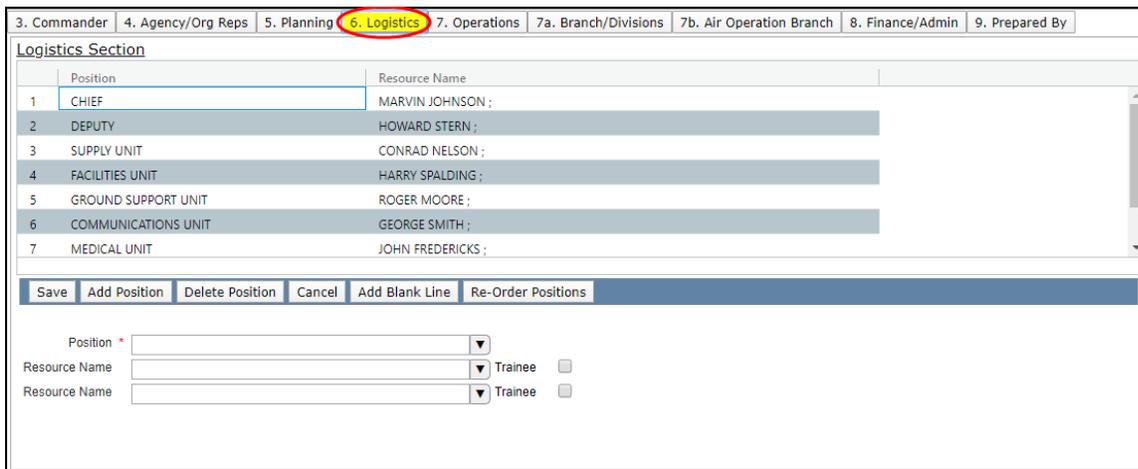
- d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.



Position	Resource Name
1 CHIEF	TOM JONES ;
2 DEPUTY	TATE CHANNING ;
3 RESOURCES UNIT	DAVEY JONES ;
4 SITUATION UNIT	BOB CARLTON ;
5 DOCUMENTATION UNIT	EDGAR POE ;
6 DEMOBILIZATION UNIT	JAMES ROLLINS ;
7 FIRE BEHAVIOR ANALYST	NORA JONES ;
8 HUMAN RESOURCE SPECIALIST	ELVIS PRESLEY ;
9 TRAINING SPECIALIST	WILLIAM REYNOLDS ;
10 GIS SPECIALIST	HARRY CONNICK ;
11 TECHNOLOGY SUPPORT SPECIALIST	DOC HOLLIDAY ;
12 INCIDENT METEOROLOGIST	BILBO BAGGINS ;

**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 the **6. Logistics** tab.



Position	Resource Name
1 CHIEF	MARVIN JOHNSON ;
2 DEPUTY	HOWARD STERN ;
3 SUPPLY UNIT	CONRAD NELSON ;
4 FACILITIES UNIT	HARRY SPALDING ;
5 GROUND SUPPORT UNIT	ROGER MOORE ;
6 COMMUNICATIONS UNIT	GEORGE SMITH ;
7 MEDICAL UNIT	JOHN FREDERICKS ;

**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.

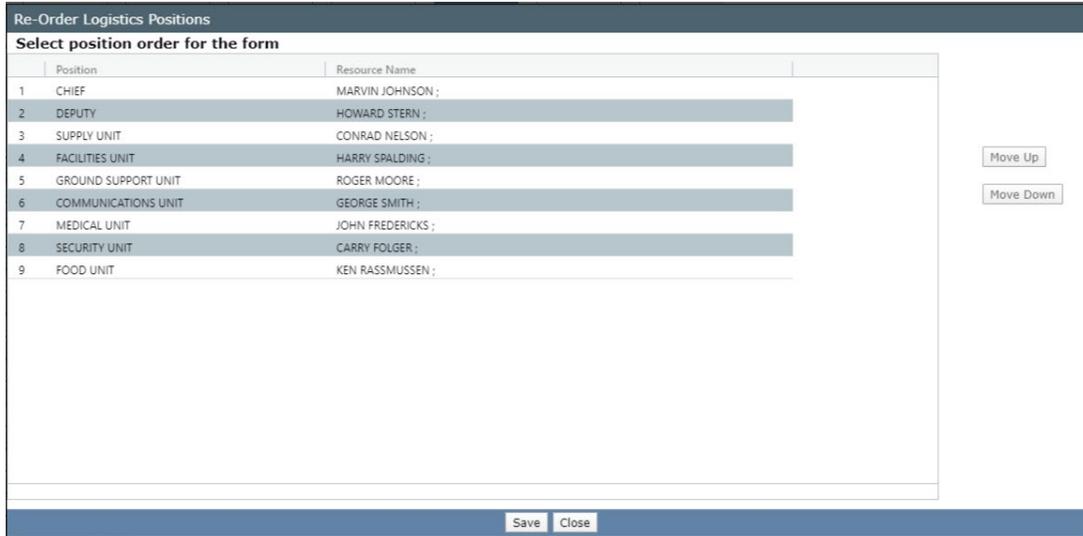
**NOTE:** Enter up to two **Resource Names** for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

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 Position** button.
  - ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.
  - iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
  - iv. If the resource is a trainee for the position, check the **Trainee** checkbox.
  - v. Click the **Save** button. The new position displays in the grid.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or placed at the **Bottom** on the grid.

**Add Blank Line**

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

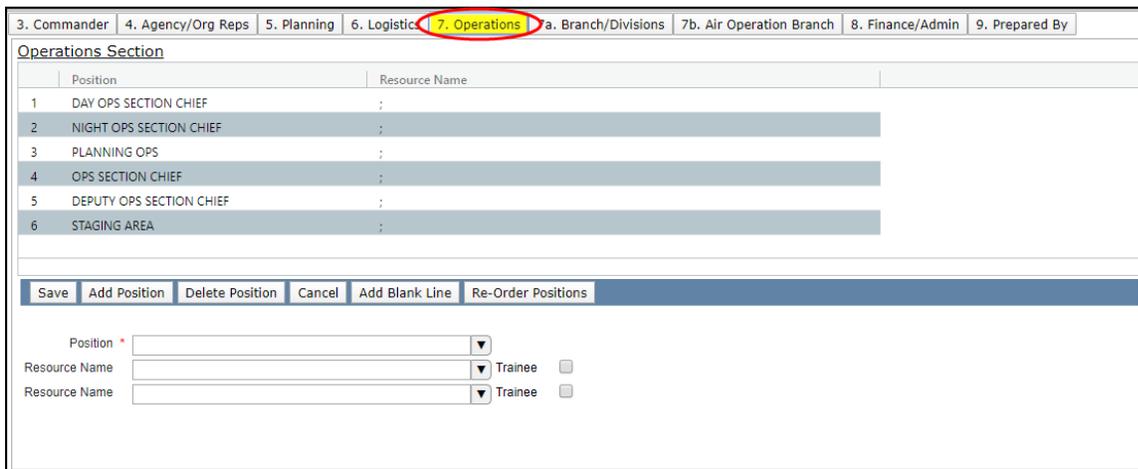
- d. To re-order the positions, click the **Re-Order Positions** button. In the window that displays, select the position and use the **Move Up** and **Move Down** buttons to move the position up or down. Click the **Save** button to save the position order.



Position	Resource Name
1 CHIEF	MARVIN JOHNSON ;
2 DEPUTY	HOWARD STERN ;
3 SUPPLY UNIT	CONRAD NELSON ;
4 FACILITIES UNIT	HARRY SPALDING ;
5 GROUND SUPPORT UNIT	ROGER MOORE ;
6 COMMUNICATIONS UNIT	GEORGE SMITH ;
7 MEDICAL UNIT	JOHN FREDERICKS ;
8 SECURITY UNIT	CARRY FOLGER ;
9 FOOD UNIT	KEN RASMUSSEN ;

**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 the **7. Operations** tab.



Position	Resource Name
1 DAY OPS SECTION CHIEF	;
2 NIGHT OPS SECTION CHIEF	;
3 PLANNING OPS	;
4 OPS SECTION CHIEF	;
5 DEPUTY OPS SECTION CHIEF	;
6 STAGING AREA	;

**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.

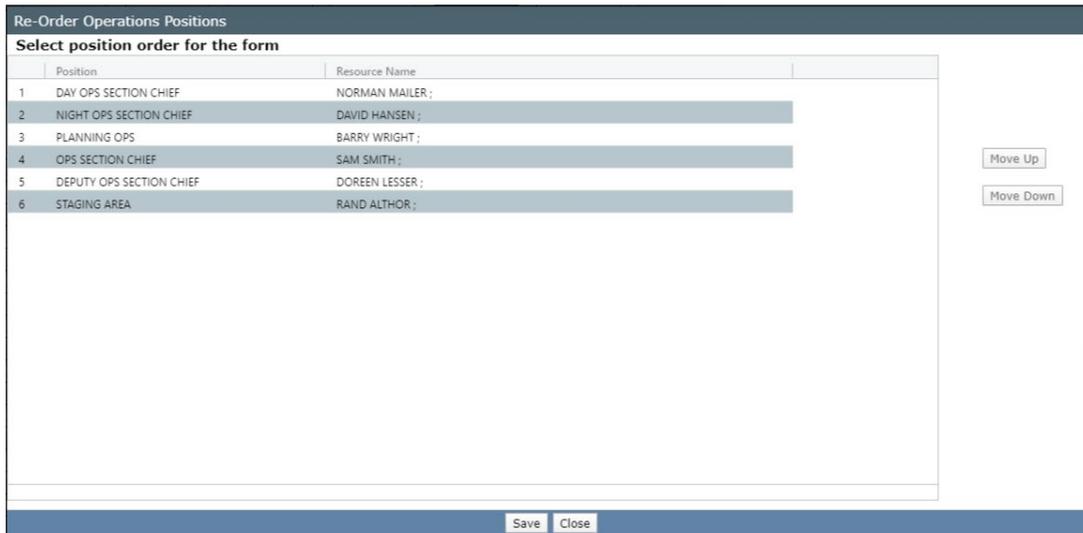
NOTE: Enter up to two Resource Names for the selected position. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

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 Position** button.
  - ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.
  - iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
  - iv. If the resource is a trainee for the position, check the **Trainee checkbox**.
  - v. Click the **Save** button. The new position displays in the grid.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or placed at the **Bottom** on the grid.

**Add Blank Line**

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.

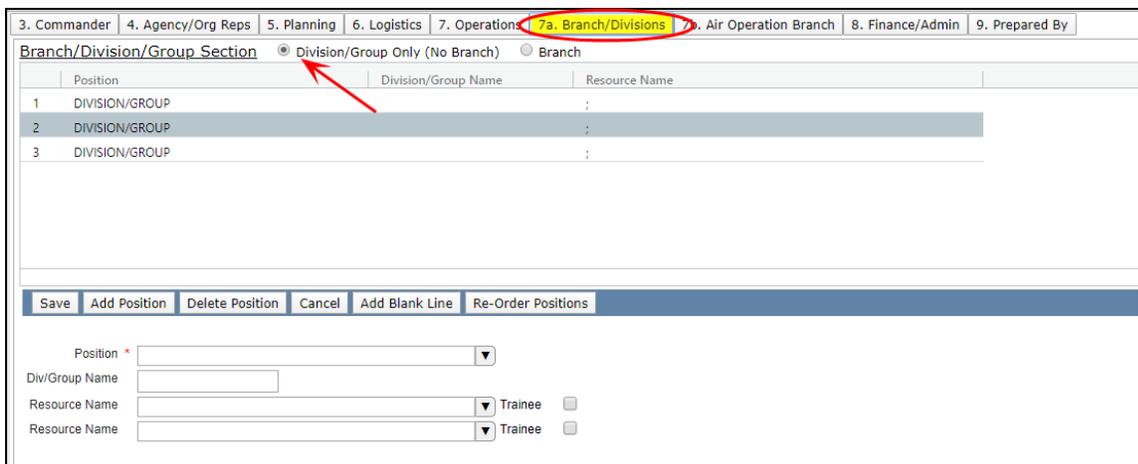


Position	Resource Name
1 DAY OPS SECTION CHIEF	NORMAN MAILER;
2 NIGHT OPS SECTION CHIEF	DAVID HANSEN;
3 PLANNING OPS	BARRY WRIGHT;
4 OPS SECTION CHIEF	SAM SMITH;
5 DEPUTY OPS SECTION CHIEF	DOREEN LESSER;
6 STAGING AREA	RAND ALTHOR;

**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. Branch/Divisions**.

- a. If there are only Divisions/Groups and no Branches, select **Division/Group Only (No Branch)**.



Position	Division/Group Name	Resource Name
1 DIVISION/GROUP		;
2 DIVISION/GROUP		;
3 DIVISION/GROUP		;

**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.

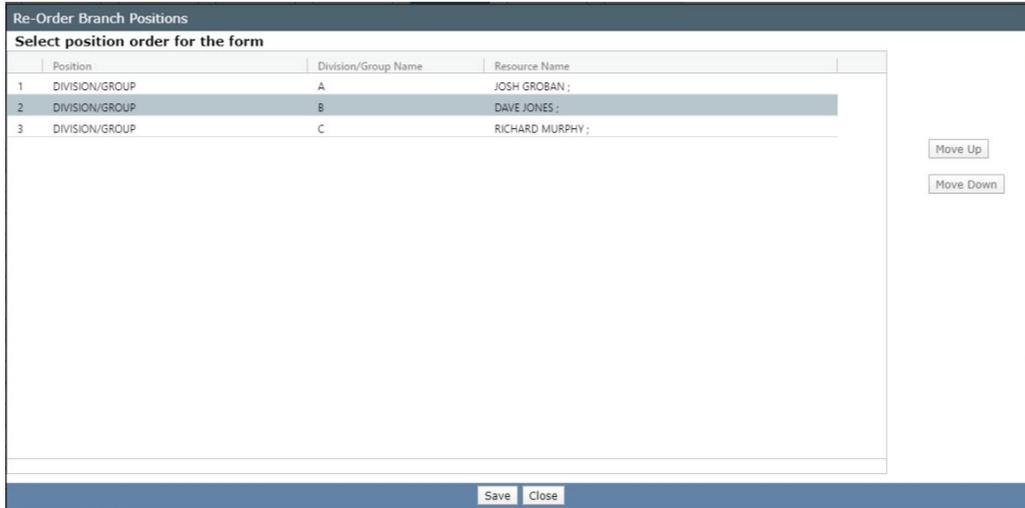
NOTE: Enter up to two Resource Names for the selected Division/Group. More names can be hand typed in the field, however, the user will have to manually adjust formatting/spacing.

- 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 **Add Position** 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.
- vii. 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**

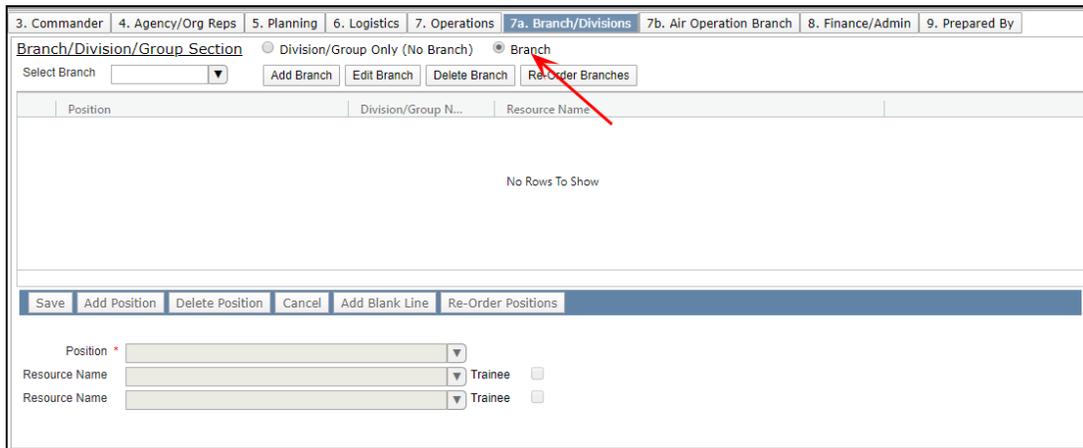
Would you like to add the blank line above the row, below the row or at the bottom of the grid?

- viii. 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	Division/Group Name	Resource Name
1	DIVISION/GROUP	A JOSH GROBAN ;
2	DIVISION/GROUP	B DAVE JONES ;
3	DIVISION/GROUP	C RICHARD MURPHY ;

- b. To add Branches to the ICS 203 form, click **Branch**.



3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | **7a. Branch/Divisions** | 7b. Air Operation Branch | 8. Finance/Admin | 9. Prepared By

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

Select Branch

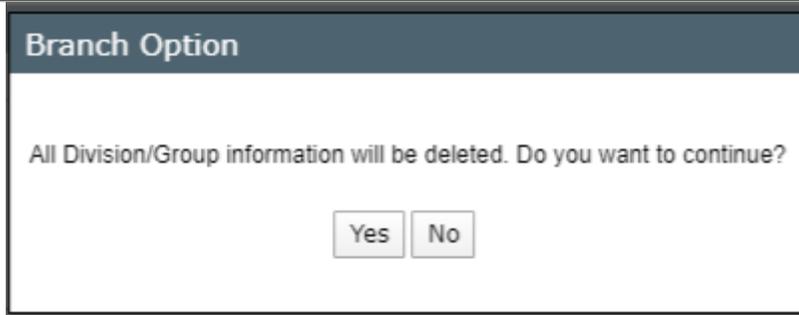
Position	Division/Group N...	Resource Name
No Rows To Show		

Position \*

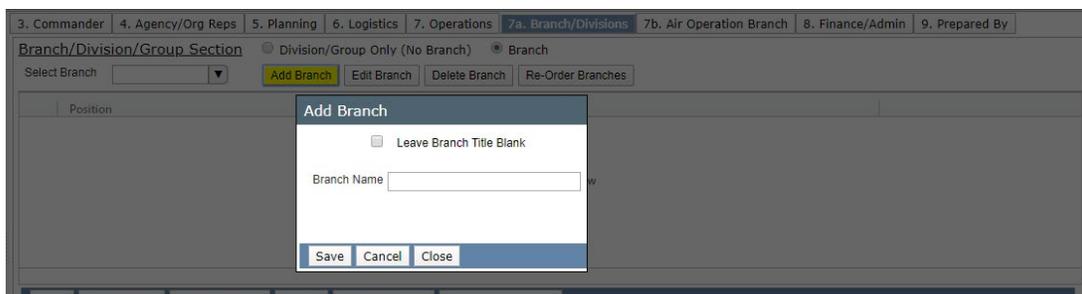
Resource Name   Trainee

Resource Name   Trainee

- i. When **Branch** is selected, a confirmation message displays indicating that "All Division/Group information will be deleted." Click **Yes** to continue.



- ii. On the Branch/Divisions tab, click the **Add Branch** button. An **Add Branch** window displays.



- iii. On the **Add Branch** pop-up window, enter the **Branch Name**.

**NOTE:** The **Leave Branch Title Blank** checkbox is for use when an incident has both Branches and separate Divisions/Groups (e.g., Rehab Group, Structure Protection Group) that are not under a Branch. When adding the Divisions/Groups that are not under a branch, check the **Leave Branch Title Blank** checkbox. Do not enter a Branch Name. Enter all Division/Group names under the Branch section labeled "**No Title**" in the **Select Branch** drop-down. Follow the steps listed under **Division/Group Only (No Branch)** to define the Division/Group under No Title.

- iv. Click the **Save** button.
- v. Repeat steps ii - iv for all branches and no title sections you want to include on the report.
- vi. After all of the branches and no title sections have been defined, select a branch or no title option from the **Select Branch** drop-down list.

**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**.

- vii. 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 **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.
- viii. Follow these steps to add a new position to the form:
  1. Click the **Add Position** 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.
- ix. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed Above the current line, Below the current line, or placed at the Bottom on the grid.

**Add Blank Line**

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

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

**Re-Order Branches**

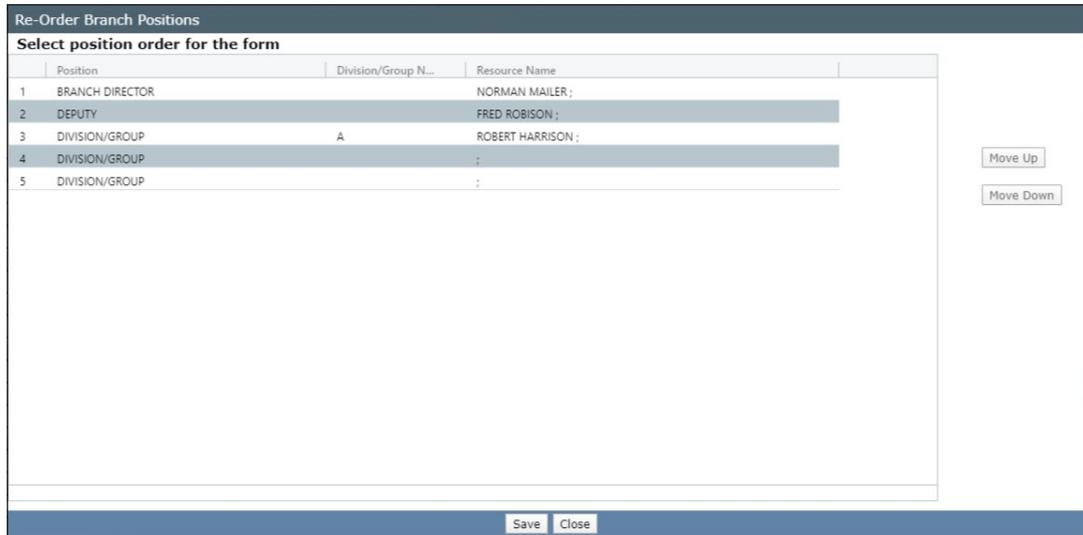
**Select Branch order for the form.**

	Branch Name
1	NORTH RIVER
2	SOUTH RIVER

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

- xi. 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	Division/Group N...	Resource Name
1	BRANCH DIRECTOR	NORMAN MAILER ;
2	DEPUTY	FRED ROBISON ;
3	DIVISION/GROUP A	ROBERT HARRISON ;
4	DIVISION/GROUP	;
5	DIVISION/GROUP	;

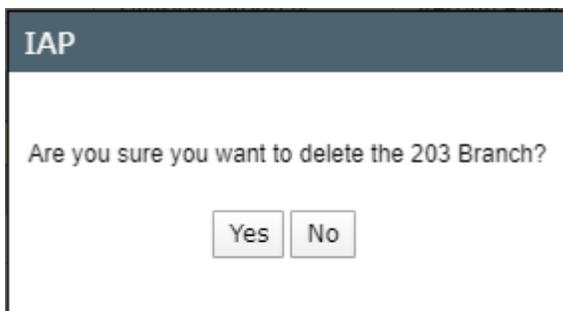
**NOTE:** The order in which the positions will print on the form is reflected in the order in which they display in the grid.

### 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 the **7b. Air Operations** tab.

3. Commander	4. Agency/Org Reps	5. Planning	6. Logistics	7. Operations	7a. Branch/Divisions	7b. Air Operation Branch	8. Finance/Admin	9. Prepared By
--------------	--------------------	-------------	--------------	---------------	----------------------	--------------------------	------------------	----------------

Air Operations Section	
Position	Resource Name
1 AIR OPS BRANCH DIRECTOR	PETER PORRIDGE ;
2 AIR ATTACK SUPERVISOR	RICHARD THORNTON ;
3 AIR SUPPORT SUPERVISOR	PETE SNUGGINS ;
4 HELICOPTER COORDINATOR	GEORGE THREADS ;
5 AIR TANKER COORDINATOR	GLORIA MANSON ;

Save	Add Position	Delete Position	Cancel	Add Blank Line	Re-Order Positions
------	--------------	-----------------	--------	----------------	--------------------

Position *	<input type="text"/>	<input type="checkbox"/>
Resource Name	<input type="text"/>	<input type="checkbox"/>
Resource Name	<input type="text"/>	<input type="checkbox"/>

**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 Position** button.

- ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.
  - iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
  - iv. If the resource is a trainee for the position, check the **Trainee** checkbox.
  - v. Click the **Save** button. The new position displays in the grid.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or at the **Bottom** of the grid.

**Add Blank Line**

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.

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

Re-Order Air Operation Branch Positions

Select position order for the form

Position	Resource Name
1 AIR OPS BRANCH DIRECTOR	PETER PORRIDGE ;
2 AIR ATTACK SUPERVISOR	RICHARD THORNTON ;
3 AIR SUPPORT SUPERVISOR	PETE SNUGGINS ;
4 HELICOPTER COORDINATOR	GEORGE THREADS ;
5 AIR TANKER COORDINATOR	GLORIA MANSON ;

Move Up  
Move Down

Save Close

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

3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | 7a. Branch/Divisions | 7b. Air Operation Branch | **8. Finance/Admin** | 9. Prepared By

Finance/Admin Section

Position	Resource Name
1 CHIEF	MICHELE JOHNSON ;
2 DEPUTY	KEN FOLLEY ;
3 TIME UNIT	MIKE CARRY ;
4 PROCUREMENT UNIT	MEL MILLFORD ;
5 COMPENSATION UNIT	COREY HART ;
6 COST UNIT	JOHN HENWAY ;

Save Add Position Delete Position Cancel Add Blank Line Re-Order Positions

Position \*    
 Resource Name   Trainee   
 Resource Name   Trainee

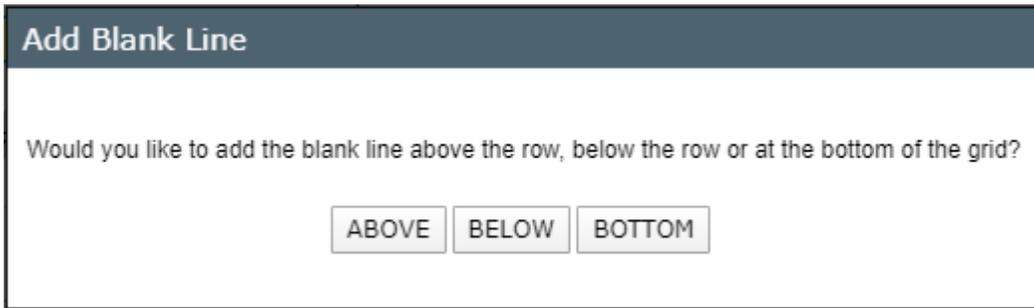
**NOTE:** The system will pre-populate the grid with all positions defined in the ICS 203 template. See *ICS 203 Template* under *Settings* to make changes.

- 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 Position** 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.

A dialog box titled "Add Blank Line" with a dark 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?" and three buttons labeled "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 Finance/Admin Positions

Select position order for the form

Position	Resource Name
1 CHIEF	MICHELE JOHNSON ;
2 DEPUTY	KEN FOLLEY ;
3 TIME UNIT	MIKE CARRY ;
4 PROCUREMENT UNIT	MEL MILLFORD ;
5 COMPENSATION UNIT	COREY HART ;
6 COST UNIT	JOHN HENWAY ;

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 the **9. Prepared By** tab.

3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | 7a. Branch/Divisions | 7b. Air Operation Branch | 8. Finance/Admin | **9. Prepared By**

Prepared By

Name: BOB SMITH

Position Title: PLANS

Date: 05/01/2020

Time: 2100

Save Cancel

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

**ORGANIZATION ASSIGNMENT LIST (ICS 203)**

<b>1. Incident Name:</b> DIAMOND		<b>2. Operational Period:</b> DAY	
		Date/Time From: 05/19/2014 0600	Date/Time To: 05/19/2014 0600
		MON	MON
<b>3. Incident Commander(s) and Command Staff:</b>			
IC/UC	SAM NUNEZ ALBERT SCHWARM (T)	Branch: <b>NORTH RIVER</b>	
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
<b>4. Agency/Organization Representative(s):</b>			
Agency/Organization	Name	Branch: <b>SOUTH RIVER</b>	
USFS	MARIELE 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)
<b>5. Planning Section:</b>			
CHIEF	PAULA HOREN	DIVISION/GROUP	ROMEO AL FRANKLIN
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)	<b>8. Finance/Administration Section:</b>	
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	MARTHA COHN	COMPENSATION UNIT	WILLIAM MASON
INCIDENT METEOROLOGIST	GEORGE SIMONDS	COST UNIT	DAN FREEMAN
<b>6. Logistics Section:</b>			
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		
<b>7. Operations Section:</b>			
DAY OPS SECTION CHIEF	FRANK TEMPLETON JOSHUA GUEZ (T)		
NIGHT OPS SECTION CHIEF	HILLARY SCHWARTZ JUSTIN DEMETRIUS (T)		
PLANNING OPS	VINCENT PEAL		
<b>9. Prepared By:</b>	Name: BARRY EURBIN (T)	Position/Title: RESOURCE UNIT LEADER	Signature:
ICS 203	IAP Page	Date/Time: 05/18/2014 0900	

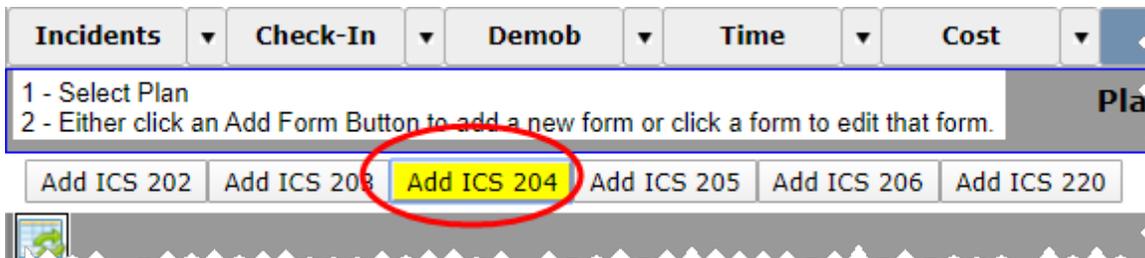
DRAFT

Page 1 of 1

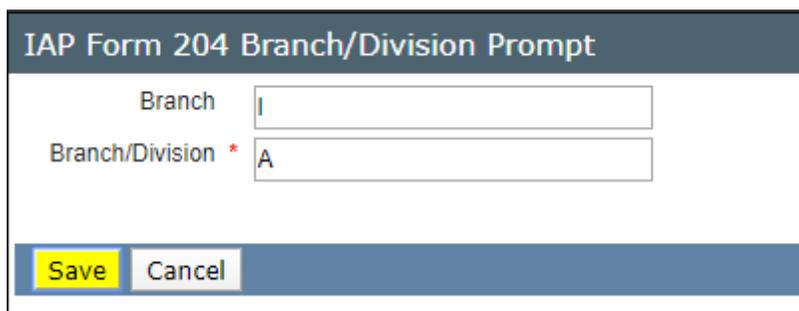
# ICS 204 Division/Group Assignment List

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

1. In the **Incident Plans** grid, select the plan to which the ICS 204 form will be added
2. Click the **Add ICS 204** button.



3. When the **IAP Form 204 Branch/Division/Group Prompt** window displays:
  - a. Enter the **Branch** name, if there is a Branch.
  - b. Enter the **Branch/Division** name.
  - c. Click the **Save** button.



The screenshot shows a dialog box titled 'IAP Form 204 Branch/Division Prompt'. It contains two text input fields: 'Branch' with the letter 'I' entered, and 'Branch/Division \*' with the letter 'A' entered. At the bottom of the dialog, there are two buttons: 'Save' (highlighted in yellow) and 'Cancel'.

- d. The ICS 204 Form area opens on the right side of the window with the **3. Branch/Division Group** tab selected. The **Branch** and **Division/Group** fields are populated with the data entered on the **IAP Form 204 Branch/Division/Group Prompt** window.
- e. Click **Save/Next Block** to move to the **4. Operations Personnel** tab.

3. Branch/Division/Group | 4. Operations/Personnel | 5. Resources Assigned | 6. Work Assignments | 7. Special Instructions | 8. Communications | 9. Prepared By

Branch/Division/Group

Branch |

Division/Group \* | A

Save | Save/Next Block | Cancel

4. On the **4. Operations Personnel** tab:

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

**NOTE:** Two additional positions can be added to the default positions in the grid, for a total of six positions. To add these positions, click the **Clear** button and add the 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 desired order.

3. Branch/Division/Group | **4. Operations/Personnel** | 5. Resources Assigned | 6. Work Assignments | 7. Special Instructions | 8. Communications | 9. Prepared By

**Operations Personnel**

	Position	Resource Name
1	AIR ATTACK SUPERVISOR	PETER PORRIDGE ;
2	DIVISION/GROUP SUPERVISOR	JOSH GROBAN ;
3	BRANCH DIRECTOR	NORMAN MAILER ;
4	OPERATIONS CHIEF	STAN GARRET ;

Save | Add Position | Delete Position | Cancel | Add Blank Line | Re-Order Positions

Position \*

Resource Name  Trainee

Resource Name  Trainee

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 selected 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 **Add Position** 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 Position** 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, **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?

- 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 Operations Personnel**

Select position order for the form

Position	Resource Name	
1 AIR ATTACK SUPERVISOR	PETER PORRIDGE ;	
2 DIVISION/GROUP SUPERVISOR	JOSH GROBAN ;	
3 BRANCH DIRECTOR	NORMAN MAILER ;	
4 OPERATIONS CHIEF	STAN GARRET ;	

**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 the **5. Resources Assigned** tab.

3. Branch/Division/Group | 4. Operations/Personnel | **5. Resources Assigned** | 6. Work Assignments | 7. Special Instructions | 8. Communications | 9. Prepared By

**Resources Assigned**

Resources Identifier \* PHILLIP FLEESE PILO Drop-Off Point

Leader  Drop-Off Time

Last Day To Work  Pick-Up Point

# of Persons  Pick-Up Time

Save Add Delete Cancel Add Incident Resources Add Blank Line Re-Order Resources Auto-Fill Drop-Off/Pick-Up

	Resources Identifier	Leader	Last Day To Work	# of Persons	Drop-Off Poi...	Drop-Off Time	Pick-Up Point	Pick-Up Ti...
1	AIR TANKER AT							
2	FIXED WING AA							
3	PHILLIP FLEESE PILO			1				
4	AIRCRAFT 1 AA							
5	TED DANSON PILO			1				
6	FREQUENCY - AIR TO GND...							
7	FREQUENCY - AIR TO AIR F...							
8	GEORGE JETSON PILO			1				
9	AIRCRAFT 2 AA							

a. To manually add assigned resources:

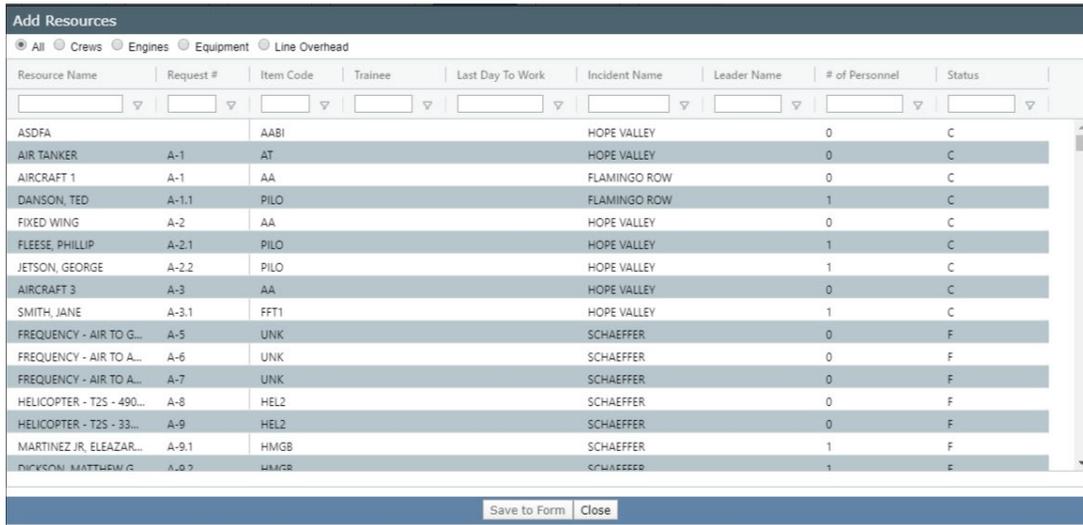
- i. Enter the name of the resource in the **Resource Identifier** field.
- ii. If the resource is a leader, enter either **Primary** or **Secondary** in the **Leader** field to indicate they are the primary leader or the secondary leader.
- iii. Enter the date for the resource's **Last Day to Work** or select the date from the calendar.
- iv. Enter the number of people associated with the resource in the **# of Persons** field.
- v. Enter the place where the resource will be dropped off in the **Drop-Off Point** field.
- vi. Enter the time when the resource will be dropped off in the **Drop-Off Time** field.
- vii. Enter where the resource will be picked up in the **Pick-Up Point** field.
- viii. Enter the time when the resource will be picked up in the **Pick-Up Time** field.
- ix. Click the **Save** button.

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

- b. To add assigned resources with the **Add Incident Resources** button:
  - i. Click the **Add Incident Resources** button. The system displays an **Add 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 **Save to Form** button.

**NOTE:** Use the **Shift** key to select multiple resources that are together in the grid. Use the **Ctrl** key to select multiple resources that are not together in the grid.

- iii. To close the **Add Resources** window, click the **Close** button.



The screenshot shows the 'Add Resources' window with the following data in the grid:

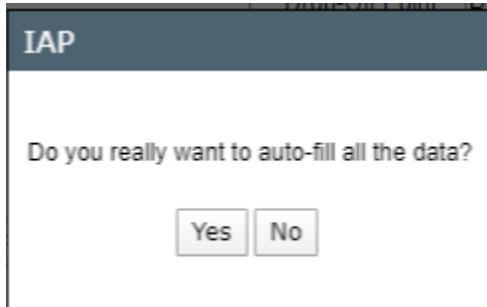
Resource Name	Request #	Item Code	Trainee	Last Day To Work	Incident Name	Leader Name	# of Personnel	Status
ASDFA		AABI			HOPE VALLEY		0	C
AIR TANKER	A-1	AT			HOPE VALLEY		0	C
AIRCRAFT 1	A-1	AA			FLAMINGO ROW		0	C
DANSON, TED	A-1.1	PILO			FLAMINGO ROW		1	C
FIXED WING	A-2	AA			HOPE VALLEY		0	C
FLEESE, PHILLIP	A-2.1	PILO			HOPE VALLEY		1	C
JETSON, GEORGE	A-2.2	PILO			HOPE VALLEY		1	C
AIRCRAFT 3	A-3	AA			HOPE VALLEY		0	C
SMITH, JANE	A-3.1	FFT1			HOPE VALLEY		1	C
FREQUENCY - AIR TO G...	A-5	UNK			SCHAEFFER		0	F
FREQUENCY - AIR TO A...	A-6	UNK			SCHAEFFER		0	F
FREQUENCY - AIR TO A...	A-7	UNK			SCHAEFFER		0	F
HELICOPTER - T2S - 490...	A-8	HEL2			SCHAEFFER		0	F
HELICOPTER - T2S - 33...	A-9	HEL2			SCHAEFFER		0	F
MARTINEZ JR, ELEAZAR...	A-9.1	HMGB			SCHAEFFER		1	F
DICKSON, MATTHEW G.	A-9.2	HMGB			SCHAEFFER		1	F

Buttons at the bottom: Save to Form, Close

**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 **Cancel** button to exclude the resource from this ICS 204.

- c. Follow these steps to automatically add the drop-off and pick-up data to all resources in the Resources Assigned grid:
  - i. Select a resource in the Resources Assigned grid or manually add a new resource.
  - ii. Add the **Drop-Off Point/Drop-Off Time** and **Pick-Up Point/Pick-Up Time** to the resource and save the data. Keep the resource highlighted in the grid.

- iii. Click the **Auto-Fill Drop-Off/Pick-Up** button.
- iv. When the confirmation message displays, click the **Yes** button.

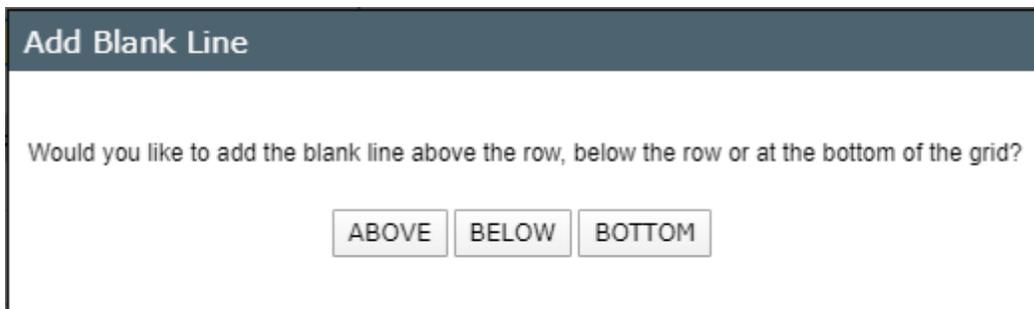
A screenshot of a dialog box titled "IAP". The main text inside the box asks, "Do you really want to auto-fill all the data?". Below the text are two buttons: "Yes" and "No".

IAP

Do you really want to auto-fill all the data?

Yes No

- d. 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, **Below** the current line, or at the **Bottom** on the grid.

A screenshot of a dialog box titled "Add Blank Line". The main text inside the 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".

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

- e. To re-order the resources, click the **Re-Order Resources** button. In the window that displays, select the resource 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 Assigned

Select position order for the form

	Resources Identifier	Leader	Last Day To Work	# of Persons	Drop-Off Pol...	Drop-Off Time	Pick-Up Point	Pk
1	AIR TANKER AT				RIVERSIDE	0600	ROCKY RIDGE	18
2	FIXED WING AA				RIVERSIDE	0600	ROCKY RIDGE	18
3	PHILLIP FLEESE PILO			1	RIVERSIDE	0600	ROCKY RIDGE	18
4	AIRCRAFT 1 AA				RIVERSIDE	0600	ROCKY RIDGE	18
5	TED DANSON PILO			1	RIVERSIDE	0600	ROCKY RIDGE	18
6	FREQUENCY - AIR TO GND...				RIVERSIDE	0600	ROCKY RIDGE	18
7	FREQUENCY - AIR TO AIR F...				RIVERSIDE	0600	ROCKY RIDGE	18
8	GEORGE JETSON PILO			1	RIVERSIDE	0600	ROCKY RIDGE	18
9	AIRCRAFT 3 AA				RIVERSIDE	0600	ROCKY RIDGE	18
10	JANE SMITH FFT1			1	RIVERSIDE	0600	ROCKY RIDGE	18
11	HELICOPTER - T2S - 490SA ...				RIVERSIDE	0600	ROCKY RIDGE	18
12	ELEAZAR G MARTINEZ JR H...			1	RIVERSIDE	0600	ROCKY RIDGE	18
13	MATTHEW G DICKSON HM...			1	RIVERSIDE	0600	ROCKY RIDGE	18
14	HELICOPTER - T2S - 33HX - ...				RIVERSIDE	0600	ROCKY RIDGE	18
15	GEORGE JETSON PILO			1	RIVERSIDE	0600	ROCKY RIDGE	18
16	AIRCRAFT 3 AA				RIVERSIDE	0600	ROCKY RIDGE	18

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.

6. Select the **6. Work Assignments** tab.
  - a. Enter the **Work Assignment** information in the text box.
  - b. Click the **Save/Next Block** button to save the data and move to the **Special Instructions** tab.

3. Branch/Division/Group | 4. Operations/Personnel | 5. Resources Assigned | **6. Work Assignments** | Special Instructions | 8. Communications | 9. Prepared By

Work Assignments

Sans Serif | Normal | B | I | U | G | A | [List Icon] | [List Icon]

Insert text here ...

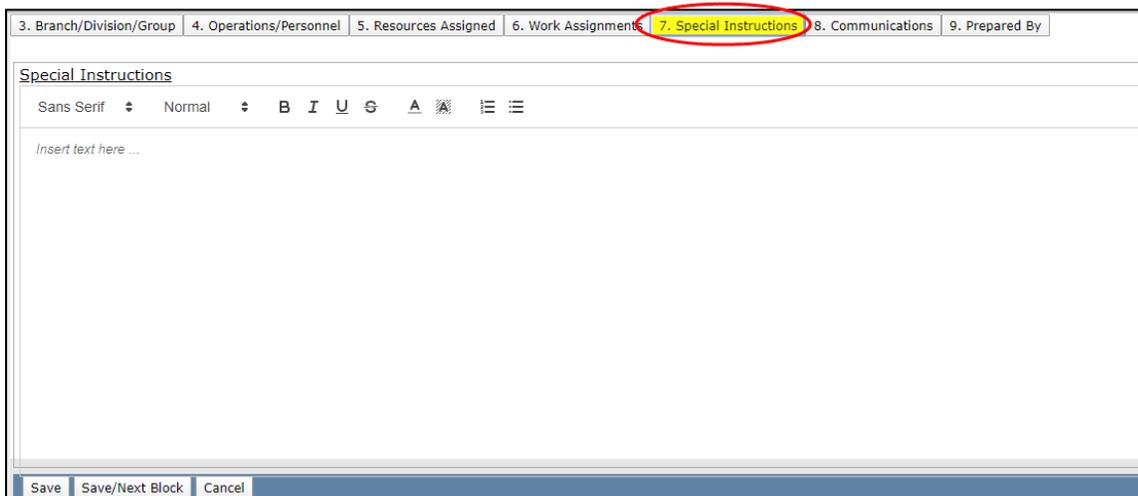
Save | Save/Next Block | Cancel

NOTE: Format the text in the Work Assignment area by selecting the options at the bottom of the screen. The following formatting options are available:

- Font Size
- Bold, Italics, Underline, Strike Through, Text Color, Bold Text
- Numbered List
- Bulleted List

7. On the **7. Special Instructions** tab:

- a. Enter any Special Instructions for the ICS 204 form.
- b. Click the **Save/Next Block** button to save the data and move to the **Communications** tab.



**NOTE:** Format the text in the Special Instructions area by selecting from the options at the bottom of the screen. The following formatting options are available:

- Font Size
- Bold, Italics, Underline, Strike Through, Text Color, Bold Text
- Numbered List
- Bulleted List

8. On the **8. Communications** tab:

3. Branch/Division/Group | 4. Operations/Personnel | 5. Resources Assigned | 6. Work Assignments | 7. Special Instructions | **8. Communications** | 9. Prepared By

**Communications**

Function \*  RX Frequency N/W  TX Frequency N/W   
 Channel  RX Tone  TX Tone   
 Mode

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

	Function	Channel	RX Frequency N/W	RX Tone	TX Frequency N/W	TX Tone	Mode
1	COMMAND	20	164.8375N	107.2	172.4625N	107.2	A
2	TACTICAL	1	168.0500N	107.2	168.0500N	107.2	A
3	COMMAND	8	170.4125N	107.2	165.9625N	107.2	A
4	AIR GUARD	16	168.6250N	NONE	168.6250N	110.9	A
5	TACTICAL	3	169.1250N	NONE	169.1250N	NONE	A
6	AIR GUARD	16	168.6250N	NONE	168.6250N	110.9	A
7	TACTICAL	3	169.1250N	NONE	169.1250N	NONE	A
8	AIR TO GROUND	12	168.5375N		168.5375N		A

**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. To manually add a frequency:
  - i. Enter the **Function**.
  - ii. Enter the **Channel**.
  - iii. Enter the **RX Frequency N/W**.
  - iv. Enter the **RX Tone**.
  - v. Enter the **TX Frequency N/W**.
  - vi. Enter the **TX Tone**.
  - vii. Enter the **Mode**.
  - viii. Click the **Save** 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.

- b. To select frequencies from the Master Frequency List:
  - i. Click the **Add From Master Frequency List** button.

- ii. Select one or more frequencies from the **Master Frequency List**. Use the filters at the top of the columns to filter the data in the grid.
- iii. Click the **Save to Form** button.
- iv. To close the **Master Frequency List** window, click the **Close** button.

Master Frequency List									
Show	Function	Zone Group	Channel #	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.4625N	107.2
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.0500N	107.2
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.9625N	107.2
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY AL...	168.6250N	NONE	168.6250N	110.9
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.1250N	NONE
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.5375N	
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.2800N	131.8
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.1250N	103.5
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEATER		171.4750N	103.5	168.1250N	114.8
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.6000N	107.2	168.6000N	107.2
<input checked="" type="checkbox"/>	AIR GUARD	MS	16	AIR GUARD	EMERGENCY AL...	168.6250N	NONE	168.6250N	110.9
<input checked="" type="checkbox"/>	COMMAND	BIA	7	WAUCHEESI		171.4750N	103.5	168.1250	156.7
<input checked="" type="checkbox"/>	TACTICAL	BOT	2	TAC 2		168.2000N	110.9	168.2000N	110.9
<input checked="" type="checkbox"/>	AIR TO GROUND	NIA	8	A/G 54	SEC IA NANTAH...	168.5375N	NONE	168.5375N	NONE
<input checked="" type="checkbox"/>	COMMAND	NAN	11	COWEE RPT		171.4750N	103.5	168.1250N	110.9
<input checked="" type="checkbox"/>	COMMAND	BOT	6	CMD 1 RPT	ALL DIVISIONS	168.7000N		170.9750N	110.9

Save to Form Close

- c. To add a blank line between the frequencies, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or at the **Bottom** on the grid.

**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 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 Communication Frequencies

Select position order for the form

	Function	Channel	RX Frequency N/W	RX Tone	TX Frequency N/W	TX Tone	Mode
1	COMMAND	20	164.8375N	107.2	172.4625N	107.2	A
2	TACTICAL	1	168.0500N	107.2	168.0500N	107.2	A
3	COMMAND	8	170.4125N	107.2	165.9625N	107.2	A
4	AIR GUARD	16	168.6250N	NONE	168.6250N	110.9	A
5	TACTICAL	3	169.1250N	NONE	169.1250N	NONE	A
6	AIR GUARD	16	168.6250N	NONE	168.6250N	110.9	A
7	TACTICAL	3	169.1250N	NONE	169.1250N	NONE	A
8	AIR TO GROUND	12	168.5375N		168.5375N		A

Move Up

Move Down

Save Close

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

9. Select the **9. Prepared By** tab.
  - a. Enter the **Prepared By** name.
  - b. Enter the **Approved By Name**.
  - c. Enter the approved **Date**.
  - d. Enter the approved **Time**.
  - e. Click the **Save** button to save the data to the form.

3. Branch/Division/Group 4. Operations/Personnel 5. Resources Assigned 6. Work Assignments 7. Special Instructions 8. Communications 9. Prepared By

Prepared By

Prepared By

Approved By

Name

Date  Time

Save Save/Next Block Cancel

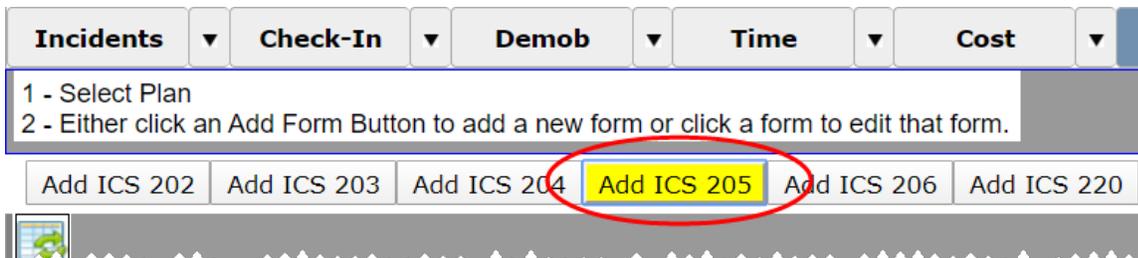
**Division/Group Assignment List (ICS 204 WF)**  
**Controlled Unclassified Information//Basic**

<b>1. Incident Name:</b>		<b>3.</b>				
ALANTOWN		<b>Branch:</b>		<b>Division/Group:</b>		
<b>2. Operational Period: DAY</b>		I		A		
Date/Time From: 12/07/2017 0600 THU	Date/Time To: 12/07/2017 1800 THU					
<b>4. Operations Personnel</b>						
<b>BRANCH DIRECTOR</b>		<b>OPERATIONS CHIEF</b>				
<b>AIR ATTACK SUPERVISOR</b>		<b>DIVISION/GROUP SUPERVISOR</b>				
<b>5. Resources Assigned this Period</b>						
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time	
SMITH, MATT	06/23		1			
POND, AMY			1			
EARHART, AMELIA	06/23		1			
TENTANT, DAVID	06/23		1			
<b>6. Control Operations/Work Assignments:</b>						
<b>7. Special Instructions:</b>						
<b>8. Division/Group Communication Summary</b>						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND						
TACTICAL						
LOGISTICS						
AIR TO GROUND						
<b>9. Prepared By (Resource Unit Leader)</b>		<b>Approved By (Planning Section Chief)</b>		<b>Date</b>	<b>Time</b>	
				12/06/2017	1703	

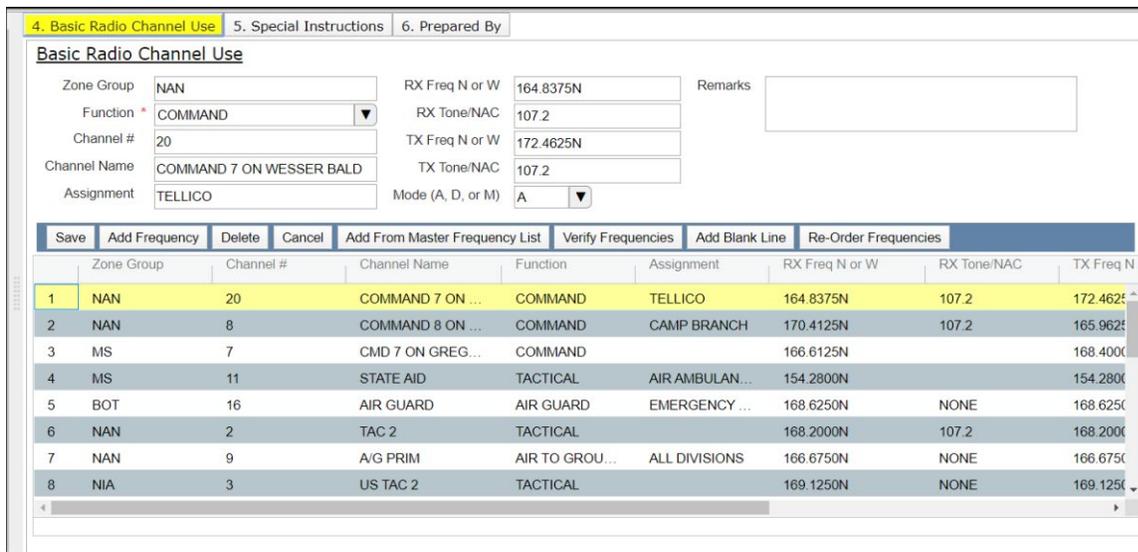
# ICS 205 Incidents Radio Communications Plan

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

1. In the **Incident Plans** grid, select the plan to which the ICS 205 form will be added.
2. Click the **Add ICS 205** button. The ICS 205 Form area opens on the right side of the window.



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



- a. To manually add a frequency:
  - a. Enter the **Zone Group**.
  - b. Enter the **Function**.

- c. Enter the **Channel #**.
- d. Enter the **Channel Name**.
- e. Enter the **Assignment**.
- f. Enter the **RX Freq N or W**
- g. Enter the **RX Tone/NAC**
- h. Enter the **TX Freq N or W**
- i. Enter the **TX Tone/NAC**
- j. Enter the **Mode (Ad, D or M)** for the frequency.
- k. Enter any **Remarks**.
- l. Click the **Save** 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 **Basic Radio Channel Use** tab.

- b. To add a frequency from the Master Frequency list:
  - i. Click the **Add from Master Frequency List** button. The system displays a **Master Frequency List** window.
  - ii. Use the filters at the top of the columns to filter the data in the grid.
  - iii. Select one or more frequencies from the list.
  - iv. Click the **Save to Form** button.
  - v. To close the **Master Frequency List** window, click the **Close** button.

Show	Function	Zone Group	Channel #	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone
<input checked="" type="checkbox"/>	COMMAND	NAN	20	COMMAND 7 ON ...	TELLICO	164.8375N	107.2	172.4625N	107.2
<input checked="" type="checkbox"/>	TACTICAL	NAN	1	TAC 1		168.0500N	107.2	168.0500N	107.2
<input checked="" type="checkbox"/>	COMMAND	NAN	8	COMMAND 8 ON ...	CAMP BRANCH	170.4125N	107.2	165.9625N	107.2
<input checked="" type="checkbox"/>	AIR GUARD	BOT	16	AIR GUARD	EMERGENCY AL...	168.6250N	NONE	168.6250N	110.9
<input checked="" type="checkbox"/>	TACTICAL	NIA	3	US TAC 2		169.1250N	NONE	169.1250N	NONE
<input checked="" type="checkbox"/>	AIR TO GROUND	BIA	12	A/G 54		168.5375N		168.5375N	
<input checked="" type="checkbox"/>	TACTICAL	NIA	5	D9 TAC 1		151.2800N	131.8	151.2800N	131.8
<input checked="" type="checkbox"/>	COMMAND	NAN	13	SCALY REPEATER		171.4750N	103.5	168.1250N	103.5
<input checked="" type="checkbox"/>	COMMAND	NAN	15	TOXAWAY REPEATER		171.4750N	103.5	168.1250N	114.8
<input checked="" type="checkbox"/>	TACTICAL	NAN	3	TAC 3		168.6000N	107.2	168.6000N	107.2
<input checked="" type="checkbox"/>	AIR GUARD	MS	16	AIR GUARD	EMERGENCY AL...	168.6250N	NONE	168.6250N	110.9
<input checked="" type="checkbox"/>	COMMAND	BIA	7	WAUCHEESI		171.4750N	103.5	168.1250	156.7
<input checked="" type="checkbox"/>	TACTICAL	BOT	2	TAC 2		168.2000N	110.9	168.2000N	110.9
<input checked="" type="checkbox"/>	AIR TO GROUND	NIA	8	A/G 54	SEC IA NANTAH...	168.5375N	NONE	168.5375N	NONE
<input checked="" type="checkbox"/>	COMMAND	NAN	11	COWEE RPT		171.4750N	103.5	168.1250N	110.9
<input checked="" type="checkbox"/>	COMMAND	BOT	6	CMD 1 RPT	ALL DIVISIONS	168.7000N	110.9	170.9750N	110.9

- c. To delete a frequency, highlight the frequency in the grid, click the **Delete** button.
- d. To add a blank line between the frequencies, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line, or placed at the **Bottom** on the grid.

### Add Blank Line

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

- e. 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/IA/C	TX Freq N or W	TX Tone/IA/C
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 CHARLIE; ...	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

Move Up  
Move Down

Save Close

**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 the **5. Special Instructions** tab.
  - a. Enter any **Special Instructions** for the ICS 205 form.
  - b. Click the **Save/Next Block** button to save the data and open the **6. Prepared By** tab.

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

Special Instructions

Sans Serif Normal B I U G A [Image] [Image]

Insert text here ...

Save Save/Next Block Cancel

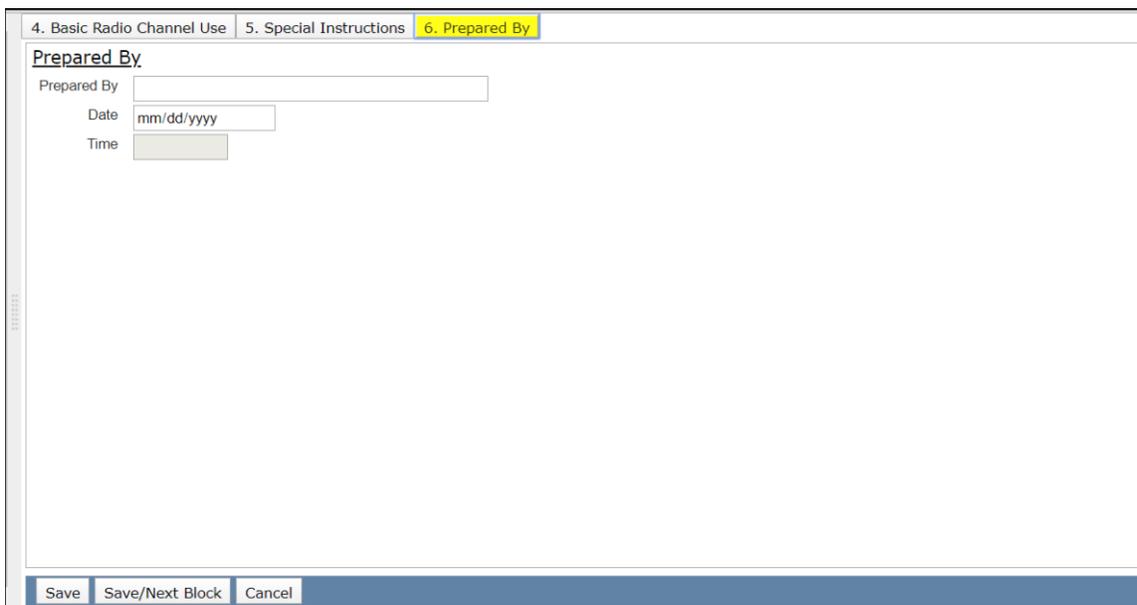
**NOTE:** Format the text in the Special Instructions area by selecting the options at the bottom of the screen. The following formatting options are available:

- Font Size

- Bold, Italics, Underline, Strike Through, Text Color, Bold Text
- Numbered List
- Bulleted List

5. On the **6. Prepared By** tab:

- a. Enter the **Prepared By** name , **Date**, and **Time**.
- b. Click the **Save** button to save the data to the form.



The screenshot shows a software window with three tabs: "4. Basic Radio Channel Use", "5. Special Instructions", and "6. Prepared By". The "6. Prepared By" tab is active and highlighted in yellow. Below the tabs, the title "Prepared By" is displayed. There are three input fields: "Prepared By" (a long text box), "Date" (a box with the placeholder "mm/dd/yyyy"), and "Time" (a box). At the bottom of the window, there is a blue bar containing three buttons: "Save", "Save/Next Block", and "Cancel".

**INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)**  
**Controlled Unclassified Information//Basic**

<b>1. Incident Name:</b>		<b>2. Date/Time Prepared:</b>		<b>3. Operational Period:</b> 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: \_\_\_\_\_

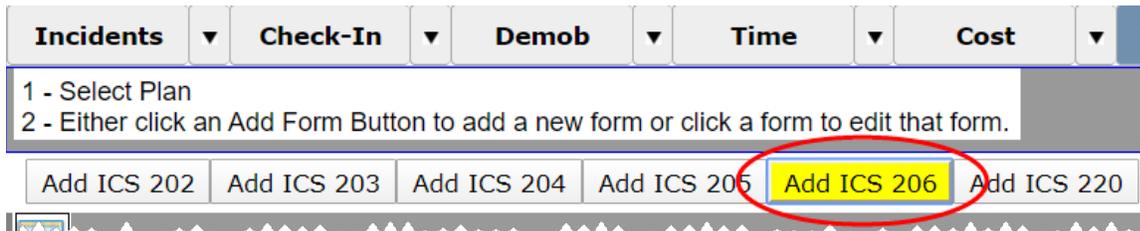
ICS 205 IAP Page \_\_\_\_\_ Date/Time: 05/22/2014 2100

**Controlled Classified Information//Basic**  
 DRAFT

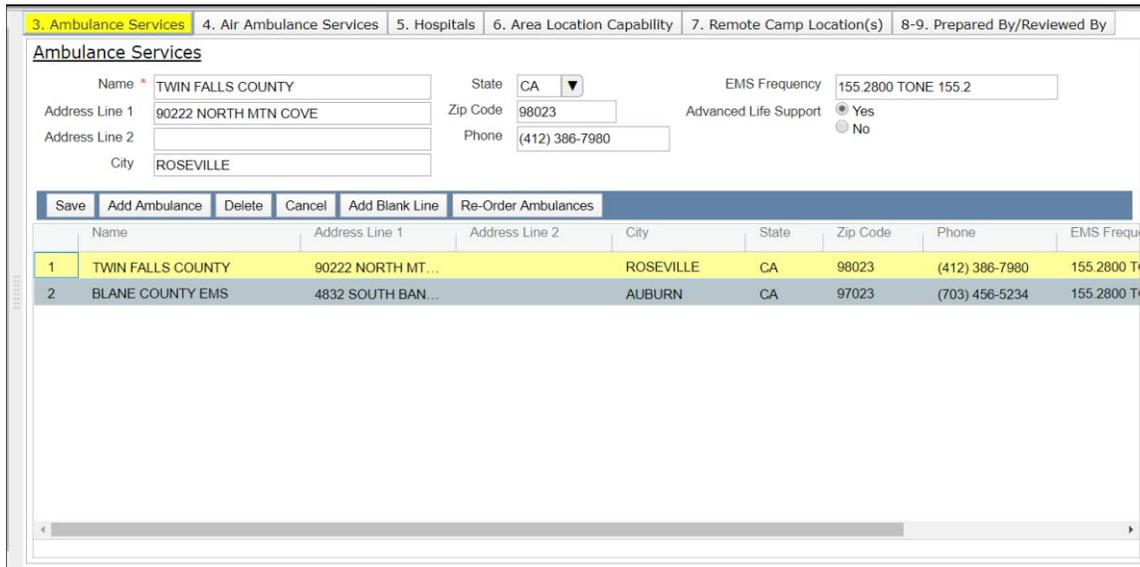
# ICS 206 Medical Plan

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

1. In the **Incident Plans** grid, select the plan to which the ICS 206 form will be added.
2. Click the **Add ICS 206** button. The ICS 206 form area opens on the right side of the window.



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



- a. Enter the ambulance **Name**.
- b. Enter the **Address 1**, **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 **Add Ambulance** button to add another Ambulance Service.
- h. To delete an Ambulance Service in the grid, highlight the service and click the **Delete** button.
- i. To add a blank line between the ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed **Above** the current line, **Below** the current line or at the **Bottom** on the grid.

**Add Blank Line**

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

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

**Re-Order Ambulances**

Select position order for the form

	Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone	EMS Frequency
1	TWIN FALLS COUNTY	90222 NORTH MTN...		ROSEVILLE	CA	98023	(412) 386-7980	155.2800 TONE
2	BLANE COUNTY EMS	4832 SOUTH BANK ...		AUBURN	CA	97023	(703) 456-5234	155.2800 TONE

**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 the **4. Air Ambulance Services** tab.

3. Ambulance Services | **4. Air Ambulance Services** | 5. Hospitals | 6. Area Location Capability | 7. Remote Camp Location(s) | 8-9. Prepared By/Reviewed By

**Air Ambulance Services**

Name \* PETERSON FLIGHTS      Type of Aircraft ASTAR  
 Phone (394) 506-2323      Aircraft Capability ELEV CAP 12,000 FT

Save | Add Air Ambulance | Delete | Cancel | Add Blank Line | Re-Order Air Ambulances

	Name	Phone	Type of Aircraft	Capability
1	PETERSON FLIGHTS	(394) 506-2323	ASTAR	ELEV CAP 12,000 FT
2	ST LUKES	(496) 596-4578	BOCAL	HIGH ALTITUDE
3	INCIDENT HELO KERN H408	(308) 454-6734	BELL 407	HOST CAPABLE

- a. Enter the air ambulance **Name**.
- b. Enter the **Phone** for the air ambulance.
- c. Enter the **Type of Aircraft** for the air ambulance.
- d. Enter the **Aircraft Capability** for the air ambulance.
- e. Click the **Save** button to save the ambulance data to the form.
- f. Click the **Add Air Ambulance** button to add another Air Ambulance Service.
- g. To delete an Air Ambulance Service in the grid, highlight the service and click the **Delete** button.
- h. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

**Add Blank Line**

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

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

**Re-Order Air Ambulances**

**Select position order for the form**

	Name	Phone	Type of Aircraft	Capability
1	PETERSON FLIGHTS	(394) 506-2323	ASTAR	ELEV CAP 12,000 FT
2	ST LUKES	(496) 596-4578	BOCAL	HIGH ALTITUDE
3	INCIDENT HELO KERN H408	(308) 454-6734	BELL 407	HOST CAPABLE

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

- 5. Select the **5. Hospitals** tab.

3. Ambulance Services | 4. Air Ambulance Services | **5. Hospitals** | 6. Area Location Capability | 7. Remote Camp Location(s) | 8-9. Prepared By/Reviewed By

**Hospitals**

Name \* ST LUKES MEDICAL CTR Phone (305) 554-6767 Latitude 3845.9084'

Address Line 1 45434 HIGHLAND VIEW Travel Time Air 30 M Longitude 12114.9874'

Address Line 2 Travel Time Ground 2 HR VHF 155.2800

City AUBURN Helipad  Yes  No

State CA Level of Care Facility ADV TRAUMA

Zip 94803

Save Add Hospital Delete Cancel Add Blank Line Re-Order Hospitals

Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone	Air Travel T
1 ST LUKES MEDICAL CTR	45434 HIGHLAND ...		AUBURN	CA	94803	(305) 554-6767	30 M
2 SUTTER HOSPITAL	11815 EDUCATIO...		AUBRUN	CA	90349	(503) 823-5860	10 M

- Enter the hospital **Name**.
- Enter the **Address1**, **Address 2**, **City**, **State** and **Zip** for the hospital.
- Enter the **Phone** for the hospital.
- Enter the **Travel Time Air** for the hospital.
- Enter the **Travel Time Ground** for the hospital.
- If a **Helipad** is available at the hospital, select the **Yes** option. If it is not available, select the **No** option.
- Enter the **Level of Care Facility** for the hospital.
- Enter the **Latitude** for the hospital.
- Enter the **Longitude** for the hospital.
- Enter the **VHF** for the hospital.
- Click the **Save** button to save the hospital data to the form.
- Click the **Add Hospital** button to add another Hospital.
- To delete a Hospital in the grid, highlight the Hospital and click the **Delete** button.
- To add a blank line between the hospitals, 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 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.

**Re-Order Hospitals**

Select position order for the form

	Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone	Air Travel Time
1	ST LUKES MEDICAL CTR	45434 HIGHLAND V...		AUBURN	CA	94803	(305) 554-6767	30 M
2	SUTTER HOSPITAL	11815 EDUCATION ...		AUBURN	CA	90349	(503) 823-5860	10 M

**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 the **6. Area Location Capability** tab.

3. Ambulance Services | 4. Air Ambulance Services | 5. Hospitals | **6. Area Location Capability** | 7. Remote Camp Location(s) | 8-9. Prepared By/Reviewed By

**Area Location Capability**

Branch	NORTH RIVER BRANCH	Emergency Channel	COMMAND CHANNEL 9
Division/Group *	ALPHA, BRAVO, CHARLIE	ETA for Ambulance to Scene (Air)	30 MIN
EMS Responders	HAZEL, MARTIN, SAMHITT	ETA for Ambulance to Scene (Ground)	1 HOUR
Capability	PARAMEDICS	Approved Helispot (Lat)	N38 33.2907'
Available Equipment	AED, ADV, LIFE SUPPORT	Approved Helispot (Long)	W121 2.823'

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

Branch	Division/Group	EMS Responders	Capability	Available Equipment	Emergency Channel	
1	NORTH RIVER BRANCH	ALPHA, BRAVO, C...	HAZEL, MARTIN, ...	PARAMEDICS	AED, ADV, LIFE SUPP...	COMMAND CHANNEL 9
2	SOUTH RIVER BRANCH	OSCAR, PAPA, R...	MARGE SPARKS, ...	ADV LIFE SUPPORT	AED, ADV, LIFE SUPP...	CMD 9
3		REHAB, STRUC, ...	WILL TRENT, BAR...	ADVANCED	02, AED	CMD 9

- 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 **Add Area Location** button to add another Area Location Capability.

- m. To delete an Area Location Capability in the grid, highlight the capability and click the **Delete** button.
- n. To add a blank line between the area location capabilities, 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.

**Re-Order Area Locations**

Select position order for the form

	Branch	Division/Group	EMS Responders	Capability	Available Equipment	Emergency Channel	Amb
1	NORTH RIVER BRANCH	ALPHA, BRAVO, CH...	HAZEL, MARTIN, SA...	PARAMEDICS	AED, ADV, LIFE SUPPORT	COMMAND CHANNEL 9	30 M
2	SOUTH RIVER BRANCH	OSCAR, PAPA, ROM...	MARGE SPARKS, HA...	ADV LIFE SUPPORT	AED, ADV, LIFE SUPPORT	CMD 9	20 M
3		REHAB, STRUC, WA...	WILL TRENT, BARB ...	ADVANCED	02, AED	CMD 9	20 M

**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 the **7. Remote Camp Locations** tab.

3. Ambulance Services	4. Air Ambulance Services	5. Hospitals	6. Area Location Capability	7. Remote Camp Location(s)	8-9. Prepared By/Reviewed By
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**Remote Camp Location(s)**

Name *	HIGHLAND PARK CAMP	Emergency Channel	CMD 9
Location *	INTERSECTION OF HWY 12 AND RD 23	ETA for Ambulance to Scene (Air)	15 MIN
Point of Contact *	JACK FRANKLIN	ETA for Ambulance to Scene (Ground)	45 MIN
EMS Responders	GEORGE HILL, BRENT HARPER	Approved Helispot (Lat)	N38 45.9084'
Capability	HELISPOT AND AMBULANCE	Approved Helispot (Long)	W121 2.8945'
Available Equipment	ADV LIFE SUPPORT		

Name	Location	Point of Contact	EMS Responders	Capability	Available Equipment	Emergency Channel
1	HIGHLAND PARK CAMP	INTERSECTION O...	JACK FRANKLIN	GEORGE HILL, B...	HELISPOT AND A...	ADV LIFE SUPPORT

- 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 **Add Remote Camp Location** 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 remote camp locations, 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?

- 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.

**Re-Order Remote Camp Locations**

Select position order for the form

	Name	Location	Point of Contact	EMS Responders	Capability	Available Equipment	Emergen
1	HIGHLAND PARK CAMP	INTERSECTION OF ...	JACK FRANKLIN	GEORGE HILL, BREN...	HELISPOT AND AM...	ADV LIFE SUPPORT	CMD 9
2	LOWLAND DAVIS CAMP	TIMBERLINE AND R...	BILL HARRIS	JOE DURHAM, BOB ...	AMBULANCE	ADV LIFE SUPPORT	CMD 9

**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 the **8-9. Prepared By/Reviewed By** tab.
  - a. Enter the **Prepared By** name, **Date** and **Time**.
  - b. Enter the **Reviewed By** name, **Date** and **Time**.

c. Click the **Save** button to save the data to the form.

3. Ambulance Services	4. Air Ambulance Services	5. Hospitals	6. Area Location Capability	7. Remote Camp Location(s)	8-9. Prepared By/Reviewed By
<b>Prepared By</b>					
Prepared By	<input type="text" value="SUZY SMITH"/>				
Date	<input type="text" value="05/01/2020"/>				
Time	<input type="text" value="0900"/>				
<b>Reviewed By</b>					
Reviewed By	<input type="text" value="BILL RILEY"/>				
Date	<input type="text" value="05/01/2020"/>				
Time	<input type="text" value="0900"/>				
<input type="button" value="Save"/> <input type="button" value="Save/Next Block"/> <input type="button" value="Cancel"/>					

**Medical Plan (ICS 206 WF)  
Controlled Unclassified Information//Basic**

<b>1. Incident/Project Name:</b>		<b>2. Operational Period:</b> DAY					
DIAMOND		Date/Time From: 05/23/2014 0600 FRI	Date/Time To: 05/23/2014 1800 FRI				
<b>3. Ambulance Services</b>							
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				
<b>4. Air Ambulance Services</b>							
Name	Phone	Type of Aircraft	Capability				
LIFEFLIGHT	(123) 123-1234	ROTOR/FIXED WING	SHORT HAUL				
<b>5. Hospitals</b>							
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
<b>6. Area Location Capability</b>							
Branch Division/Group							
<b>8. Prepared By (Medical Unit Leader)</b>		<b>9. Date/Time</b>		<b>10. Reviewed By (Safety Officer)</b>		<b>11. Date/Time</b>	
ERIN EMERSON		05/22/2014 2100		JON JARVIS		05/22/2014 2100	

**Controlled Unclassified Information//Basic**

**Medical Plan (ICS 206 WF)  
Controlled Unclassified Information//Basic**

<b>1. Incident/Project Name:</b>		<b>2. Operational Period:</b> DAY	
DIAMOND		Date/Time From: 05/23/2014 0600 FRI	Date/Time To: 05/23/2014 1800 FRI
<b>6. Area Location Capability</b>			
<b>Branch Division/Group</b>			
CAPE HORN	EMS Responders & Capability:		
	Equipment Available on Scene:	02	
	Medical Emergency Channel:	23	
	ETA for Ambulance to Scene:		
	Air:	1 HR	
	Ground:	4 HR	
	Approved Helispot:		
	Lat:		
Long:			
DOME MTN	EMS Responders & Capability:		
	Equipment Available on Scene:		
	Medical Emergency Channel:	16	
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot:		
	Lat:		
Long:			
LANGER LAKE	EMS Responders & Capability:		
	Equipment Available on Scene:	ALS, INTERMED KIT, AED	
	Medical Emergency Channel:	16	
	ETA for Ambulance to Scene:		
	Air:		
	Ground:		
	Approved Helispot:		
	Lat:		
Long:			
<b>7. Remote Camp Location(s)</b>			
<b>Name &amp; Location</b>			
<b>8. Prepared By (Medical Unit Leader)</b>		<b>9. Date/Time</b>	<b>10. Reviewed By (Safety Officer)</b>
ERIN EMERSON		05/22/2014 2100	JON JARVIS
			<b>11. Date/Time</b>
			05/22/2014 2100

**Medical Plan (ICS 206 WF)  
Controlled Unclassified Information//Basic**

<b>1. Incident/Project Name:</b>		<b>2. Operational Period:</b> DAY	
DIAMOND		Date/Time From: 05/23/2014 0800 FRI	Date/Time To: 05/23/2014 1800 FRI
<b>7. Remote Camp Location(s)</b>			
<b>Name &amp; Location</b>			
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 Scene:		
	Air:	1 HR	
	Ground:	3 HR	
	Approved Helispot:		
	Lat:		
Long:			
<b>8. Prepared By (Medical Unit Leader)</b>		<b>9. Date/Time</b>	<b>10. Reviewed By (Safety Officer)</b>
ERIN EMERSON		05/22/2014 2100	JON JARVIS
			05/22/2014 2100

**Controlled Unclassified Information//Basic  
DRAFT**

**MEDICAL PLAN (ICS 206 WF)**  
Controlled Unclassified Information//Basic

**Medical Incident Report**

**FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.**

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

Use the following items to communicate situation to communications/dispatch.

1. **CONTACT COMMUNICATIONS / DISPATCH** (Verify correct frequency prior to starting report)  
*Ex: "Communications: Div. Alpha. Stand-by for Emergency Traffic."*
2. **INCIDENT STATUS:** Provide incident summary (including number of patients) and command structure.  
*Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat/Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."*

Severity of Emergency / Transport Priority	<input type="checkbox"/> <b>RED/PRIORITY 1</b> Life or limb threatening injury or illness. Evacuation need is <b>IMMEDIATE</b> <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2 - 3 degree burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> <b>YELLOW/PRIORITY 2</b> Serious injury or illness. Evacuation may be <b>DELAYED</b> if necessary. <i>Ex: Significant trauma, unable to walk, 2 - 3 degree burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> <b>GREEN/PRIORITY 3</b> Minor injury or illness. <b>Non-Emergency transport</b> <i>Ex: Sprains, strains, minor heat-related illness.</i>	
Nature of Injury or Illness & Mechanism of Injury		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Transport Request		<i>Air Ambulance / Short Haul/Hoist Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location &amp; Lat. / Long. (WGS84)</i>
Incident Name		<i>Geographic Name + "Medical" (Ex: Trout Meadow Medical)</i>
On-Scene Incident Commander		<i>Name of on-scene IC of incident within an incident (Ex: TFLD Jones)</i>
Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

**3. INITIAL PATIENT ASSESSMENT:** Complete this section for each patient as applicable (start with the most severe patient)

Patient Assessment: See IRPG Page: 106

Treatment:

**4. TRANSPORT PLAN**

Evacuation Location (if different): (Descriptive Location (drop point, intersection, etc.) or Lat. / Long. Patient's ETA to Evacuation Location: \_\_\_\_\_)

Helispot / Extraction Site Size and Hazards:

**5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:**

*Example: Paramedic/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluid(s), Splints, Rope rescue, Wheeled litter, HAZMAT, Extrication*

**6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable**

Function	Channel Name/Number	Receive (Rx)	Tone/NAC *	Transmit (Tx)	Tone/NAC *
COMMAND					
AIR-TO-GRND					
TACTICAL					

**7. CONTINGENCY: Considerations:** If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.

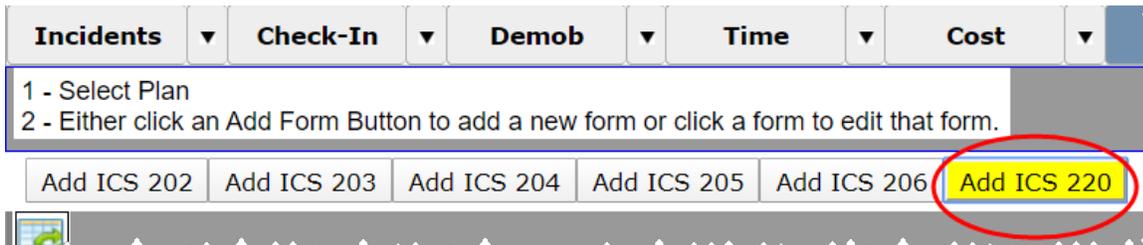
**8. ADDITIONAL INFORMATION:** Updates/Changes, etc.

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

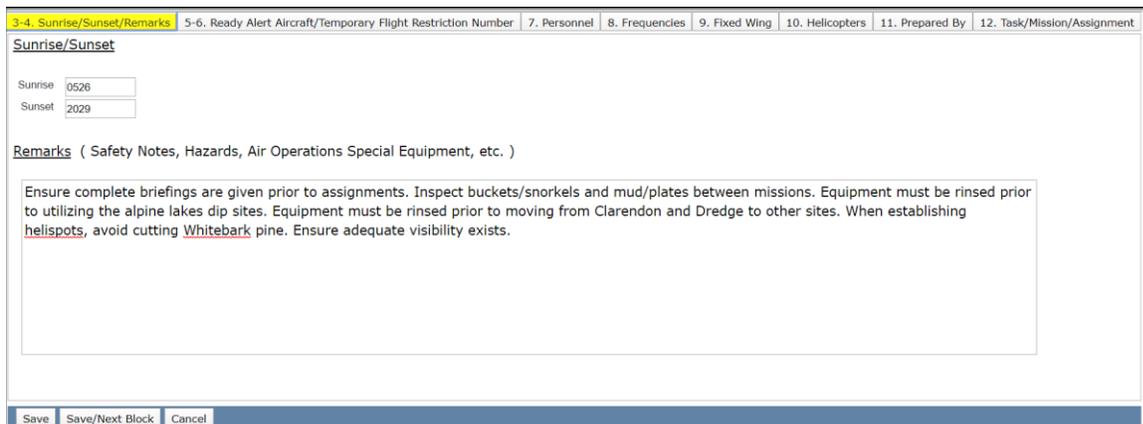
# ICS 220 Air Operations Summary

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

1. In the **Incident Plans** grid, select the plan to which the ICS 220 form will be added.
2. Click the **Add ICS 220** button. The ICS 220 Form area opens on the right side of the window.



3. Select the **3-4. Sunrise/Sunset/Remarks** tab.
4. Enter the time for the **Sunrise**.
5. Enter the time for the **Sunset**.
6. Enter any **Remarks** information to include on the ICS 220 form.
7. Click the **Save/Next Block** button to save the data to the form and move to the **5-6. Ready Alert Aircraft/Temporary Flight Restriction Number** tab.



8. On the **5-6. Ready Alert Aircraft/Temporary Flight Restriction Number** tab:

- 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/Next Block** button to save the data to the form and move to the **7. Personnel** tab.

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
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**Ready Alert Aircraft**

Medivac:

New Incident:

**Temporary Flight Restriction**

Altitude:

Center Point:

Save Save/Next Block Cancel

9. On the **7. Personnel** tab:

- 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/Next Block** button to save personnel to the form and move to the **8. Frequencies** tab.

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
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**Personnel**

Position	Name	Phone
AIR OPERATIONS BRANCH DIRECTOR	TED FRANCES	(999) 999-9999
AIR SUPPORT GROUP SUPERVISOR	GEORGE HILL	(888) 888-8888
AIR TACTICAL GROUP SUPERVISOR	DAVE SMITH	(777) 777-7777
HELICOPTER COORDINATOR	DAWN FRENCH	(666) 666-6666
HELIBASE MANAGER	JILL HILLYARD	(555) 555-5555

Save Save/Next Block Cancel

10. On the **8. Frequencies** tab:

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/Next Block** button to save frequencies to the form and move to the **9. Fixed Wing** tab.

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
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**Frequencies**

Frequency	AM	AM TONE	FM	FM TONE
AIR/AIR FIXED-WING	164.8375	107.2	172.4525	107.2
AIR/AIR ROTARY-WING - FLIGHT FOLLOWING	170.4125	107.2	165.9625	136.5
AIR/GROUND	166.6125	NONE	168.4000	156.7
COMMAND	168.6250	NONE	168.6250	110.9
DECK COORDINATOR	166.6750	107.2	166.6750	107.2
TAKE-OFF & LANDING COORDINATOR	168.2000	107.2	168.200	107.2
AIR GUARD	169.1250	NONE	169.1250	NONE

Save Save/Next Block Cancel

11. On the **9. Fixed Wing** tab:

- 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.
- 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.
- Click the **Save/Next Block** button to save the Fixed Wing data to the form and move to the 10. Helicopters tab.

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
-----------------------------	---	--------------	----------------	---------------	-----------------	-----------------	-----------------------------

**Fixed Wing**

Air Tactical Group Supervisor Aircraft (Category/Kind Type, Make/Model/ N# Base)	Other Fixed-Wing Aircraft (Category/Kind Type, Make/Model/ N# Base)
775DM BEECH C90 - AUBURN	53AU CESSNA340 - TWIN FALLS
625X AERO COMMANDER 500S - TWIN FALLS	4566 BEECH 58P - AUBURN

Save Save/Next Block Cancel

12. On the **10. Helicopters** tab.

- Enter the **FAA#** for the helicopter.
- Enter the **Category/Kind/Type** for the helicopter.
- Enter the **Make/Model** for the helicopter.

- d. Enter the **Base** for the helicopter.
- e. Enter the time that the helicopter is **Available**.
- f. Enter the **Start Time** for the helicopter.
- g. Enter any **Remarks** for the helicopter.
- h. Click the **Save** button to save the helicopter data to the form.

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

**Helicopters**

FAA #  Available  Remarks   
 Category/Kind/Type  Start Time   
 Make/Model   
 Base

Save | Add Helicopter | Delete | Cancel | Add Blank Line | Re-Order Helicopters

	FAA #	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
1	407RL	3	BELL 407	SIMON HB	0800	0900	Short Haul
2	1738H	3	A-STAR B3	DEER HB	0800	0900	Initial medvac ...
3	203HA	3	BELL 407	AUBURN	0700	0800	Local IA
4	N213KA	2	212HP	BLUE CANYON	0700	0800	
5	N408KC	2	BELL	GRASS VALLEY	0700	0800	

- i. Click the **Add Helicopter** button to add another helicopter to the form.
- j. To delete a Helicopter in the grid, highlight the Helicopter and click the **Delete** button
- k. To add a blank line between the helicopters, 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?

- l. 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.

Re-Order Helicopters

Select position order for the form

	FAA #	Category/Kind/Ty...	Make/Model	Base	Available	Start	Remarks
1	407RL	3	BELL 407	SIMON HB	0800	0900	Short Haul
2	1738H	3	A-STAR B3	DEER HB	0800	0900	Initial medivac s...
3	203HA	3	BELL 407	AUBURN	0700	0800	Local IA
4	N213KA	2	212HP	BLUE CANYON	0700	0800	
5	N408KC	2	BELL	GRASS VALLEY	0700	0800	

Move Up

Move Down

Save Close

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

13. Select the **11. Prepared By** tab.

- a. Enter the **Prepared By Name**.
- b. Enter the **Position/Title**.
- c. Enter the **Date**.
- d. Enter the **Time**.
- e. Click the **Save/Next Block** button to save the data to the form and move to the **12. Task/Mission/Assignment** tab.

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

Prepared By

Name: HENRY DAVIDSON

Position/Title: AIR SUPPORT GROUP SUPERVISOR

Date: 05/01/2020

Time: 0900

Save Save/Next Block Cancel

14. On the **12. Task/Mission/Assignment** tab:



Task/Mission/Assignment data and use the **Move Up** and **Move Down** buttons to move the Task/Mission/Assignment data up or down. Click the **Save** button to save the order.

Re-Order Task Missions

Select position order for the form

	Category/Kind/Type/Function	Name of Personnel or Cargo or Instr...	Mission Start Ti...	Fly From	Fly To
1	407RL	ORDER THROUGH INCIDENT COMMUNI...	0900	LOCATIONS DIRECTED	
2	AIR TACTICAL	ATGS TO PROVIDE COVERAGE OVER THE...	0900	GRASS VALLEY	INCIDENT
3	RETARDANT DROPS AIR TANKERS/HELOS	FW AAIR TANKERS AS ORDERED BY DIVS...	0800	BLUE CANYON	H23
4	MAPPING/INFRARED	ORDER THROUGH AIR OPS	0900	INCIDENT PERIMETER	

Move Up

Move Down

Save Close

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

AIR OPERATIONS SUMMARY (ICS 220)					
Controlled Unclassified Information//Basic					
1. Incident Name:		2. Operational Period: DAY		3. Sunrise: Sunset:	
DIAMOND		Date/Time From: 03/16/2018 0600 FRI	Date/Time To: 03/16/2018 1800 FRI	0734	1941
<b>4. Remarks</b> (Safety Notes, Hazards, Air Op Special Equipment, etc.) Ensure complete briefings are given prior to assignments. Inspect buckets/snorkels between missions. When establishing helispots avoid cutting Whitebark pine.		<b>5. Ready Alert Aircraft:</b> Medivac: N26HX New Incident: N669H AND CREW			<b>6. Temporary Flight Restriction Number:</b> Altitude: 12,000 FT. MSL Center Point: 46 16 02 1 116 35 21.5
		<b>8. Frequencies:</b>	AM (Tone)	FM (Tone)	<b>9. Fixed-Wing</b> (category/kind/type, make/model, N#, base):  <b>Air Tactical Group Supervisor Aircraft:</b>
<b>7. Personnel:</b>		Name:	Phone Number:	Air/Air Fixed-Wing	
AIR OPERATIONS BRANCH DIRECTOR	JAY BONWELL	(123) 123-1234	Air/Air Rotary-Wing - Flight Following	123.700 138.1	4WA, A-32
AIR SUPPORT GROUP SUPERVISOR	BARNEY BASH	(123) 123-1234	Air/Ground	120.125	163. A-33
AIR TACTICAL GROUP SUPERVISOR	CHRIS DUNLAP	(123) 123-1234	Command	168.012 123.1	
HELICOPTER COORDINATOR			Deck Coordinator		
HELIBASE MANAGER			Take-Off & Landing Coordinator		
			Air Guard		<b>Other Fixed-Wing Aircraft:</b> KW34, A-24
<b>11. Prepared by:</b> Name: AIR SUPPORT GRUP		Position/Title:		Signature:	
ICS 220, Page 1 of 2		Date/Time: 03/16/2018 2100			
Controlled Unclassified Information//Basic DRAFT					

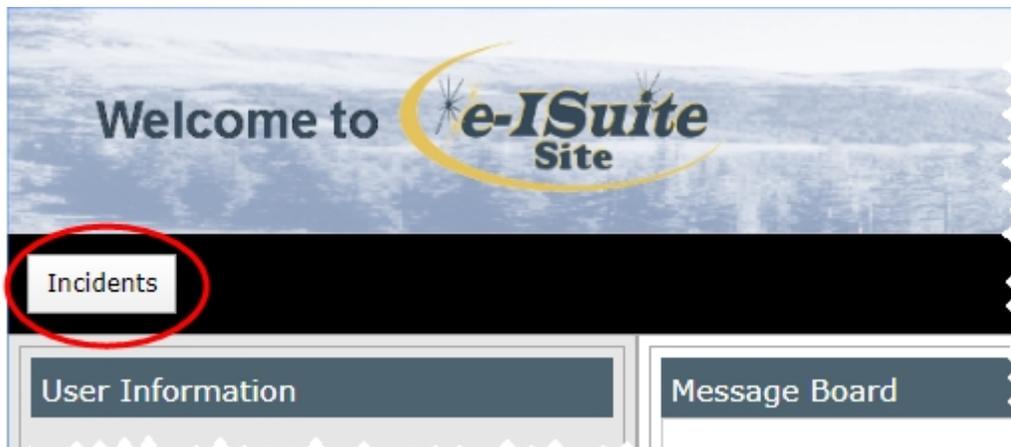
AIR OPERATIONS SUMMARY (ICS 220) Controlled Unclassified Information//Basic										
<b>1. Incident Name:</b>		<b>2. Operational Period: DAY</b>		<b>3. Sunrise:                      Sunset:</b>						
DIAMOND		Date/Time From: 03/16/2018 0600    FRI	Date/Time To: 03/16/2018 1800    FRI	0734	1941					
<b>10. Helicopters</b> (use additional sheets as necessary):										
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks				
FHX	ASTAR		NEW MEADOWS		0900					
<b>12. Task/Mission/Assignment</b> (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.):										
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				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>11. Prepared By:</b> Name: AIR SUPPORT GRUP</td> <td>Position/Title:</td> <td rowspan="2" style="vertical-align: middle;">Signature:</td> </tr> <tr> <td>ICS 220, Page 2 of 2</td> <td>Date/Time: 03/16/2018 2100</td> </tr> </table>						<b>11. Prepared By:</b> Name: AIR SUPPORT GRUP	Position/Title:	Signature:	ICS 220, Page 2 of 2	Date/Time: 03/16/2018 2100
<b>11. Prepared By:</b> Name: AIR SUPPORT GRUP	Position/Title:	Signature:								
ICS 220, Page 2 of 2	Date/Time: 03/16/2018 2100									
Controlled Unclassified Information//Basic DRAFT										
Page 2 of 2										

## 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.



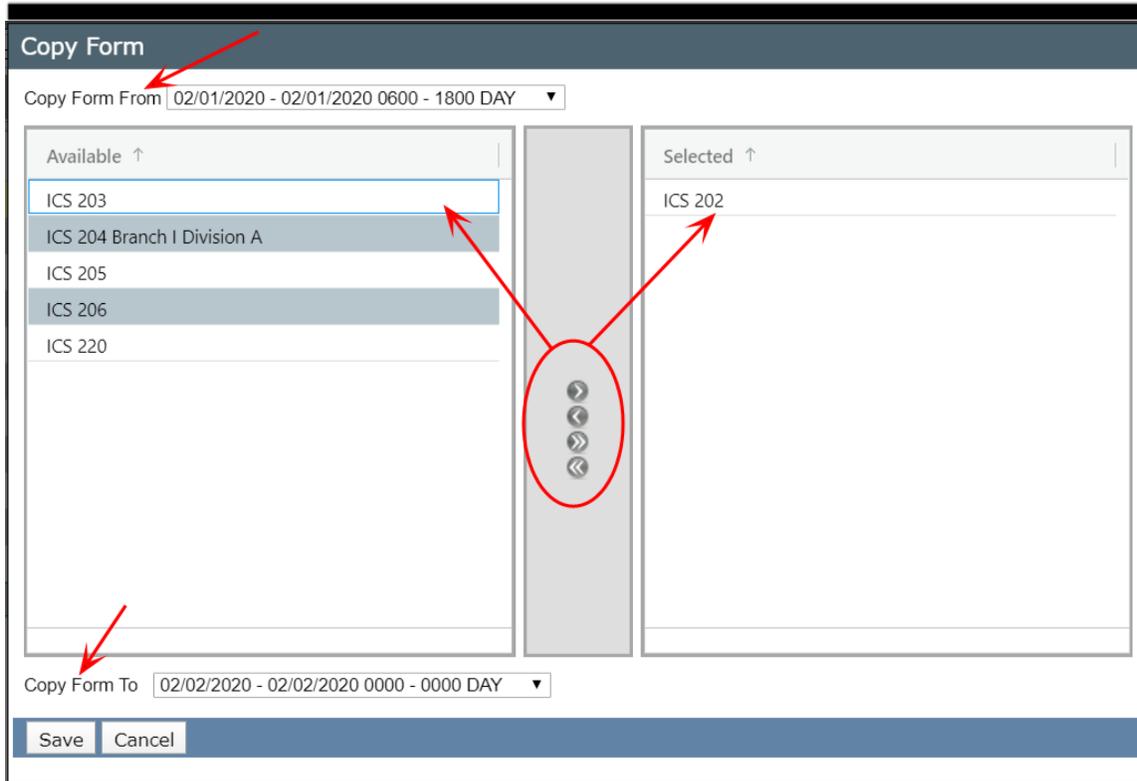
## Copying a Form

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

1. Select a plan in the **Incident Plans** grid to copy.
2. Click the **Copy Form** button.



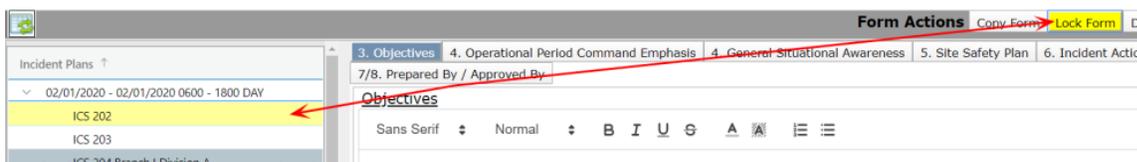
3. The **Copy Form From** field is automatically populated with the plan selected in the Incident Plans grid. If needed, change the plan by selecting a different plan from the **Copy Form From** drop-down list.
4. In the **Available** list, select the forms to copy and click the > button. To include all forms, click the >> button.
5. Select the plan into which to copy the form(s) from the **Copy Form To** drop-down list.
6. Click the **Save** button to copy the forms to the selected plan.



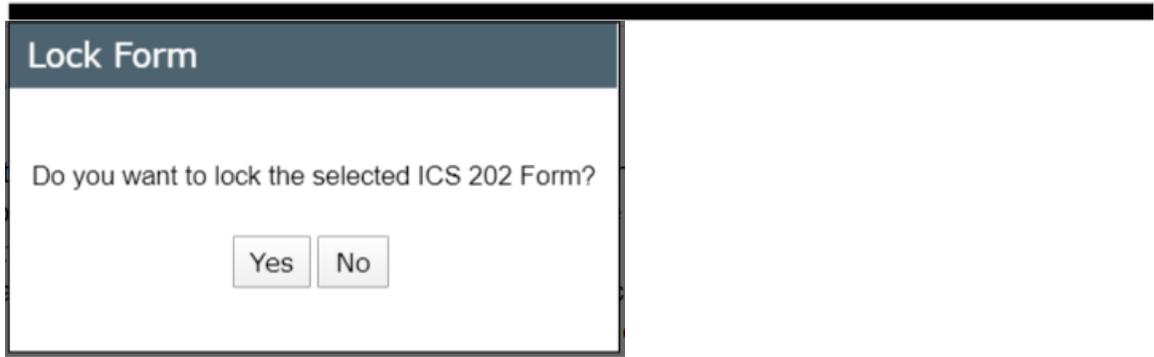
## Locking a Form

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 select it, and display it on the right-side of the screen.
3. Click the **Lock Form** button.



4. When the confirmation message displays, click the **Yes** button to lock the form.



Lock Form

Do you want to lock the selected ICS 202 Form?

Yes No

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 previewing or printing the form. When a form has been locked, "FINAL" will display at the bottom of the form when previewing or printing the form.

## 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 in the area on the right-side of the screen.
3. Click the **Preview/Print Form** button to preview and then print the form.

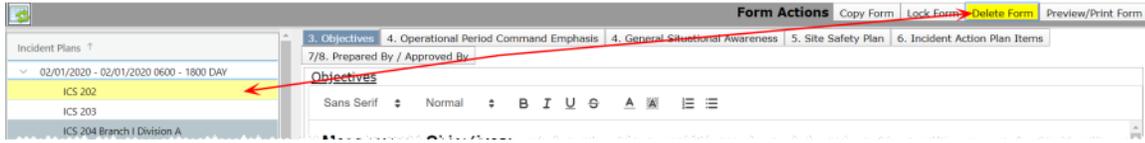


## Deleting a Form

Follow the steps in this section to delete a form:

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

3. Click the **Delete Form** button.



4. When the confirmation message displays, click the **Yes** button to delete the form.

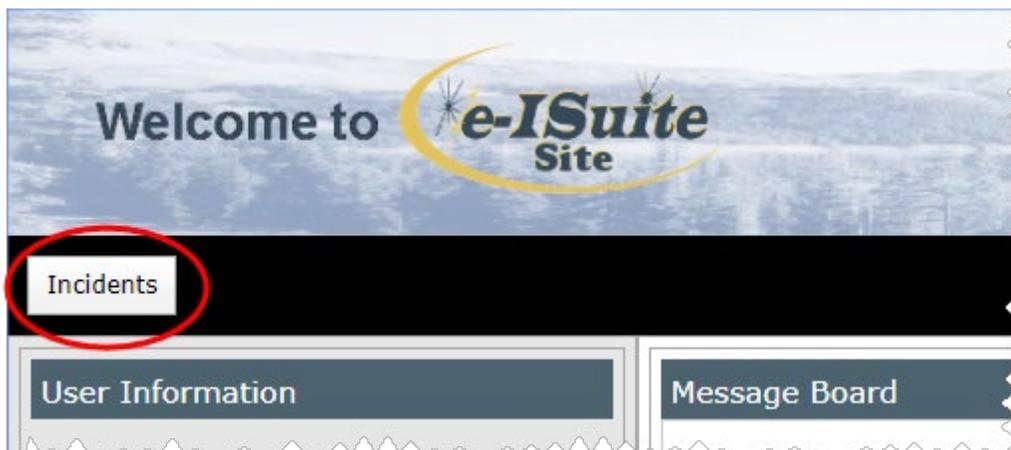


## Manage IAPs

This section explains how to manage an IAP. This includes:

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

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



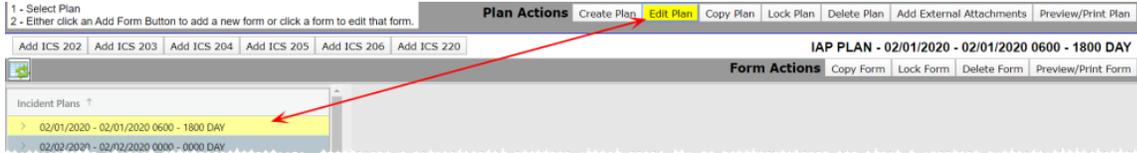
2. Select an Incident or Incident Group.
3. Click the **IAP** button.



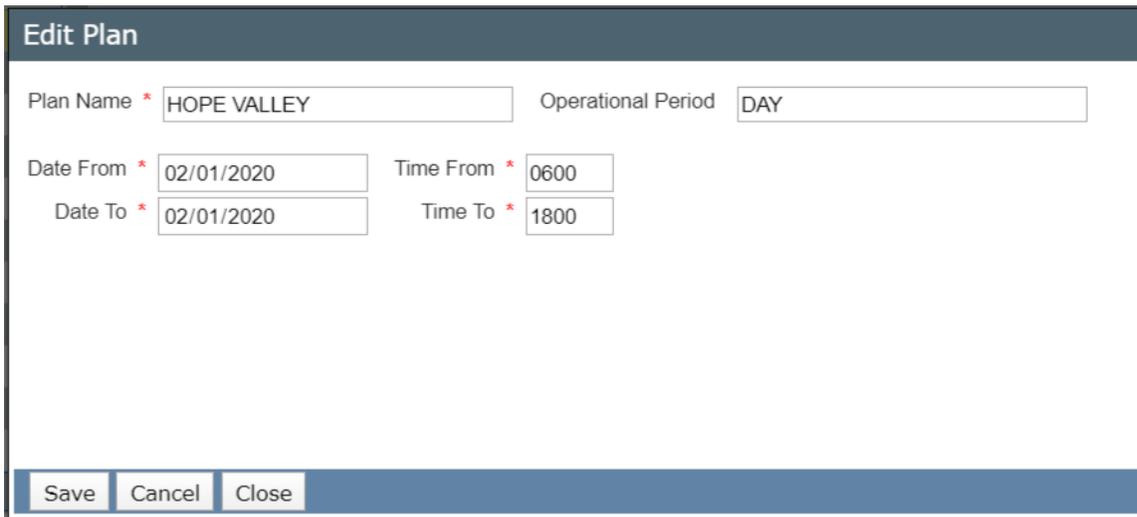
## Editing a Plan

Follow the steps in this section to edit a plan:

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



3. Make the appropriate changes to the plan data.



A screenshot of the 'Edit Plan' form. The form contains the following fields:

- Plan Name \*
- Operational Period
- Date From \*
- Time From \*
- Date To \*
- Time To \*

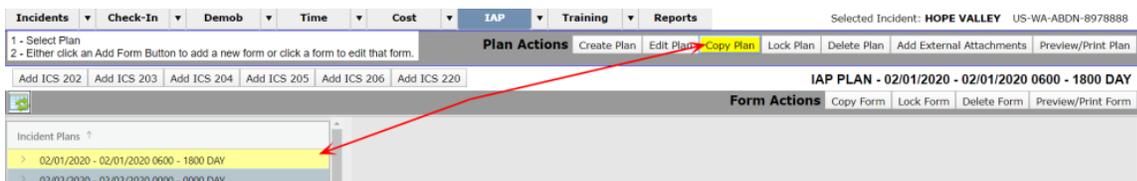
At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Close'.

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. Select the plan to copy in the **Incident Plans** grid.
2. Click the **Copy Plan** button.



3. The **Select Plan** field is automatically populated with the plan selected in the **Incident Plans** grid. If needed, change the plan to copy by selecting a different plan from the **Select Plan** drop-down list.
4. Under **Copy To**, enter the following information:
  - a. Plan Name
  - b. Operational Period
  - c. Date From
  - d. Date To
  - e. Time From
  - 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.
5. Click the **Save** button to create a new plan by copying the selected forms from the existing plan.

**Copy Plan**

**Copy From**  
 Select Plan

**Copy To**  
 Plan Name \*  Operational Period   
 Date From \*  Time From \*   
 Date To \*  Time To \*

Available ↑		Selected ↑
ICS 204 Branch I Division A		ICS 202
ICS 205		ICS 203
ICS 206		
ICS 220		

## 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.

1 - Select Plan  
 2 - Either click an Add Form Button to add a new form or click a form to edit that form.

**Plan Actions** Create Plan | Edit Plan | Copy Plan | **Lock Plan** | Delete Plan | Add External Attachments | Preview/Print Plan

Add ICS 202 | Add ICS 203 | Add ICS 204 | Add ICS 205 | Add ICS 206 | Add ICS 220

**IAP PLAN - 02/01/2020 - 02/01/2020 0600 - 1800 DAY**

**Form Actions** Copy Form | Lock Form | Delete Form | Preview/Print Form

Incident Plans ↑

> 02/01/2020 - 02/01/2020 0600 - 1800 DAY

02/02/2020 - 02/02/2020 0000 - 0000 DAY

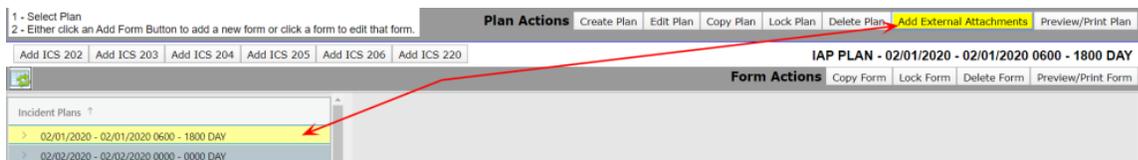
**NOTE:** All forms in the plan are locked when the Lock Plan button is clicked. The label on the **Lock Plan** button changes to **Unlock Plan**. To unlock all forms in a plan, click the **Unlock Plan** button.

## Adding External Attachments

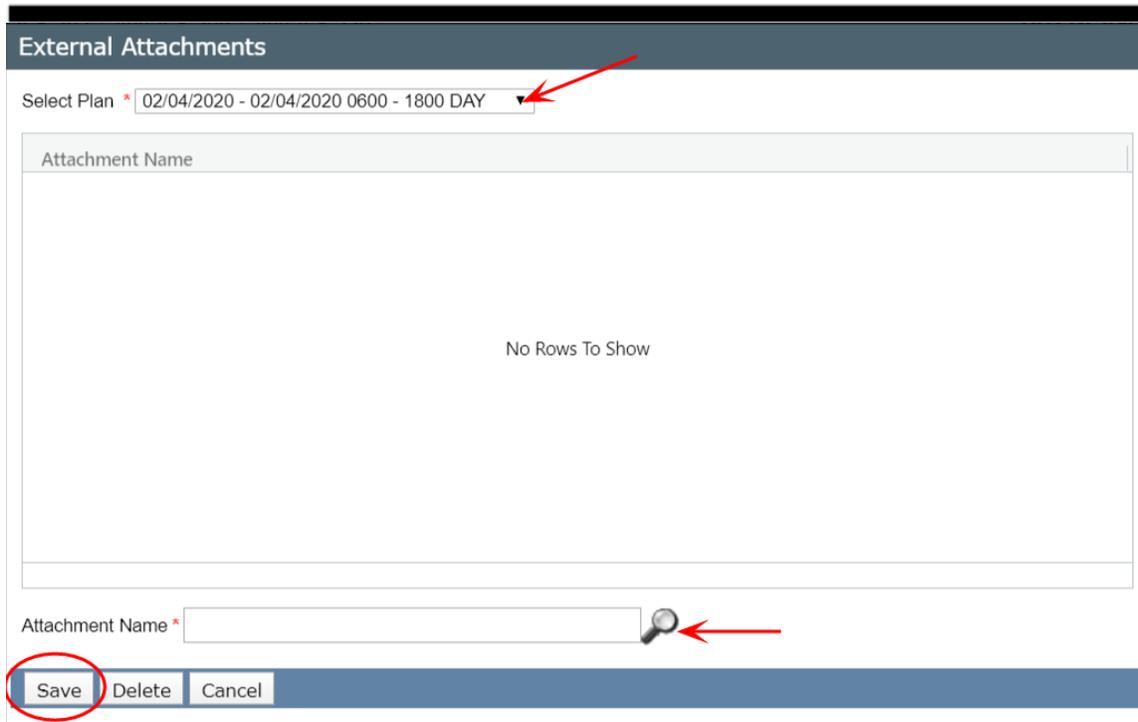
Follow the steps in this section to add external PDF documents to the Incident Action Plan.

**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. Select the plan in which to include the external attachment in the **Incident Plans** grid.
2. Click the **Add External Attachments** button to open the External Attachments window.



3. The **Select Plan** field is automatically populated with the plan selected in the **Incident Plans** grid. If needed, change the plan by selecting a different plan from the **Select Plan** drop-down list.
4. Click the Magnifying Glass  next to the **Attachment Name** field to open a file browser window.
5. Navigate to the folder that contains the PDF document to attach to the plan.
6. Select the PDF document and click the **Open** button.
7. Click the **Save** button to save the attachment to the plan.



External Attachments

Select Plan \* 02/04/2020 - 02/04/2020 0600 - 1800 DAY

Attachment Name

No Rows To Show

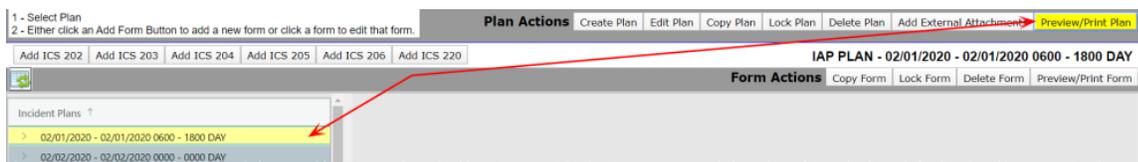
Attachment Name \*

Save Delete Cancel

## 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.



1 - Select Plan  
2 - Either click an Add Form Button to add a new form or click a form to edit that form.

Plan Actions Create Plan Edit Plan Copy Plan Lock Plan Delete Plan Add External Attachments Preview/Print Plan

Add ICS 202 Add ICS 203 Add ICS 204 Add ICS 205 Add ICS 206 Add ICS 220

IAP PLAN - 02/01/2020 - 02/01/2020 0600 - 1800 DAY

Form Actions Copy Form Lock Form Delete Form Preview/Print Form

Incident Plans ↑

02/01/2020 - 02/01/2020 0600 - 1800 DAY

02/02/2020 - 02/02/2020 0000 - 0000 DAY

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.



## Deleting a Plan

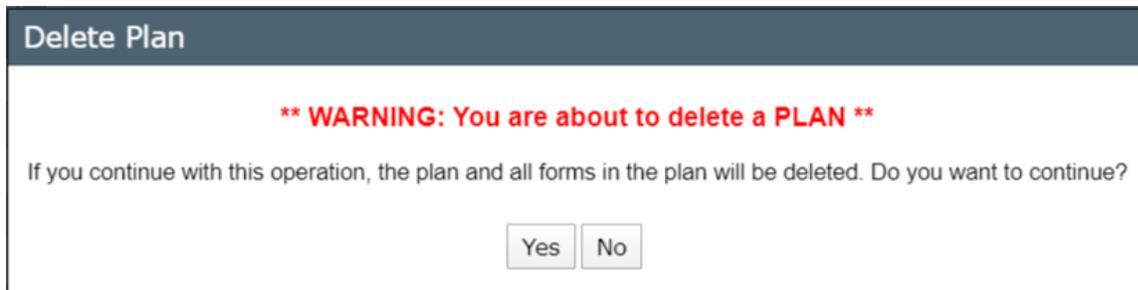
Follow the steps in this section to delete a plan:

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

1. Select the plan to delete in the **Incident Plans** grid.
2. Click the **Delete Plan** button.



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



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

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