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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/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

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

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

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

### Delete Position

Do you really want to remove the IAP Section Position?

[Yes] [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.


3. To edit an existing Position follow these steps:
   a. Select the **Position** in the grid.
   b. Click the **Edit Position** button.
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.
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.
c. Click the Yes button in the message that displays to confirm the deletion.

Block 5. Resource Assigned This Period

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

1. Select the ICS 204 Template tab.
2. Select Block 5. Resource Assigned This Period tab.
3. Check the information to include in the Resource Identifier field. The available options are:
   - Resource Name
   - Request Number
   - Item Code
4. To rearrange the order in which the information displays, highlight the option and click the Move Up or Move Down buttons.
5. Click the Save button.
Master Frequency List

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

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

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

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

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

3. Enter the **Zone Group**.

4. Enter the **Channel #**.

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

6. Enter the **Assignment**.

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

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

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

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

11. 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.

---

**Edit an Existing Frequency**

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

1. Select a frequency to edit.

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

3. Change any of the following data for the frequency: Function, Zone Group, Channel #, Channel Name/Trunked Radio System/Talkgroup, Assignment, RX Freq N or W, RX Tone/NAC, TX Freq N or W, TX Tone/NAC, Mode (A, D, or M) and Remarks.

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

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

**Delete an Existing Frequency**

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

---

Export a Master Frequency List

1. Click the **Export** button.
2. When the confirmation message displays, select Yes.

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.

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/Site 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 Form](image)
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)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period</th>
<th>DAY</th>
<th>3. Date/Time From:</th>
<th>4. Date/Time To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td></td>
<td></td>
<td>05/12/2016 0000</td>
<td>05/12/2016 1800</td>
</tr>
</tbody>
</table>

1. Objective(s):

2. Operational Period Command Emphasis:

3. General Situational Awareness:

4. Site Safety Plan Required? Yes [x] No [ ]
   Approved Site Safety Plan(s) Located:

5. Incident Action Plan:
   (the items checked below are included in this Incident Action Plan):
   - [ ] ICO 202
   - [ ] ICO 203
   - [ ] ICO 204
   - [ ] ICO 205
   - [ ] Map/Chart
   - [ ] ICO 205A
   - [ ] Weather Forecast/Tides/Currents
   - Other Attachments:
     - [ ] SAFETY MESSAGE
     - [ ] TRAFFIC PLAN

6. Prepared by: HANNAH MOREN Position/Title: PLANNING SECTION CHIEF Signature:

7. Approved by Incident Commander: Name: SAM NUNEZ Signature:

8. ICO 202 IAP Page Date/Time: 05/19/2016 2200

### DRAFT
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.


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

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

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

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
```

e. 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.

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.

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?

[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 Planning Positions](image)

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


![Logistics Section](image)

**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.
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 Logistics Positions](Image)

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

7. Select the 7. Operations tab.

![Operations Section](Image)

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?

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

![Re-Order Positions](image)

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


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

![Branch/Division/Group Section](image)

**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.
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.

---

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

---

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.
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.
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.

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.

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
a. Select a Branch to edit in the Select Branch drop down, this also includes No Title.

b. Click the Edit Branch button to edit the name of the Branch.

c. Click Save.

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

b. Click the Delete Branch button to delete the Branch.

c. Click Yes to delete the Branch.

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 Dialogue Box]

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

ABOVE  BELOW  BOTTOM

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

NOTE: The order in which the Positions will print on the form is reflected in the order in which they display in the grid.
10. Select the 8. Finance/Admin 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...
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.

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


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

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

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Operational Period</th>
<th>DAY</th>
<th>Branch</th>
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</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td>Date/Time From: 05/19/2014 0600</td>
<td>MON</td>
<td>NORTH RIVER</td>
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<table>
<thead>
<tr>
<th>Incident Commander(s) and Command Staff</th>
<th>Branch</th>
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<tbody>
<tr>
<td>ICAC: SAM RUIZ</td>
<td>NELSON ROEHL</td>
</tr>
<tr>
<td>DEPUTY: DEAN DEHART</td>
<td>NELSON ROEHL</td>
</tr>
<tr>
<td>SAFETY OFFICER: PHIL PLYMOUTH</td>
<td>Alphabet</td>
</tr>
<tr>
<td>MURIEL TARBEY (T)</td>
<td>TONY MARKS</td>
</tr>
<tr>
<td>INFORMATION OFFICER: KATHLEEN PHELPS</td>
<td>Bravo</td>
</tr>
<tr>
<td>CATHERINE SHAUGHNESSY (T)</td>
<td>SAM MARSDEN</td>
</tr>
<tr>
<td>LIAISON OFFICER: RANDOLPH GRAHAM</td>
<td>HENRY PENDLETON (T)</td>
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<tr>
<th>Agency/Organization Representative(s)</th>
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<tr>
<td>Agency/Organization Name</td>
<td>SOUTH RIVER</td>
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<tr>
<td>USFS: MARIAN HANSEN</td>
<td>OSCAR GARRETT</td>
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<tr>
<td>USFS: GEORGE JACKSON (T)</td>
<td>GARTH SEXTON</td>
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<td>CONSERVATION: HILDA BROWN (T)</td>
<td>QUEBEC</td>
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<tr>
<td>CDF: MARY CARRIE (T)</td>
<td>RON HOBENT</td>
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<tr>
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<td>NELSON BRADLEY</td>
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<td>HARRY CLARK (T)</td>
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<tr>
<td>RESOURCES UNIT: PAULA MOREN</td>
<td>STANLEY MOREHOUSE</td>
</tr>
<tr>
<td>BARRY EURIN (T)</td>
<td>KIM PLANTON (T)</td>
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<tr>
<td>SITUATION UNIT: RICK DOMING (T)</td>
<td>GEORGE KLINE</td>
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<tr>
<td>DEMOBILIZATION UNIT: CHERYL VANPEL</td>
<td>TRENNT LOFT (T)</td>
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<tr>
<td>FIRE BEHAVIOR ANALYST: TOM HIMMEL (T)</td>
<td>WATER GROUP</td>
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<tr>
<td>HUMAN RESOURCE SPECIALIST: ETHEL WELLS (T)</td>
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<tr>
<td>TRAINING SPECIALIST: TONY DICKSON</td>
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<tr>
<td>GIS SPECIALIST: PERRY FLEISHER (T)</td>
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<tr>
<td>FINGER FLEISHER (T)</td>
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<tr>
<td>COMPUTER: MARTHA COHN</td>
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<td>INCIDENT METEOROLOGIST: GEORGE SIMONDS</td>
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<tr>
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<tbody>
<tr>
<td>COMMUNICATIONS UNIT: BETTY APPELHOF</td>
<td>JAMIN HOLMES</td>
</tr>
<tr>
<td>DAVID GRANT</td>
<td>ANDREW CORP</td>
</tr>
<tr>
<td>MEDICAL UNIT: KENDRA ESPARZA</td>
<td></td>
</tr>
<tr>
<td>SECURITY UNIT: KERMET MALDONADO (T)</td>
<td></td>
</tr>
<tr>
<td>FOOD UNIT: DEANNA KELLOGO</td>
<td></td>
</tr>
<tr>
<td>SUPPLY UNIT: RALDY ROGACIO (T)</td>
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<td>FACILITIES UNIT: EDWARD MASEN (T)</td>
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<tr>
<td>GROUND SUPPORT UNIT: VICTOR UHLER</td>
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<table>
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<tr>
<th>Operations Section</th>
<th>Chief</th>
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<tr>
<td>DAY OFS SECTION: FRANK TEMPLETON</td>
<td>JOSHUA GUEZ (T)</td>
</tr>
<tr>
<td>NIGHT OFS SECTION: HILLARY SCHWARTZ</td>
<td>JUSTIN DEMETRUS (T)</td>
</tr>
<tr>
<td>PLANNING OPS: VINCENT PEAU</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Name: BARRY EURIN (T)</th>
<th>Position/Title: RESOURCE UNIT LEADER</th>
<th>Signature:</th>
</tr>
</thead>
</table>

ICS 283 IAP Page 05/18/2014 0600 DRAFT
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.
   d. The ICS 204 Form area opens on the right side of the window with the 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.
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.
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 Dialogue Box]

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

* Above  * Below  * Bottom


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

![Re-Order Positions Window]

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

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

   ![Add Resources Window]

   **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.

   ![Add Resources Grid]

   **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.

![Auto-Fill Drop-Off/Pick-Up](image)

---

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.

![Add Blank Line](image)

---

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

   
   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.

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:
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:
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.

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.

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.
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 **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.
### Division/Group Assignment List (ICS 204 WF)

**Controlled Unclassified Information/Basic**

1. **Incident Name:** ALANTOWN
2. **Operational Period:**
   - **Date/Time From:** 12/07/2017 0830 THU
   - **Date/Time To:** 12/07/2017 1800 THU

3. **Branch:** I
4. **Division/Group:** A

#### Operations Personnel
- **Branch Director**
- **Operations Chief**
- **Air Attack Supervisor**
- **Division/Group Supervisor**

5. **Resources Assigned this Period**

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<thead>
<tr>
<th>Strike Team / Task Force / Resource Designator</th>
<th>LAD</th>
<th>Leader</th>
<th>Number Persons</th>
<th>Drop Off PT./Time</th>
<th>Pick Up PT./Time</th>
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6. **Control Operations/Work Assignments:**

7. **Special Instructions:**

8. **Division/Group Communication Summary**

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9. **Prepared By (Resource Unit Leader)**

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<tr>
<th>Approved By (Planning Section Chief)</th>
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<tr>
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</table>

**ICS 264 WF (1/14) Controlled Unclassified Information/Basic DRAFT**

Page 1 of 1
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.


   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.
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.

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.
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.

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
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.
## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

### Controlled Unclassified Information/Basic

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<th>Ch #</th>
<th>Position</th>
<th>Channel Name/Trunked Radio System Trunk</th>
<th>Assignment</th>
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<th>RX 50 M</th>
<th>TX 100 M</th>
<th>TX 50 M</th>
<th>Mode (A1, A2, A3)</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>A</td>
<td>2</td>
<td>TACTICAL</td>
<td>DV LAVG-SRV (ANC</td>
<td></td>
<td>171.1500</td>
<td>171.1500</td>
<td>171.1500</td>
<td>171.1500</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>3</td>
<td>TACTICAL</td>
<td>DV CAPT-HPN (ANC</td>
<td></td>
<td>171.3200</td>
<td>171.3200</td>
<td>171.3200</td>
<td>171.3200</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>COMMAND</td>
<td>CMD LINE TO TOP (ANC</td>
<td></td>
<td>168.8900</td>
<td>168.8900</td>
<td>168.8900</td>
<td>168.8900</td>
<td>D</td>
<td>LOCATED NORTH OF BAKER CIR</td>
</tr>
<tr>
<td>A</td>
<td>12</td>
<td>AIR TO GROUND</td>
<td>AVG 1 ALL DIVISION (ANC</td>
<td></td>
<td>168.2128</td>
<td>168.2128</td>
<td>168.2128</td>
<td>168.2128</td>
<td>D</td>
<td>BUCKET DROPS</td>
</tr>
<tr>
<td>A</td>
<td>16</td>
<td>MEDVAC</td>
<td>MEDVAC EMERGENCY EVAC(D) (ANC</td>
<td></td>
<td>166.2800</td>
<td>166.2800</td>
<td>166.2800</td>
<td>166.2800</td>
<td>D</td>
<td>COMMAND WIPE FLIGHT HELOS</td>
</tr>
</tbody>
</table>

### Special Instructions:

Last shift radios were cloned. Last shift additional cloning will be needed as soon as another repeater is installed.

---

**Prepared By:** [Communication Unit Leader]

**Date/Time:** 05/22/2014 2100

**Signature:**

---

**Prepared By:** [Communication Unit Leader]

**Date/Time:** 05/22/2014 2100

**Signature:**

---

**Controlled Classified Information/Basic**
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 **Address1**, **Address 2**, **City**, **State** and **Zip** for the ambulance.

   c. Enter the **Phone** for the ambulance.

   d. Enter the **EMS Frequency** for the ambulance.
e. If **Advance Line Support** is available for the ambulance, select the **Yes** option. If it is not available, select the **No** option.

f. Click the **Save** button to save the ambulance data to the form.

g. Click the **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 Dialogue Box](image)

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

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

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

![Re-Order Ambulances Window](image)

**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.

![Image of Air Ambulance Services tab]

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

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

5. Select the **5. Hospitals** tab.
a. Enter the hospital **Name**.

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

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

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

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

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

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

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

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

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

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

l. Click the **Add Hospital** button to add another Hospital.

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

n. To add a blank line between the 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?

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

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](image)

**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.
a. Enter the Branch.
b. Enter the Division/Group.
c. Enter the EMS Responders for the location.
d. Enter the medical Capability for the location.
e. Enter the Available Equipment for the location.
f. Enter the Emergency Channel for the location.
g. Enter the estimated time of arrival for an air ambulance to the scene in the ETA for Ambulance to Scene (Air) field.
h. Enter the estimated time of arrival for an ambulance by ground to the scene in the ETA for Ambulance to Scene (Ground) field.
i. Enter the latitude for the approved helispot in the Approved Helispot (Lat) field.
j. Enter the longitude for the approved helispot in the Approved Helispot (Long) field.
k. Click the Save button to save the area location capability data to the form.
l. Click the 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 Dialogue Box]

**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]

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 Window]

**Re-Order Area Locations**

Select position order for the form

<table>
<thead>
<tr>
<th>Branch</th>
<th>Division/Group</th>
<th>EMS Responders</th>
<th>Capability</th>
<th>Available Equipment</th>
<th>Emergency Channel</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH RIVER BRANCH</td>
<td>ALPHA, BRIO, CH, HAZEL, MARTIN, SA, PARAMEDICS</td>
<td>AED, ADV, LIFE SUPPORT</td>
<td>COMMAND CHANNEL 9</td>
<td>00, AED, CMD 9</td>
<td>30 M</td>
<td></td>
</tr>
<tr>
<td>SOUTH RIVER BRANCH</td>
<td>OSCAR, RENA, ROM, MARGE SPARKS, VRA, ADV, LIFE SUPPORT</td>
<td>AED, ADV, LIFE SUPPORT</td>
<td>COMMAND CHANNEL 9</td>
<td>00, AED</td>
<td>20 M</td>
<td></td>
</tr>
<tr>
<td>REME, STRUC, NA</td>
<td>WILL TREN, BABB ...</td>
<td>ADVANCED</td>
<td>CMD 9</td>
<td>00, AED</td>
<td>20 M</td>
<td></td>
</tr>
</tbody>
</table>

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.
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?

ABOVE  BELOW  BOTTOM
```

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
```

**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.


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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>Phone &amp; EMS Frequency</th>
<th>Advanced Life Support (ALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRENT HILL AMBULANCE</td>
<td>1223 HILL RD, GRANITE, MT</td>
<td>123-123, 160.0000</td>
<td>Yes</td>
</tr>
<tr>
<td>MEADOWS VALLEY</td>
<td>233 HWY 95, NEW MEADOWS, MT</td>
<td>123-123, 1234</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Air Ambulance Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>LIFEFLIGHT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Hospitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>CASCADE MEDICAL CLINIC</td>
</tr>
<tr>
<td>ST. LUCES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Area Location Capability</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Branch Division/Group</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. Prepared By (Medical Unit Leader)</th>
<th>9. Date/Time</th>
<th>10. Reviewed By (Safety Officer)</th>
<th>11. Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERIN EMERSON</td>
<td>05/22/2014 2100</td>
<td>JON JARVIS</td>
<td>05/22/2014 2100</td>
</tr>
</tbody>
</table>

**Controlled Unclassified Information/Basic**

ICB 206 WF (03/13) DRAFT
### Medical Plan (ICS 206 WF)

**Controlled Unclassified Information/Basic**

<table>
<thead>
<tr>
<th>1. Incident/Project Name</th>
<th>2. Operational Period</th>
<th>3. Day</th>
<th>4. Date/Time From</th>
<th>5. Date/Time To</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td></td>
<td></td>
<td>06/23/2014 0800</td>
<td>06/23/2014 1300</td>
</tr>
</tbody>
</table>

#### 6. Area Location Capability

<table>
<thead>
<tr>
<th>Branch Division/Group</th>
<th>EMS Responders &amp; Capability</th>
<th>Equipment Available on Scene</th>
<th>Medical Emergency Channel</th>
<th>ETA for Ambulance to Scene</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE HORN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Emergency Channel</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ETA for Ambulance to Scene</td>
<td>Air: 1 HR, Ground: 4 HR</td>
</tr>
<tr>
<td></td>
<td>Equipment Available on Scene</td>
<td></td>
<td></td>
<td>Approved Helipost:</td>
</tr>
<tr>
<td></td>
<td>EMS Responders &amp; Capability</td>
<td></td>
<td></td>
<td>Lat:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Long:</td>
</tr>
<tr>
<td>DOME MTN</td>
<td></td>
<td></td>
<td>Medical Emergency Channel</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Equipment Available on Scene</td>
<td></td>
<td></td>
<td>Approved Helipost:</td>
</tr>
<tr>
<td></td>
<td>EMS Responders &amp; Capability</td>
<td></td>
<td></td>
<td>Lat:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Emergency Channel</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Equipment Available on Scene</td>
<td>ALS, INTERMED KIT, AED</td>
<td></td>
<td>Approved Helipost:</td>
</tr>
<tr>
<td></td>
<td>EMS Responders &amp; Capability</td>
<td></td>
<td></td>
<td>Lat:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Emergency Channel</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Equipment Available on Scene</td>
<td></td>
<td></td>
<td>Approved Helipost:</td>
</tr>
<tr>
<td></td>
<td>EMS Responders &amp; Capability</td>
<td></td>
<td></td>
<td>Lat:</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>8. Prepared by (Medical Unit Leader)</th>
<th>9. Date/Time</th>
<th>10. Reviewed by (Safety Officer)</th>
<th>11. Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERIN EMERSON</td>
<td>06/22/2014 21:00</td>
<td>JON JARVIS</td>
<td>06/22/2014 21:00</td>
</tr>
</tbody>
</table>
# Medical Plan (ICS 206 WF)

**Controlled Unclassified Information//Basic**

<table>
<thead>
<tr>
<th>1. Incident/Project Name:</th>
<th>2. Operational Period:</th>
<th>DAY</th>
<th>7. Remote Camp Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td>Date/Time From: 05/23/2014 0600 FRI</td>
<td>Date/Time To: 05/23/2014 1800 FRI</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Point Of Contact: H. MILTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREST SUBDIVISION</td>
<td></td>
</tr>
<tr>
<td>FOREST HILL RD AND LIGHTHOUSE LANE</td>
<td></td>
</tr>
<tr>
<td>EMS Responders &amp; Capability: ALS</td>
<td></td>
</tr>
<tr>
<td>Equipment Available on Scene: BACKBOARD, ALS EQUIP</td>
<td></td>
</tr>
<tr>
<td>Medical Emergency Channel: 15</td>
<td></td>
</tr>
<tr>
<td>ETA for Ambulance To Scene: Air: 1 HR, Ground: 3 HR</td>
<td></td>
</tr>
<tr>
<td>Approved Helispot: LTE</td>
<td></td>
</tr>
<tr>
<td>Long:</td>
<td></td>
</tr>
</tbody>
</table>

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

**Date/Time: 05/23/2014 2100**

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

**Date/Time: 05/23/2014 2100**

**Controlled Unclassified Information//Basic**

**DRAFT**

Page 3 of 3
# 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 terms to communicate situation to communications/dispatch.

1. **CONTACT COMMUNICATIONS / DISPATCH**
   - Verify correct frequency prior to starting report.

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 an ambulance to Forest Road 1 at (Lat/Long). This will be the Trout Meadow Medical, IC: TPLD Jones. EMT Smith is providing medical care."

   - **Severity of Emergency / Transport Priority**
     - [ ] RED/PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE
       - Ex. Unconscious, difficulty breathing, bleeding severely, 2-3 degree burns more than 4 palm sizes, heat stroke, disoriented
     - [ ] YELLOW/PRIORITY 2 Serious injury or illness. Evacuation may be DELAYED if necessary.
       - Ex. Significant trauma, unable to walk, 2-3 degree burns not more than 4 palm sizes
     - [ ] GREEN/PRIORITY 3 Minor Injury or Illness. Non-Emergency transport
       - Ex. Scrapes, sprains, minor heat-related illness

   - **Nature of Injury or Illness & Mechanism of Injury**
     - Brief Summary of Injury or Illness
       - Ex. Unconscious, Struck by Falling Tree

   - **Transport Request**
     - Air Ambulance / Short-Haul/Host Ground Ambulance / Other

   - **Patient Location**
     - Descriptive Location & Lat / Long (WGS84)

   - **Incident Name**
     - Geographic Name = "Medical"
       - Ex. Trout Meadow Medical

   - **On-Scene Incident Commander**
     - Name of on-scene IC of Incident within an Incident (Ex: TPLD Jones)

   - **Patient Care**
     - Name of Care Provider
       - Ex: EMT Smith

## INITIAL PATIENT ASSESSMENT

Complete this section for each patient as applicable (start with the most severe patient)

**Patient Assessment:** See RPC Page: 136

**Treatment:**

## TRANSPORT PLAN

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

Helipad / Extraction Site Size and Hazards:

## ADDITIONAL RESOURCES / EQUIPMENT NEEDS:

Examples: Paramedics/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluids, Saline, Rope rescue, Wheeled litter, HUMMAT, Extrication

## COMMUNICATIONS

Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable

<table>
<thead>
<tr>
<th>Function</th>
<th>Channel Name/Number</th>
<th>Receive (kHz)</th>
<th>Transmit (kHz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMAND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIR-TO-GRID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TACTICAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CONTINGENCY

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

## 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.


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.

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

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

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

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

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

   a. Enter the **FAA#** for the helicopter.

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

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

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

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

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

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

i. 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.

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

   
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.

14. On the 12. Task/Mission/Assignment tab:
a. Enter the **Category/Kind/Type/Function** for the tactical aircraft.

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

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

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

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

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

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

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

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

j. To re-order the Task/Mission/Assignment data, click the **Re-Order Tasks** button. In the window that displays, select the
Task/Mission/Assignment data and use the **Move Up** and **Move Down** buttons to move the Task/Mission/Assignment data up or down. Click the **Save** button to save the order.

**NOTE:** The order in which the Task/Mission/Assignment data will print on the form is reflected in the order in which they display in the grid.
### AIR OPERATIONS SUMMARY (ICS 220)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND</td>
<td></td>
<td>03/16/2018 0600</td>
<td>03/16/2018 1900</td>
<td></td>
<td>0734</td>
</tr>
</tbody>
</table>

#### Remake
(Safety Notes, Hazards, Air Op Special Equipment, etc.)
Ensure complete briefings are given prior to assignments.
Inspect buckets/shoes between missions.
When establishing hotspots avoid cutting Whitebark pine.

#### 5. Ready Alert Aircraft
- **Aircraft:** ASIC
- **Location:** NC220
- **New Incident:** M63H AND CREW

#### 6. Frequencies
- **AM (Time):** 123.700 138.1
- **FM (Time):** 120.125

#### Air Tactical Group Supervisor Aircraft
- **Class:** A-52
- **Aircraft:** HH60G

#### Personnel
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Role Description</th>
<th>AM (Time)</th>
<th>FM (Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Bowwell</td>
<td>(125) 123-1234</td>
<td>Air Ops Coordinating Officer</td>
<td>123.700 138.1</td>
<td></td>
</tr>
<tr>
<td>Barney Bash</td>
<td>(125) 123-1234</td>
<td>Air Ops Coordinating Officer</td>
<td>123.700 138.1</td>
<td></td>
</tr>
<tr>
<td>Chris Dunlap</td>
<td>(125) 123-1234</td>
<td>Air Ops Coordinating Officer</td>
<td>123.700 138.1</td>
<td></td>
</tr>
</tbody>
</table>

#### 7. Other Fixed-Wing Aircraft
- **Class:** A-24
- **Aircraft:** HH60G

#### Prepared by
- **Name:** AIR SUPPORT GROUP
- **Position/Title:** Preparer
- **Date/Time:** 03/16/2018 2100

---

Controlled Unclassified Information/Basic DRAFT

Page 1 of 2
## AIR OPERATIONS SUMMARY (ICS 220)

**Format:**

- **Incident Name:**
  - Diamond

- **Operational Period:**
  - Day
  - Date/Time From: 03/16/2018 08:00
  - Date/Time To: 03/16/2018 18:00

- **Sources:**
  - O724
  - 1941

### Helicopters (use additional sheets as necessary)

<table>
<thead>
<tr>
<th>FAA N#</th>
<th>Category/Kind/Type</th>
<th>Make/Model</th>
<th>Date</th>
<th>Available</th>
<th>Start</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHK</td>
<td>A/STAR</td>
<td>NEW MEADOWS</td>
<td>0900</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Task/mission/Assignment

- **Category/Kind/Type and Function:**
  - Air Tactical A-A-IWA
  - Tanked Bucket Water Drops

<table>
<thead>
<tr>
<th>Mission</th>
<th>Start</th>
<th>Fly From</th>
<th>Fly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helibase</td>
<td>0900</td>
<td></td>
<td>in Fire Area</td>
</tr>
</tbody>
</table>

**Prepared By:**

- Name: AIR SUPPORT GRUP
  - Position/Title
  - Signature

**Date:**

- 03/16/2018 21:00

**ICS 229, 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/Site 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.
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/Site Group.

3. Click the **IAP** button.

**Editing a Plan**

Follow the steps in this section to edit a plan:
1. In the Incident Plans grid, click a plan name to select it.

2. Click the Edit Plan button.

3. Make the appropriate changes to the plan data.

4. Click the Save button to save changes.

Copying a Plan

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

1. 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.
Locking a Plan

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

1. In the Incidents Plans grid, click a plan name to select it.

2. Click the Lock Plan button.

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

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

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

1. 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.
Previewing/Printing a Plan

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

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

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

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

4. To re-order the forms that will print in the plan, select the form and click the Move Up or Move Down buttons.

5. To lock the plan and all forms, click to select the Lock this form and all its forms? checkbox. This prevents future editing to the plan and applicable forms.
6. Click the **Preview/Print** button. The selected forms in the plan will open in an Adobe Acrobat reader window. Print the plan from the window that displays.
Deleting a Plan

Follow the steps in this section to delete a plan:

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

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

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

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

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