IAP

Version 01.00.00

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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

Options

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

**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.

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

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

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

9. 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. 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.
5. Select the **ICS 203 Template** tab.

6. From the **Sections** drop-down list, select the section of the ICS 203 form to update. The sections include:
   
   - Incident Commander and Staff
   - Agency Representative
   - Planning Section
   - Logistics Section
   - Operations Section
   - Air Operations Section
   - Branch Section
   - Finance/Admin Section

7. To edit an existing Position follow these steps:

   a. Select the **Position** in the grid.

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

   c. Change the Item Codes associated with the Position if needed. Either add or remove Item Codes.
      
      - Filter the Available list by Item Code or Item Name
      - To add an Item Code select the code from the Available grid and click the > button.
      - To remove an Item Code select the code from the Selected grid and click the < button.
d. Click the **Save** button.

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

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

   d. Click the **Save** button.

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

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

Block 4. Operations Personnel

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

1. 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.

5. Select the ICS 204 Template tab.


7. To edit an existing Position follow these steps:
   a. Select the Position in the grid.
   
   b. Edit the Position name if needed.
   
   c. Change the Item Codes associated with the Position if needed. Either add or remove Item Codes.
      
      • Filter the Available list by Item Code or Item Name.
      
      • To add an Item Code, select the code from the Available grid and click the > button.
      
      • To remove an Item Code select the code from the Selected grid and click the < button.
   
   d. Click the Save button.

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

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

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

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

d. Click the **Save** button.

9. To delete an existing Position:

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

b. Click the **Delete** button.

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

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

1. 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.

5. Select the ICS 204 Template tab.

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

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

8. To rearrange the order in which the information displays, highlight the option and click the Move Up or Move Down buttons.
9. Click the **Save** button.

**Master Frequency List**

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

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.
5. 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. The available options include:
   - Command
   - Tactical
   - Logistics
   - Air to Ground
   - Air Guard
3. Enter the Zone Group.
4. Enter the Channel #.
5. Enter the Channel Name/Trunked Radio System Talkgroup.
6. Enter the Assignment.
7. Enter the RX Freq N or W.
8. Enter the RX Tone/NAC.
9. Enter the TX Freq N or W.
10. Enter the TX Tone/NAC.
11. Mode (A, D, or M)
12. Enter any Remarks.
13. Click the Save button.

**Import a Master Frequency List**

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

1. Click the Import button.
2. Navigate to the area where the Master Frequency List is located.
3. Select the Master Frequency List to import.
4. Click the **Import** button.

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

Edit an Existing Frequency

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

1. Select a frequency to edit.

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

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

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

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

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

### Delete an Existing Frequency

1. Select a frequency.

2. Click the **Delete** button.

3. When the confirmation message displays, click the Yes button to confirm the deletion.
Export a Master Frequency List

1. Click the **Export** button.

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

3. The name of the export file can be changed in the **File name** field.
4. Click the **Save** button to export the data.
Create a Plan
After defining IAP Settings and before including any ICS forms in an IAP, a plan must be created. Create a separate plan for each operational period. Additional plan management functions are identified in the Manage IAPs section. Follow the steps in this section to create a new plan for an Incident or Incident Group:

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

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

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

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

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

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

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

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

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

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

**NOTE:** If the text for a bullet wraps to a second line, the text will line up with the left margin and cannot be changed.

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

5. Click the **Add ICS 202** button. The ICS 202 Form area opens on the right side of the window.
6. Click the different tabs to navigate between the areas on the ICS 202 form. Complete the following areas, as needed:

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

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

7. Click the 6. Incident Action Plan Items tab, check all of the forms that will be included in the IAP.

8. Click the Save or Save/Next Block button.

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

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

10. Click the Save button.
<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objectives</td>
</tr>
<tr>
<td>4. Operational Period Command Emphasis</td>
</tr>
<tr>
<td>5. Site Safety Plan</td>
</tr>
<tr>
<td>6. Incident Action Plan Items</td>
</tr>
<tr>
<td>7.0. Prepared By / Approved By</td>
</tr>
</tbody>
</table>

**Objective**

- **1. Objectives**
- **4. Operational Period Command Emphasis**
- **5. Site Safety Plan**
- **6. Incident Action Plan Items**
- **7.0. Prepared By / Approved By**
### INCIDENT OBJECTIVES (ICS 202)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period: DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRIMY GULCH</td>
<td>Date/Time From: 08/05/2014 0600 SAT</td>
</tr>
</tbody>
</table>

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness:

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

- [ ] ICS 202
- [ ] ICS 203
- [ ] ICS 204
- [ ] ICS 205
- [ ] Map/Chart
- [ ] ICS 205A
- [ ] Weather Forecast/Tide/CURRENTS

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

   Other Attachments:

- [ ] ICS 207
- [ ] ICS 208
- [ ] ICS 220

7. Prepared

<table>
<thead>
<tr>
<th>Position/Titl</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Approved by Incident Commander:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ICS 202 IAP Page Date/Time:

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

5. Click the **Add ICS 203** button. The ICS 203 Form area opens on the right side of the window.
6. Select tab 3. Incident Commander(s) and Command Staff.

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

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

i. Select an existing position in the grid.

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

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

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

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

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

i. Click the **Clear** button.

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

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

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

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

vi. To delete a position, highlight the position and click the **Delete** button. When the message displays, click **Yes** to confirm the deletion.
c. To add a blank line between positions for formatting purposes, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom of the grid.

![Add Blank Line Dialogue Box](image)

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

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

![Re-Order Positions Window](image)

NOTE: The order in which the positions will print on the form is reflected in the

   a. Enter an Agency.

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

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

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

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

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

![Re-Order Positions window](image)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Resource Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>USFS</td>
<td>MARIEL HANSEN ;</td>
</tr>
<tr>
<td>USFS</td>
<td>GEORGE JACKSON (T) ;</td>
</tr>
<tr>
<td>CONSERVANCY</td>
<td>HILDA BROWN (T) ;</td>
</tr>
<tr>
<td>CDF</td>
<td>MARY CARREIRO (T) ;</td>
</tr>
</tbody>
</table>

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

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

   i. Select an existing position in the grid.

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

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

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

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

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

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

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

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

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

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

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.

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

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

   i. Select an existing position in the grid.

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

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

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

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

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

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

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

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

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

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

![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 tab 7. Operations Section
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

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

i. Select an existing position in the grid

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

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

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

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

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

i. Click the Clear button.

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

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

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

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

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

11. Select tab **7a. Branches**.
    a. If there are only Divisions/Groups and no Branches, select the Division/Group Only (No Branch) radio button.
NOTE: The system will pre-populate the grid with three Division/Groups.

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

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

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

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

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

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

vi. Follow these steps to add a new Division/Group to the form:

1. Click the **Clear** button.

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

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

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

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

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

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

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

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

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

iii. Click the **Save** button.

c. From the **Select Branch** drop-down list select the branch to be defined.
NOTE: The system will pre-populate the grid with all positions defined in the ICS 203 template. See ICS 203 Template under Settings to make changes.

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

i. Select an existing position in the grid.

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

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

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

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

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

1. Click the Clear button.

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

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

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

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

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

![Add Blank Line Dialogue Box]

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

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

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

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

**Select tab 7b. Air Operations**

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

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

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

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

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

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

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

   i. Click the Add button.

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

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

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

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

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

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

Select tab 8. Finance/Admin.

Select tab 8. Finance/Admin.

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

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

i. Select an existing position in the grid.

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

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

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

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

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

i. Click the Add button.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Prepared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Position/Title</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
</tr>
</tbody>
</table>

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

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

1. Incident Name: FROG  
2. Operational Period:  
3. Incident Commander(s) and Command Staff:  
   - **IC**: SAM NUNEZ  
   - **DEPUTY**: DEAN DEHART  
   - **SAFETY OFFICER**: PHIL PLYMALE  
   - **INFORMATION OFFICER**: KATHLEEN PHELPS  
   - **UNION OFFICER**: RANDOLF GRAHAM  
   - **DATE/TIME FROM**: 05/19/2014 0000  
   - **DATE/TIME TO**: 05/19/2014 0000  
   - **BRANCH**: NORTH RIVER  
   - **GROUP**: ALPHA  
   - **DIVISION GROUP**: BRAVO  
   - **BRANCH**: SOUTH RIVER  
   - **GROUP**: QUEBEC  
   - **BRANCH**: ROMEO  

4. Agency/Organization Representative(s):  
   - **USFS**: MARIEL HANSEN  
   - **CONS**: HILDA BROWN (T)  
   - **CDL**: MARY CARREIRO (T)  
   - **DATE/TIME FROM**: 05/19/2014 0000  
   - **DATE/TIME TO**: 05/19/2014 0000  
   - **BRANCH**: OSCAR  
   - **GROUP**: FAPA  
   - **BRANCH**: GARTH SEXTON  
   - **GROUP**: FAFA  
   - **BRANCH**: GEORGE KLINE  
   - **GROUP**: NELSON BRADLEY  
   - **BRANCH**: TRENT LOTT (T)  
   - **GROUP**: HARRY CLARK (T)  
   - **GROUP**: JACKSON FINNEAN  

5. Planning Section:  
   - **CHIEF**: PAULA HOREN  
   - **STRUCTURE**: STANLEY MOREHOUSE  
   - **PROTECTION GROUP**: KIM PLANTON (T)  
   - **GROUP**: GEORGE KLINE  
   - **GROUP**: TRENT LOTT (T)  
   - **GROUP**: UNSTAFFED  
   - **GROUP**: AL FRANKLIN  

6. Logistics Section:  
   - **CHIEF**: BETTY APPELHOF  
   - **COMMUNICATIONS UNIT**: DAVID GRANT  
   - **SECURITY UNIT**: KERMIT MALDONADO (T)  
   - **FOOD UNIT**: DERDRA KELLOGO  
   - **GROUND SUPPORT UNIT**: VICTOR UHLER  
   - **COMPUTER**: MARTHA COHN  
   - **GROUP**: FERRY FLEISHER (T)  
   - **GROUP**: RUDI RODRIGUEZ (T)  
   - **GROUP**: EDWARD MADSEN (T)  

7. Operations Section:  
   - **DAY GPS SECTION**: FRANK TEMPLETON  
   - **NIGHT GPS SECTION**: HILLARY SCHWARTZ  
   - **PLANNING GPS**: JUSTIN DEMETRIUS (T)  
   - **CHIEF**: VINCENT FEAL  

8. Finance/Administration Section:  
   - **CHIEF**: JAMIN HOLMES  
   - **TIME UNIT**: ANDREW CORP  
   - **PROCUREMENT UNIT**: SALLY HARRIS  
   - **COMPENSATION UNIT**: WILLIAM MASON  
   - **COST UNIT**: DAN FREEMAN  

9. Prepared By:  
   - **Name**: BARRY EURBIN (T)  
   - **Position/Title**: RESOURCE UNIT LEADER  
   - **Date/Time**: 05/19/2014 0000  
   - **Signature**:  

---

**ICS 203**  
**IAP Page**  
**Date/Time**: 05/19/2014 0000  
**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. On the Home page, click the **Incidents** button.

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

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

   **Add ICS 202** | **Add ICS 203** | **Add ICS 204** | **Add ICS 205** | **Add ICS 206** | **Add ICS 220**
6. In the ICS 204 Branch/Division/Group Prompt window, enter the Branch name if there is a Branch, and/or Division/Group names.

![Image of IAP Form 204 Branch/Division Prompt](image)

7. Click Save or Save/Next Block.


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

**NOTE:** Two additional position fields can be added to the default four field positions, for a total of six fields. To add these fields, click the Clear button and add a position.

**NOTE:** The fill order on the form for Block 4 is from left to right, not top to bottom. When using the Re-Order Positions function, the fill order is as follows:

1st position in the re-order
2nd position in the re-order
3rd position in the re-order
4th position in the re-order
5th position in the re-order
6th position in the re-order

If a position space is blank, click Add Blank Line in order to adjust for the vacant field and maintain the order desired.
a. Follow these steps to add a resource name to an existing position on the ICS 204 form:

   i. Select an existing position in the grid.

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

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

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

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

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

   i. Click the Clear button.

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

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

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

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

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

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.

8. Select tab **5. Resources Assigned.**
a. To manually add assigned resources:
   

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

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

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

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

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

   iv. To close the Resources window, either click the **Cancel** button or the x in the top right corner of the window.
NOTE: If a resource was already added to an ICS 204 form in this same operational period for the IAP, the system will display a message. To add the resource to this ICS 204, even though it is listed in another ICS 204, click the Yes button and add the resource. Click the No button to exclude the resource from this ICS 204.

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

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

![Re-Order Resources](image)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Incident Name: FROG

2. Operational Period: DAY
   - Date/Time From: 06/23/2014 0800
   - Date/Time To: 06/23/2014 1800

3. Branch: DOME

4. Operations Personnel
   - AIR ATTACK SUPERVISOR: BASCH, BARNEY
   - SAFETY OFFICER: JARVIS, JON
   - DIVISION/GROUP SUPERVISOR:齿轮, 肘
   - OPERATIONS CHEF: CHANSEP, CHRI

5. Resources Assigned this Period
<table>
<thead>
<tr>
<th>Shifts/Task Force/Resource Designation</th>
<th>LWO</th>
<th>Leader</th>
<th>Number Assigned</th>
<th>Drop Off PT./Time</th>
<th>Pick Up PT./Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 3 S/S SALINAS 2782 E-1</td>
<td>07/02</td>
<td>MCCOIN, STANLEY</td>
<td>25</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
<tr>
<td>ES 3 S/S TYP 450 E-2</td>
<td>07/02</td>
<td>BETHEL, DENNIS</td>
<td>25</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
<tr>
<td>ES 3 S/TANF 129 E-3</td>
<td>07/02</td>
<td>GARCIA, HERMAN</td>
<td>25</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
<tr>
<td>WTT2 WATER TENDER 5 E-7</td>
<td>07/02</td>
<td>PELL, PAUL</td>
<td>2</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
<tr>
<td>TFD O-31</td>
<td>07/02</td>
<td>BRAD, BRANDT</td>
<td>1</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
<tr>
<td>SOF O-9</td>
<td>06/25</td>
<td>VARGAS, OSCAR (T)</td>
<td>1</td>
<td>FOREST SUBDIVISION/790</td>
<td>JUNIPER SUBDIVISION/800</td>
</tr>
</tbody>
</table>

6. Control Operations/Work Assignments:
   CONTINUE TO REASSESS STRUCTURES LOCATED WITHIN THE FIRE PERIMETER TO ENSURE THE AREA IS SECURE.

7. Special Instructions:
   MAINTAIN PROMPT COMMUNICATION WITH YOUR CREWS, ADJOINING RESOURCES AND SUPERVISOR.

8. Division/Group Communication Summary
   - COMMAND
     - Channel: 8
     - RX Frequency NW: 153.800 N
     - RX Tone/NAC: 131.7
     - TX Frequency NW: 155.800 N
     - TX Tone/NAC: 131.8
     - Mode: D
   - TACTICAL
     - Channel: 2
     - RX Frequency NW: 151.000 N
     - RX Tone/NAC: 131.8
     - TX Frequency NW: 151.800 N
     - TX Tone/NAC: 131.8
     - Mode: D
   - LOGISTICS
     - Channel: 15
     - RX Frequency NW: 155.200 N
     - RX Tone/NAC: 155.2
     - TX Frequency NW: 155.800 N
     - TX Tone/NAC: 155.2
     - Mode: D
   - AIR TO GROUND
     - Channel: 12
     - RX Frequency NW: 168.925 N
     - RX Tone/NAC: 168.925 N
     - TX Frequency NW: 168.925 N
     - TX Tone/NAC: 168.925 N
     - Mode: D

9. Prepared By (Resource Unit Leader): STAN SMITH
    Approved By (Planning Section Chief): BRAN BRICKLEY
    Date: 06/22/2014
    Time: 2100

ICS 204 WF (1/14) 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. On the Home page, click the **Incidents** button.

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

6. Select tab **4. Basic Radio Channel Use**.
a. Add the Zone Group, Function, Channel #, Channel Name, Assignment, RX Frequency N or W, RX Tone/NAC, TX Frequency N or W, TX Tone/NAC, and Mode (Ad, D or M) for the frequency. Data can be entered manually into each of the fields or click the Add From Master Frequency List button to add data.

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

i. Click the Add from Master Frequency List button, the system displays a Frequency Pick List window. Use the filters at the top of the columns to filter the data in the grid.
ii. Select a frequency(s) in the grid and click the **Save to Form** button.

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

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

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

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

![Re-Order Frequencies](image)

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

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

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

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

<table>
<thead>
<tr>
<th>Zone Group</th>
<th>Ch #</th>
<th>Function</th>
<th>Channel Name/Trunked Radio System/Talkgroup</th>
<th>Assignment</th>
<th>RX Freq</th>
<th>RX Tone/TAC</th>
<th>TX Freq</th>
<th>TX Tone/TAC</th>
<th>Made (A.D. or M)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>TACTICAL</td>
<td>TAC</td>
<td>DIV CHARLIE, BUDIC</td>
<td>151.3200 N</td>
<td>131.8</td>
<td>151.3200 N</td>
<td>131.8</td>
<td>0</td>
<td>MAYBE SHARING WITH REHED GROUP</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>COMMAND</td>
<td>CMD</td>
<td>LINE TO ICP</td>
<td>153.6600 N</td>
<td>131.7</td>
<td>156.8800 N</td>
<td>131.8</td>
<td>0</td>
<td>LOCATED ON NORTH OF BAKER CRK</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>TACTICAL</td>
<td>TAC</td>
<td>DIV ALPHA, PAPA</td>
<td>151.1500 N</td>
<td>131.8</td>
<td>151.1500 N</td>
<td>131.8</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>MEDEVAC</td>
<td>MEDEVAC</td>
<td>EMERGENCY EVAC ONLY</td>
<td>156.2800 N</td>
<td>155.2</td>
<td>156.2800 N</td>
<td>155.2</td>
<td>0</td>
<td>COMMAND WILFLIGHT HEL CO</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TACTICAL</td>
<td>TAC</td>
<td>DIV BRAVO, ROMEO</td>
<td>151.5000 N</td>
<td>131.8</td>
<td>151.5000 N</td>
<td>131.8</td>
<td>0</td>
<td>DEMO REMARK</td>
<td></td>
</tr>
</tbody>
</table>

### Special Instructions:

6. Prepared By (Communications Unit Leader) Name: Signature:

ICS 205 IAP Page Date/Time:
ICS 206 Medical Plan
Follow the steps in this section to create an ICS 206 Medical Plan:

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

6. Select tab **3. Ambulance Services**.
a. Enter the ambulance **Name**.

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

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

d. Enter the **EMS Frequency** for the ambulance.

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

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

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

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

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

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.

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


   a. Enter the air ambulance Name.

   b. Enter the Phone for the air ambulance.
c. Enter the **Type of Aircraft** for the air ambulance.

d. Enter the **Aircraft Capability** for the air ambulance.

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

f. Click the **Clear** button to add another Air Ambulance Service.

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

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

![Add Blank Line Dialogue Box](image)

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.


a. Enter the hospital Name.

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

c. Enter the Phone for the hospital.
d. Enter the Travel Time Air for the hospital.

e. Enter the Travel Time Ground for the hospital.

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

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

h. Enter the Latitude for the hospital.

i. Enter the Longitude for the hospital.

j. Enter the VHF frequency for the hospital.

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

l. Click the Clear button to add another Hospital.

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

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

![Add Blank Line](image)

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

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

a. Enter the **Branch**.

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

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

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

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

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

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

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

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

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

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

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

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

![Add Blank Line](image)

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

- ABOVE
- BELOW
- BOTTOM

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

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


![Remote Camp Locations](image)

a. Enter the remote camp location Name.

b. Enter the remote camp Location.

c. Enter the Point of Contact for the remote camp.

d. Enter the EMS Responders for the remote camp.

e. Enter the medical Capability for the remote camp.
f. Enter the **Available Equipment** for the remote camp.

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

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

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

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

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

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

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

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

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

```
Add Blank Line
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.

**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.

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

### 1. Incident/Project Name:
- FROG

### 2. Operational Period:
- **DAY**
  - Date/Time From: 05/14/2014 0000 MON
  - Date/Time To: 05/14/2014 0000 MON

### 3. Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>Phone &amp; EMS Frequency</th>
<th>Advanced Life Support (ALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWIN FALLS COUNTY</td>
<td>90222 NORTH MTK COVE ROSIEVILL, CA 9803</td>
<td>(412) 366-7980 155.2000 TONE 155.2</td>
<td>X</td>
</tr>
<tr>
<td>ELADNE COUNTY EMS</td>
<td>4902 SOUTH BANK DRIVE ALBURN, CA 97023</td>
<td>(735) 456-6234 155.2000 TONE 155.2</td>
<td>X</td>
</tr>
</tbody>
</table>

### 4. Air Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Type of Aircraft</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETERSON FLIGHTS</td>
<td>(394) 506-2323</td>
<td>ASTAR</td>
<td>ELEV. CAP. 12,000 FT</td>
</tr>
<tr>
<td>ST. LUKES</td>
<td>(416) 596-579</td>
<td>BOCAL</td>
<td>HIGH ALTITUDE</td>
</tr>
<tr>
<td>INCIDENT HELO KERN H-08</td>
<td>(509) 454-4734</td>
<td>BELL 477</td>
<td>HOIST CAPABLE</td>
</tr>
</tbody>
</table>

### 5. Hospitals

<table>
<thead>
<tr>
<th>Name</th>
<th>GPS Datum - WGS 84</th>
<th>Travel Time</th>
<th>Phone</th>
<th>Helped</th>
<th>Level of Care Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST LUKES MEDICAL CTR</td>
<td>Lat: 35°15.9085', Long: 121°11.5874'</td>
<td>30 M 2 HR</td>
<td>(350) 554-6767</td>
<td>X</td>
<td>ADV. TRAUMA</td>
</tr>
<tr>
<td>SUTTER HOSPITAL</td>
<td>Lat: 39°13.0850', Long: 121°2.8371'</td>
<td>10 M 1 HR</td>
<td>(503) 823-5860</td>
<td>X</td>
<td>BURN CENTER</td>
</tr>
</tbody>
</table>

### 6. Area Location Capability

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

### 8. Prepared By (Medical Unit Leader):
- KENDRA ESPARZA

### 9. Date/Time:
- 09/20/2014 0900

### 10. Reviewed By (Safety Officer):
- PHIL PLYMALE

### 11. Date/Time:
- 09/20/2014 0900

ICS 206 WF (1/14)

DRAFT
# Medical Plan (ICS 206 WF)

### Branch Division/Group

<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>NORTH RIVER BRANCH ALPHA, BRAVO, CHARLIE</td>
<td>HAZEL MARTIN, SAM HITT/PARAMEDICS</td>
<td>AED, ADV. LIFE SUPPORT</td>
<td>COMMAND CHANNEL II</td>
<td>Air: 30 MIN; Ground: 1 HOUR</td>
</tr>
<tr>
<td>SOUTH RIVER BRANCH OSCAR, PAPA, ROMEO</td>
<td>MARGE SPARKS, HANK WILMANN/HELISPORT AND AMBULANCE</td>
<td>ADV LIFE SUPPORT</td>
<td>CMD II</td>
<td>Air: 20 MIN; Ground: 60 MIN</td>
</tr>
<tr>
<td>REHAB, STRUC, WATER HANDLING</td>
<td>WILL TRENCH, BARB HILL/ADV. LIFE SUPPORT</td>
<td>O2, AED</td>
<td>CMD II</td>
<td>Air: 20 MIN; Ground: 1 HR</td>
</tr>
</tbody>
</table>

### Remote Camp Location(s)

#### Name

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

### Prepared By (Medical Unit Leader)

<table>
<thead>
<tr>
<th>Prepared By (Medical Unit Leader)</th>
<th>Date/Time</th>
<th>Reviewed By (Safety Officer)</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENDRA ESPARZA</td>
<td>09/20/2014 0900</td>
<td>PHIL PLYMALLEY</td>
<td>09/20/2014 0900</td>
</tr>
</tbody>
</table>

### Notes

- DRAFT
## Medical Plan (ICS 206 WF)

<table>
<thead>
<tr>
<th>1. Incident/Project Name</th>
<th>2. Operational Period</th>
<th>3. Day From/To</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td>Date/Time From: 05/19/2014 06:00</td>
<td>Date/Time To: 05/19/2014 06:00</td>
</tr>
</tbody>
</table>

### 7. Remote Camp Location(s)

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Point Of Contact</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>HIGHLAND PARK CAMP</td>
<td>JACK FRANKLIN</td>
<td>HELISPOT AND AMBULANCE</td>
<td>ADV LIFE SUPPORT</td>
<td>CND 9</td>
<td></td>
</tr>
<tr>
<td>INTERSECTION OF HWY 12 AND RD 23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lat:</th>
<th>Long:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N38.45.1084&quot;</td>
<td>W21.28.945&quot;</td>
</tr>
</tbody>
</table>

### Prepared By (Medical Unit Leader)

<table>
<thead>
<tr>
<th>KENDRA ESPARZA</th>
</tr>
</thead>
</table>

### Date/Time

<table>
<thead>
<tr>
<th>9. Date/Time</th>
<th>10. Reviewed By (Safety Officer)</th>
<th>11. Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/20/2014 06:00</td>
<td>PHL. PLYMALE</td>
<td>06/20/2014 06:00</td>
</tr>
</tbody>
</table>

ICS 206 WF (1/14) DRAFT
**MEDICAL PLAN (ICS 206)**

12. Medical Incident Procedures

For all medical emergencies: Identify on scene incident commander by name and position and announce "MEDICAL EMERGENCY" to initiate response from IRT communications/dispatch.

Medical Incident Report

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

1. **CONTACT COMMUNICATIONS/DISPATCH**
   Ex: "Communications Div. Alpha, Standby for Priority Medical Incident Report." (If life threatening, request designated frequency be cleared for emergency.

2. **INCIDENT STATUS:** Provide incident summary and command structure.
   - Nature of injury/wound
   - Geographic Name (Ex: "Walden")
   - Incident Name
   - Incident Commander
   - Name of IC
   - Patient Care

3. **INITIAL PATIENT ASSESSMENT:**
   Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this.
   - Number of Patients: Male / Female
   - Age: __________
   - Weight: __________
   - Conscious? □ YES □ NO = MEDVAC!
   - Breathing? □ YES □ NO = MEDVAC!
   - Mechanism of Injury:
   - What caused the injury?
   - Extent of injury:

4. **SEVERITY OF EMERGENCY, TRANSPORT PRIORITY**
   - **SEVERITY**
   - **TRANSPORT PRIORITY**
     - URGENT-RED Life threatening injury or illness: Ex: Unconscious, difficulty breathing, bleeding severely, 2 - 3 degree burns more than 4 palm sizes, heat stroke.
     - TRANSPORT PRIORITY: Ambulance or UH-60 VAC helicopter. Emergency need IMMEDIATE.
     - PRIORITY-YELLOW Serious injury or illness. Ex: Significant trauma, not able to walk, 2 - 3 degree burns not more than 1-2 palm sizes.
     - TRANSPORT PRIORITY: Ambulance or consider air transport if it remains location. Evacuation may be DELAYED.
     - ROUTINE-GREEN Not a life threatening injury or illness. Ex: Sprains, strains, minor heat-related illness.
     - TRANSPORT PRIORITY: Non-Emergency. Evacuation considered Routine of Convenience.

5. **TRANSPORT PLAN:**
   - Ground Transport:
     - Helicopter
     - Stretcher
     - Litter
     - Other
   - Air Transport:
     - Self-Extract
     - Carry-Out
     - Ambulance
     - Other

6. **ADDITIONAL RESOURCES/EQUIPMENT NEEDS:**
   - Paramedics(s)
   - Gear(s)
   - Snorkel/Backboard/Cutter
   - Burn Shears(s)
   - Oxygen
   - Trauma Bag
   - Medications(s)
   - VIP(s)
   - Other(s)

7. **COMMUNICATIONS:**
   - Function: Patient Info, Cl. 2
   - Channel/Name/Number: 168.3250, 110.9, 171.4325, 110.3
   - Tonal/TAC: "" AIR-TO-GROUND
   - TACTICAL
   - NAC for digital radio

8. **EVACUATION LOCATION:**
   - USS (Unit System Designation)
   - Ex: "" 24 42.45 1 W 123 0.3 24""
   - Patient's ETA to Evacuation Location:
   - Heliport/Extraction Box and Hazards:

9. **CONTINGENCY:**
   - Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation methods? The

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

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

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

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

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

a. Under Ready Alert Aircraft, enter the Medivac and New Incident information.
b. Under **Temporary Flight Restriction Number**, enter the **Altitude** and **Center Point**.

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

8. Select tab 7. **Personnel**.

![Personnel tab](image)

a. The system pre-populates the **Position** fields with the following positions:

- Air Operations Branch Director
- Air Support Group Supervisor
- Air Tactical Group Supervisor
- Helicopter Coordinator
- Helibase Manager

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

b. In the **Name** column, enter the resource name for each position listed under the **Position** column.
c. In the **Phone** column, enter the phone number for the resources assigned to the listed positions.

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

9. Select tab **8. Frequencies**.

![Frequencies Tab](image)

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

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

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

b. In the AM column, enter the AM frequency.

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

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

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

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


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

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

11. Select tab **10. Helicopters**.

![Image]

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

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

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

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

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

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

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

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

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

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

12. Select tab **11. Prepared By** and enter the **Prepared By Name**, **Position/Title**, **Date**, and **Time**. Click the **Save** or **Save/Next Block** button to save the data to the form.
12. Select tab **12. Task/Mission/Assignment.**

<table>
<thead>
<tr>
<th>Task/Mission/Assignment</th>
<th>Category/Kind/Type/Function</th>
<th>Name of Personnel or Cargo</th>
<th>Mission Start Time</th>
<th>Fly From</th>
<th>Fly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>腦卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
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<tr>
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<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
<td>脳卒中の危険性測定装置</td>
</tr>
</tbody>
</table>

a. Enter the **Category/Kind/Type/Function** for the tactical aircraft.
b. Enter the **Name of Personnel or Cargo** for the tactical aircraft.
c. Enter the **Mission Start Time** for the tactical aircraft.
d. Enter the location to **Fly From** for the tactical aircraft.
e. Enter the location to **Fly To** for the tactical aircraft.
f. Click the **Save** button to save the Task/Mission/Assignment data to the form.
g. Click the **Clear** button to add another Task/Mission/Assignment.
h. To delete a Task/Mission/Assignment entry, highlight the entry in the grid and click the **Delete** button.
i. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.
j. To re-order the Task/Mission/Assignment data, click the **Re-Order Tasks** button. In the window that displays, select the Task/Mission/Assignment data and use the **Move Up** and **Move Down** buttons to move the Task/Mission/Assignment data up or down. Click the **Save** button to save the order.

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

<table>
<thead>
<tr>
<th>Aircraft</th>
<th>Category</th>
<th>Model</th>
<th>Source</th>
<th>Available</th>
<th>Start Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>407TH</td>
<td>3</td>
<td>BELL 407</td>
<td>SIMON HB</td>
<td>05/03/2014</td>
<td>0500</td>
<td>Short Haul</td>
</tr>
<tr>
<td>172BH</td>
<td>3</td>
<td>A-STAR B3</td>
<td>DEER HB</td>
<td>05/03/2014</td>
<td>0500</td>
<td>Initial medevac ship</td>
</tr>
<tr>
<td>202HA</td>
<td>3</td>
<td>BELL 407</td>
<td>AUBURN</td>
<td>05/03/2014</td>
<td>0800</td>
<td>Local IA</td>
</tr>
<tr>
<td>N219KA</td>
<td>2</td>
<td>212HP</td>
<td>BLUE CANYON</td>
<td>05/03/2014</td>
<td>0800</td>
<td>Manager Harry Noya: 809-598-1212 or 1744923</td>
</tr>
<tr>
<td>N489HC</td>
<td>2</td>
<td>BELL 205</td>
<td>GRASS VALLEY</td>
<td>05/03/2014</td>
<td>0800</td>
<td>Manager: Joe Harris: 305-677-2354</td>
</tr>
</tbody>
</table>

### Category/Kind/Type and Function

<table>
<thead>
<tr>
<th>Category/Kind/Type</th>
<th>Name of Personnel or Cargo</th>
<th>Mission</th>
<th>Fly From</th>
<th>Fly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR TACTICAL</td>
<td>ATGS TO PROVIDE COVERAGE OVER THE INCIDENT</td>
<td>0500</td>
<td>GRASS VALLEY</td>
<td>INCIDENT</td>
</tr>
<tr>
<td>RETARDANT DROPS</td>
<td>FW AIR TANKERS AS ORDERED BY DIVISIONS TO ATGS.</td>
<td>0800</td>
<td>BLUE CANYON</td>
<td>H23</td>
</tr>
<tr>
<td>MAPPING/INFRARED</td>
<td>ORDER THROUGH AIR OPS.</td>
<td>0900</td>
<td>INCIDENT PERIMETER</td>
<td></td>
</tr>
</tbody>
</table>
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

Editing a Form

Follow the steps in this section to edit a form:

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

2. Select an Incident or Incident Group.

3. Click the IAP button.

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

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.
4. Click the **Copy Form** button.

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

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

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

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.
4. In the Incident Plans grid, click the arrow > next to a plan to display the list of forms in that plan.

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

6. Click the Lock Form button.

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

Previewing/Printing a Form

Follow the steps in this section to preview a form:

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

3. Click the IAP button.

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

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

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

Deleting a Form

Follow the steps in this section to delete a form:

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

3. Click the IAP button.

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

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

6. Click the Delete Form button.

7. 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

Editing a Plan

Follow the steps in this section to edit a plan:

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

2. Select an Incident or Incident Group.

3. Click the IAP button.

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

6. Make the appropriate changes to the plan data.

    ![Edit Plan screenshot]

7. 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. On the Home page, click the **Incidents** button.
2. Select an Incident or Incident Group.

3. Click the IAP button.

4. Click the Copy Plan button.

5. Under Copy From, select the plan to copy from the Select Plan drop-down list.

6. Under Copy To, enter the following information:
   a. Incident Name
   b. Operational Period
   c. Date From
   d. Time From
   e. Date To
   f. Time To
7. 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.

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

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

5. 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
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. On the Home page, click the **Incidents** button.

2. Select an Incident or Incident Group.

3. Click the **IAP** button.

4. Click the **Add External Attachments** button to open the External Attachments window.

5. Select the plan in which to include the attachment from the Select Plan drop-down list.
6. Click the Magnifying Glass next to the Attachment Name field to open a browser window.

7. Navigate to the folder that contains the PDF document to attach to the plan.

8. Select the PDF document and click the Open button.

9. 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. On the Home page, click the Incidents button.
2. Select an Incident or Incident Group.

3. Click the **IAP** button.

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

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

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

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

8. To lock the plan and all forms, click to select the **Lock this form and all its forms** checkbox.

9. 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.
## Select Forms and Print Order of the Plan

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>ICS 202</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 202</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 202</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 203</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 203</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 204 Branch I Division A</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 204 Branch II Division B</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 205</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 205</td>
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<tr>
<td>✓</td>
<td>ICS 220</td>
</tr>
<tr>
<td>✓</td>
<td>ICS 220</td>
</tr>
</tbody>
</table>

- **Lock this plan and all its forms?**

- **Preview/Print**
- **Close**
## INCIDENT OBJECTIVES (ICS 202)

### 1. Incident Name:

FROG

### 2. Operational Period:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>001/06/2014 0600</td>
<td>001/06/2014 0600</td>
</tr>
</tbody>
</table>

### 3. Objective(s):

- [ ]

### 4. Operational Period Command Emphasis:

- [ ]

### General Situational Awareness:

- [ ]

### 5. Site Safety Plan Required?

- [X] Yes
- [ ] No

- Approved Site Safety Plan(s) Located at:
  - ICS PLANS OFFICE

### 6. Incident Action Plan

- [X] ICS 202
- [ ] ICS 203
- [X] ICS 204
- [ ] ICS 208
- [X] ICS 209
- [ ] ICS 205
- [ ] ICS 205A
- [ ] ICS 206

- Other Attachments:
  - [ ] SAFETY MESSAGE
  - [ ] TRAFFIC PLAN
  - [ ] ICS 214 UNIT LOG
  - [ ] Weather Forecast/Tides/Currents

### 7. Prepared by:

- PAULA HORREN

### 8. Approved by Incident Commander:

- Name: SAM NUNEZ

---

**DRAFT**

**Page 1 of 1**
### ORGANIZATION ASSIGNMENT LIST (ICS 203)

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>2. Operational Period:</th>
<th>DAY</th>
<th>DATE/Time To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td>05/19/2014 0600 MON</td>
<td></td>
<td>05/19/2014 0600 MON</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IC/IC/IC</th>
<th>DEPUTY</th>
<th>SAFETY OFFICER</th>
<th>INFORMATION OFFICER</th>
<th>RELATION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM NUNEZ</td>
<td>DEAN DEHART</td>
<td>PHIL PLYMATE</td>
<td>KATHLEEN PHILPS</td>
<td>RANDOLPH GRAHAM</td>
</tr>
<tr>
<td>ALBERT SCHWARM (T)</td>
<td></td>
<td>MURIEL TARBET (T)</td>
<td>CATHY SHAUGHNESSY (T)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Agency/Organization</th>
<th>Name</th>
<th>BRANCH DIRECTOR</th>
<th>BRANCH DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>USFS</td>
<td>MARIL HANSEN</td>
<td>JIM DALE</td>
<td>JIM DALE</td>
</tr>
<tr>
<td>GEORGE JACKSON (T)</td>
<td></td>
<td>ADAM HARRINGTON (T)</td>
<td>ADAM HARRINGTON (T)</td>
</tr>
<tr>
<td>CDF</td>
<td>MARY CARREIRO (T)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5. Planning Section:

<table>
<thead>
<tr>
<th>CHIEF</th>
<th>RESOURCES UNIT</th>
<th>STRUCTURE PROTECTION GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAULA HOREN</td>
<td>KENT FOUNTAIN</td>
<td>STANLEY MOREHOUSE</td>
</tr>
<tr>
<td></td>
<td>BARRY EURBIN (T)</td>
<td>KIM PLANTON (T)</td>
</tr>
</tbody>
</table>

#### 6. Logistics Section:

<table>
<thead>
<tr>
<th>CHIEF</th>
<th>COMMUNICATIONS UNIT</th>
<th>MEDICAL UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BETTY APPELHOF</td>
<td>DAVID GRANT</td>
<td>KENDRA ESPARZA</td>
</tr>
</tbody>
</table>

#### 7. Operations Section:

<table>
<thead>
<tr>
<th>CHIEF</th>
<th>DAY OPS SECTION</th>
<th>NIGHT OPS SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRANK TEMPLETON</td>
<td>JOSHUA GUEZ (T)</td>
<td>HILLARY SCHWARTZ</td>
</tr>
<tr>
<td>JUSTIN DEMETRIUS (T)</td>
<td></td>
<td>JOSHUA GUEZ (T)</td>
</tr>
</tbody>
</table>

#### 8. Financial/Administration Section:

<table>
<thead>
<tr>
<th>CHIEF</th>
<th>HR OFFICE</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAMIE HOLMES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Prepared By:**

- **Name:** BARRY EURBIN (T)
- **Position:** RESOURCE UNIT LEADER
- **Date/Time:** 05/19/2014 0600

**DRAFT**
### INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<table>
<thead>
<tr>
<th>Zone Group</th>
<th>Ch #</th>
<th>Function</th>
<th>Channel Name/Trunked Radio System Trunk</th>
<th>Assignment</th>
<th>RX Freq</th>
<th>RX Trunk #</th>
<th>TX Freq</th>
<th>TX Trunk #</th>
<th>Notes</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>TACTICAL</td>
<td>TAC 1</td>
<td>CR ALPHA/WAPA</td>
<td>151.7000 N</td>
<td>121.8</td>
<td>151.7000</td>
<td>121.8</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>2</td>
<td>TACTICAL</td>
<td>TAC 2</td>
<td>CR BRAVO/ROMEO</td>
<td>151.3000 N</td>
<td>121.8</td>
<td>151.3000</td>
<td>121.8</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>3</td>
<td>TACTICAL</td>
<td>TAC 3</td>
<td>CR CHARLIE/STRELICO</td>
<td>151.3000 N</td>
<td>121.8</td>
<td>151.3000</td>
<td>121.8</td>
<td>○</td>
<td></td>
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<tr>
<td>A</td>
<td>4</td>
<td>TACTICAL</td>
<td>TAC 4</td>
<td>CR DELTA/REXAB</td>
<td>151.4500 N</td>
<td>121.8</td>
<td>151.4500</td>
<td>121.8</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>COMMAND</td>
<td>CH 2</td>
<td>LINE TO ICP</td>
<td>153.8000 N</td>
<td>121.8</td>
<td>153.8000</td>
<td>121.8</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>9</td>
<td>COMMAND</td>
<td>CH 3</td>
<td>LINE TO ICP</td>
<td>170.6700 N</td>
<td>126.5</td>
<td>170.6700</td>
<td>126.5</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>12</td>
<td>AIR TO GROUND</td>
<td>AG 1</td>
<td>FORU COMPLEX</td>
<td>168.0125 N</td>
<td>168.0125</td>
<td>○</td>
<td></td>
<td></td>
<td>HEALTH Dropbox</td>
</tr>
<tr>
<td>A</td>
<td>14</td>
<td>COMMAND</td>
<td>CH 4</td>
<td>LINE TO ICP</td>
<td>168.0750 N</td>
<td>121.8</td>
<td>168.0750</td>
<td>121.8</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>15</td>
<td>AIR TO GROUND</td>
<td>AG 2</td>
<td>FORU COMPLEX</td>
<td>168.2875 N</td>
<td>168.2875</td>
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<td></td>
<td></td>
<td>COMMON WIRE TRASH</td>
</tr>
<tr>
<td>A</td>
<td>16</td>
<td>MEDIVAC</td>
<td>MEDIVAC</td>
<td>EMERGENCY EVAC  ONLY</td>
<td>155.2800 N</td>
<td>155.2</td>
<td>155.2800</td>
<td>155.2</td>
<td>○</td>
<td></td>
</tr>
</tbody>
</table>

### Special Instructions:

- [Instructions text]

---

### Prepared By (Communications Unit Leader)
Name: DAVID GRANT
Signature: [Signature]

ICS 205
IAP Page

DRAFT
# Medical Plan (ICS 206 WF)

## 1. Incident/Project Name:
- **FROG**

## 2. Operational Period:
- **DAY**
- **Date/Time From:** 05/19/2014 0600 **MON**
- **Date/Time To:** 05/19/2014 0600 **MON**

## 3. Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>Phone</th>
<th>EMS Frequency</th>
<th>Advanced Life Support (ALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWIN FALLS COUNTY</td>
<td>90222 NORTH MTN COVE ROSEVILLE, CA 98023</td>
<td>(417) 386-7580 155.2800 TONE 155.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BLAINE COUNTY EMS</td>
<td>4832 SOUTH BANK DRIVE AUBURN, WA 97022</td>
<td>(702) 456-5234 155.2800 TONE 155.2</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

## 4. Air Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Type of Aircraft</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETERSON FLIGHTS</td>
<td>(360) 506-2323</td>
<td>ASTAR</td>
<td>ELEV CAP 12,000 FT</td>
</tr>
<tr>
<td>ST. LUKES</td>
<td>(496) 595-6878</td>
<td>BOCAL</td>
<td>HIGH ALTITUDE</td>
</tr>
<tr>
<td>INCIDENT HELO KERN H408</td>
<td>(308) 554-6753</td>
<td>BELL 407</td>
<td>HOIST CAPABLE</td>
</tr>
</tbody>
</table>

## 5. Hospitals

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete Address</th>
<th>Travel Time</th>
<th>Phone</th>
<th>Helipad</th>
<th>Level of Care Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST. LUKES MEDICAL CTR</td>
<td>4943 HIGHLAND VIEW AUBURN, CA 98031</td>
<td>30 M 2 HR</td>
<td>(360) 554-6753</td>
<td>X</td>
<td>ADV TRAUMA</td>
</tr>
<tr>
<td>SUTTER HOSPITAL</td>
<td>11815 EDUCATION AVE. AUBURN, CA 90349</td>
<td>10 M 1 HR</td>
<td>(503) 823-5803</td>
<td>X</td>
<td>BURN CENTER</td>
</tr>
</tbody>
</table>

## 6. Area Location Capability

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

---

**8. Prepared By (Medical Unit Leader):**
- **KENDRA ESPARZA**

**9. Date/Time:**
- **05/20/2014 0800**

**10. Reviewed By (Safety Officer):**
- **PHIL PLYMALE**

**11. Date/Time:**
- **05/20/2014 0900**

**ICS 266 WF (1/14) DRAFT**

---

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

<table>
<thead>
<tr>
<th>Branch Division/Group</th>
<th>EMS Responders &amp; Capability</th>
<th>Equipment Available on Scene</th>
<th>Medical Emergency Channel</th>
<th>ETA for Ambulance to Scene</th>
<th>Approved Helispot</th>
<th>Lat Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH RIVER BRANCH ALPHA, BRAVO, CHARLIE</td>
<td>HAZEL MARTIN, SAM HITI, PARAMEDICS</td>
<td>AED, ADV. LIFE SUPPORT</td>
<td>COMMAND CHANNEL 9</td>
<td>30 MIN</td>
<td>1 HOUR</td>
<td>N38 33.2907°  W121 2.8323°</td>
</tr>
<tr>
<td>SOUTH RIVER BRANCH OSCAR, PAPA, ROMEO</td>
<td>MARIE SPARR, HANK WILLIAM, HELISPOT AND AMBULANCE</td>
<td>ADV LIFE SUPPORT</td>
<td>CMD 9</td>
<td>20 MIN</td>
<td>30 MIN</td>
<td>N38 33.2093°  W121 2.35678°</td>
</tr>
<tr>
<td>REHAB, STRUC, WATER HANDLING</td>
<td>WILL, TRENT, SARS HILL, ADV. LIFE SUPPORT</td>
<td>O2, AED</td>
<td>CMD 9</td>
<td>20 MIN</td>
<td>1 HR</td>
<td>N38 33.2507°  W121 2.3771°</td>
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</table>

### Remote Camp Location(s)

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

### Prepared By (Medical Unit Leader)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date/Time</th>
<th>Reviewed By (Safety Officer)</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENDRA ESPARZA</td>
<td>06/20/2014 0900</td>
<td>PHIL PLYMALE</td>
<td>06/20/2014 0900</td>
</tr>
</tbody>
</table>
# Medical Plan (ICS 266 WF)

<table>
<thead>
<tr>
<th>1. Incident/Project Name:</th>
<th>2. Operational Period:</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td>Date/Time From:</td>
<td>MON</td>
</tr>
<tr>
<td></td>
<td>05/19/2014 0600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date/Time To:</td>
<td>WED</td>
</tr>
<tr>
<td></td>
<td>05/19/2014 0600</td>
<td></td>
</tr>
</tbody>
</table>

### 7. Remote Camp Location(s)

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Point Of Contact:</th>
<th>EHS 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>HIGHLAND PARK CAMP</td>
<td>JACK FRANKLIN</td>
<td>HELIPOT AND AMBULANCE</td>
<td>ADV LIFE SUPPORT</td>
<td>CAD/9</td>
<td>Air: 15 MIN</td>
</tr>
<tr>
<td>INTERSECTION OF HWY 12 AND RD 23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ground: 45 MIN</td>
</tr>
<tr>
<td>Approved Helipot:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lat: N38 45.5064’</td>
</tr>
<tr>
<td>Long: W121 2.8945’</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Prepared By (Medical Unit Leader)

KENDRA ESPARZA

### 10. Reviewed By (Safety Officer)

PHIL PLYMALE

### 11. Date/Time

06/20/2014 0600
### MEDICAL PLAN (ICS 206)

**12. Medical Incident Procedures**

**FOR ALL MEDICAL EMERGENCIES: IDENTIFY SCENIC INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE**

**"MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.**

#### Medical Incident Report

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

1. **CONTACT COMMUNICATIONS/DISPATCH**

2. **INCIDENT STATUS:** Provide incident summary and command structure:
   - **Nature of Injury/ Illness:**
   - **Incident Name:**
   - **Incident Commander:**
   - **Patient Care:**
   - **Name of Care Provider:**

3. **INITIAL PATIENT ASSESSMENT:**
   - Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this 9.
   - **Number of Patients:**
   - **Male / Female / Age:**
   - **Weight:**
   - **Conscious?**
   - **Breathing?**
   - **Mechanism of Injury:**
   - **Other Comments:**

4. **SEVERITY OF EMERGENCY, TRANSPORT PRIORITY**
   - **SEVERITY**
   - **TRANSPORT PRIORITY**
   - **URGENT-RED** Life threatening injury or illness. Ex: Unconscious, difficult breathing, bleeding severely, 2-3 degree burns more than 4 palm-size, heat stroke.
   - **URGENCY-YELLOW** Serious injury or illness. Ex: Significant trauma, not able to walk, 2-3 degree burns not more than 1-2 palm size, heat stroke.
   - **ROUTINE-GREEN** Not a life threatening injury or illness. Ex: Sprains, strains, minor head-related illness.

5. **TRANSPORT PLAN:**
   - **Air** (Agency Aircraft Preference)
   - **Shuttle/Bus**
   - **Life Flight**
   - **Other**
   - **Ground Transport:**
   - **Self-Extract**
   - **Haul-Out**
   - **Ambulance**
   - **Other**

6. **ADDITIONAL RESOURCES / EQUIPMENT NEEDS:**
   - **Paramedics/EMTs:**
   - **Crew(s):**
   - **SLED/Backboard/C-Collar:**
   - **Burn Sheet(s):**
   - **Oxygen:**
   - **Trauma Bag:**
   - **Medication(s):**
   - **IV/Paeds:**
   - **Cardiac Monitor/ED:**
   - **Other (i.e., splints, ice pack, wheel chair):**

7. **COMMUNICATIONS:**
   - **Function:**
   - **Channel Name/Number:**
   - **Receive (Fm):**
   - **Transmit (To):**
   - **Transmit (Rx):**
   - **Transmit (Tx):**

8. **EVALUATION LOCATION:**
   - **Location:**
   - **Transmit (To):**
   - **Patient's ETA to Evacuation Location:**

9. **CONTINGENCY:**
   - **Considerations:** If primary option fails, what actions can be implemented in conjunction with contingency evacuation methods?
   - **REMEMBER:**
   - Confirm ETA's of resources ordered
   - Act according to your level of training

---

ICS 206 WF (1/14)
### AIR OPERATIONS SUMMARY (ICS 220)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period:</th>
<th>3. Sunrise:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td>DAY</td>
<td>0626</td>
</tr>
<tr>
<td></td>
<td>95/16/1741 0000</td>
<td>MON</td>
</tr>
<tr>
<td></td>
<td>95/16/1741 0000</td>
<td>MON</td>
</tr>
</tbody>
</table>

#### 4. Remarks (Safety Notes, Hazards, Air Or Special Equipment, etc.)
- Ensure concrete foundries are given prior to assignments by ground play leaders.
- Ensure all equipment and materials between concrete foundries are removed prior to moving from one concrete foundry to another site. Where establishing concrete foundries avoid cutting with a brick saw. Ensure adequate visibility exists for the number of ________

#### 5. Frequency:

<table>
<thead>
<tr>
<th></th>
<th>AM (Time)</th>
<th>PM (Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Temporary Flight Restriction Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Personnel:</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR OPERATIONS BRANCH DIRECTOR</td>
<td>PAT O'REILLY</td>
<td>(212) 765-0759</td>
</tr>
<tr>
<td>AIR SUPPORT GROUP SUPERVISOR</td>
<td>PAUL CRUTCH</td>
<td>(212) 357-0143</td>
</tr>
<tr>
<td>AIR TACTICAL GROUP SUPERVISOR</td>
<td>PAUL HAGUS</td>
<td>(212) 361-0137</td>
</tr>
<tr>
<td>HELICOPTER EXAMINATOR</td>
<td>MARY NELSON</td>
<td>(212) 303-0415</td>
</tr>
<tr>
<td>HELICOPTER MANAGER</td>
<td>NASTY DALE</td>
<td>(212) 249-2809</td>
</tr>
<tr>
<td>CALL-UP &amp; Landing Coordinator</td>
<td>144.7175</td>
<td></td>
</tr>
<tr>
<td>Deck Coordinator</td>
<td>103.1000</td>
<td></td>
</tr>
<tr>
<td>Command</td>
<td>145.2875</td>
<td>157.8</td>
</tr>
<tr>
<td>Air/Ground</td>
<td>103.3060</td>
<td></td>
</tr>
<tr>
<td>Articulated Wing - Flight Following</td>
<td>156.735</td>
<td>121.5</td>
</tr>
<tr>
<td>Articulated Wing</td>
<td>112.4538</td>
<td>121.1</td>
</tr>
</tbody>
</table>

#### 8. Field Wing (Category/Number, make/model/blk, etc.):
- Air Tactical Group Supervisor Aircraft:
  - FROM: 1000 - 1000
  - TO: 9000 - 9000
- Other Field Wing Aircraft:
  - ANGEL 900 - 9000
  - ANGEL 910 - 9100
  - ANGEL 920 - 9200

#### 9. Prepared Name: PAUL BERNSTEIN

### Page 1 of 2

Page 117 of 120
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. On the Home page, click the Incidents button.

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

4. Select the plan to delete in the Incident Plans grid.

5. Click the Delete Plan button.

6. 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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