



IAP

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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](#)
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- [ICS 205 - Incident Radio Communications Plan](#)
- [ICS 206 - Medical Plan](#)
- [ICS 220 - Air Operations Summary](#)
- [Manage Forms](#)
- [Manage IAP's](#)

IAP Settings

Options

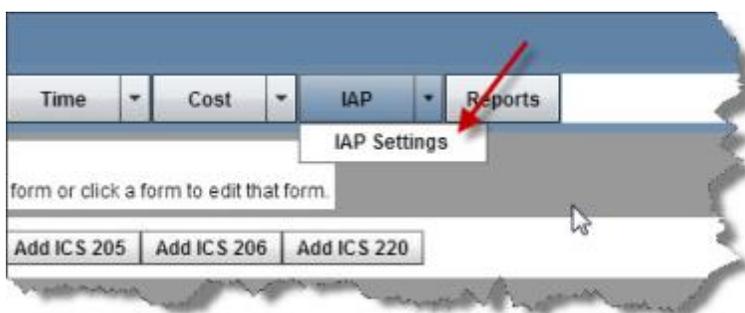
Follow the steps in this section to select the options to use when creating IAPs:

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.



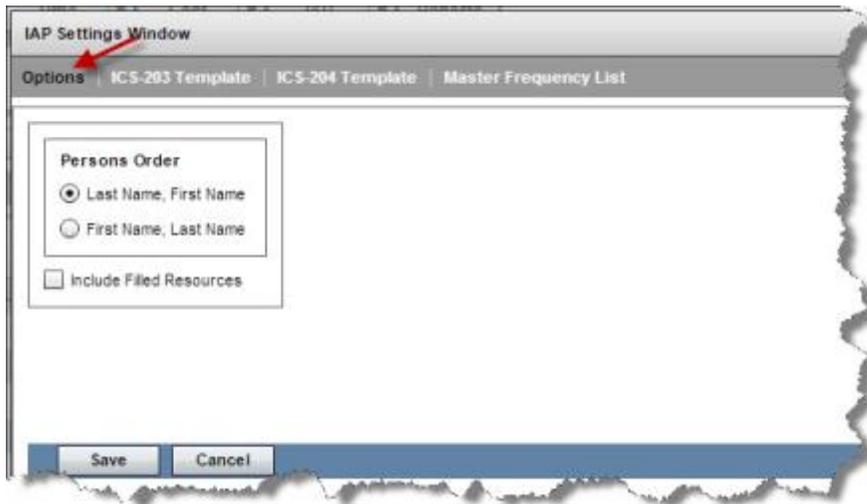
2. Select an Incident or Incident Group.
3. Select the **IAP** drop-down menu by clicking the arrow next to the **IAP** menu button.
4. Select the **IAP Settings** option.



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 203Template** 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.



IAP Settings Window

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

Section Positions

Sections: INCIDENT COMMANDER AND STAFF

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

Position *

Available		Selected
Item Code	Item Name	Item Code
AA	FIXED WING, AIR TACTICAL	
AABI	AVIAN AVIATION BIOLOGIST	
AADM	AGENCY ADMINISTRATOR	
AALD	AVIAN AVIATION TASKFORCE L	
AAML	AGENCY AVIATION MILITARY L	

Add Save Cancel Delete

ICS 204 Template

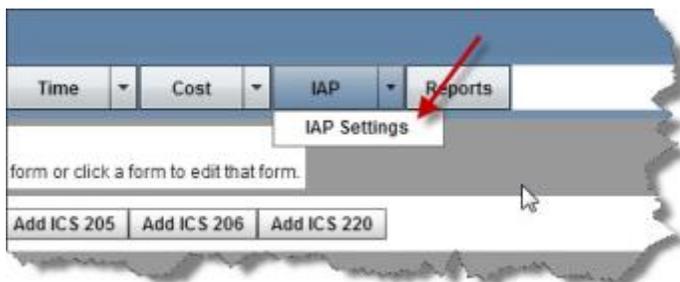
Block 4. Operations Personnel

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.
6. Select **Block 4. Operations Personnel** 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.

The screenshot shows the 'IAP Settings Window' with a red arrow pointing to the 'IC5-204 Template' tab. Below the navigation tabs, there are two sections: 'Block 4. Operations Personnel' and 'Block 5. Resource Assigned This Period'. The main area contains a table with two columns: 'Position' and 'Item Code(s)'. The table lists several positions and their associated item codes.

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

Below the table is a 'Position' dropdown menu. Below that is a dialog box for adding item codes. It has two grids: 'Available' and 'Selected'. The 'Available' grid has columns for 'Item Code' and 'Item Name'. The 'Selected' grid also has columns for 'Item Code' and 'Item Name'. Between the grids are buttons for '>', '<', '>>', and '<<'. At the bottom of the dialog are buttons for 'Add', 'Save', 'Cancel', and 'Delete'.



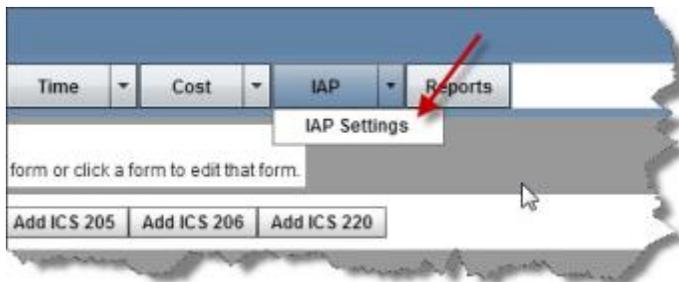
Block 5. Resource Assigned This Period

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.



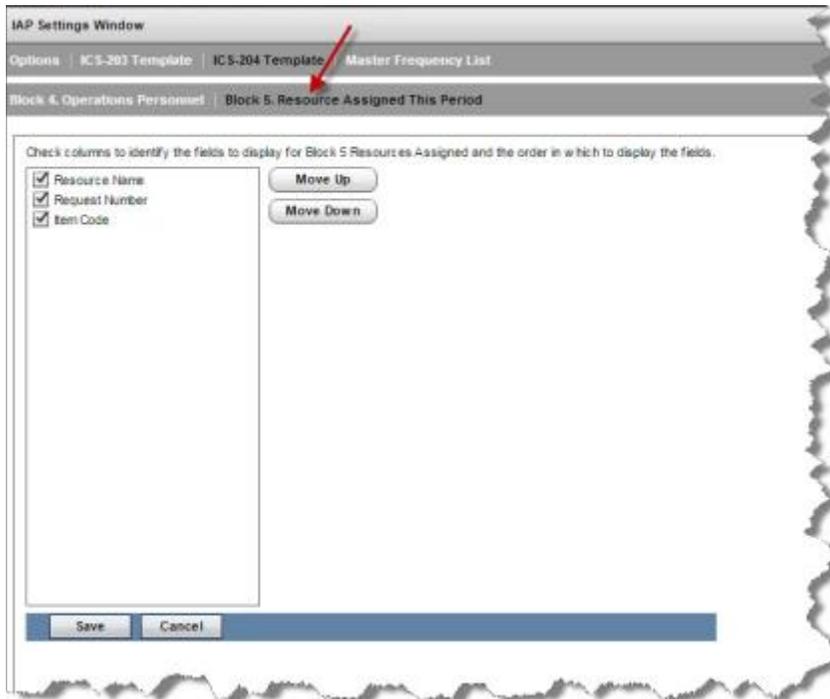
2. Select an Incident or Incident Group.
3. Select the **IAP** drop-down menu by clicking the arrow next to the **IAP** menu button.
4. Select the **IAP Settings** option.



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:

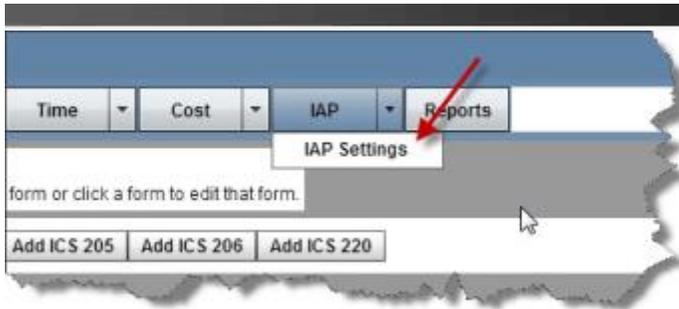
1. On the Home page, click the **Incidents** button.



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.

IAP Settings Window

Options | ICS-203 Template | ICS-294 Template | **Master Frequency List**

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

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

Show	Function	Zone Grp	Ch#	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq
<input checked="" type="checkbox"/>	TACTICAL	A	3	TAC	DIV CAPE HORN	151.3200 N	131.8	151.3200
<input checked="" type="checkbox"/>	TACTICAL	A	2	TAC	DIV DOME MTN	151.5000 N	131.8	151.5000
<input checked="" type="checkbox"/>	TACTICAL	A	1	TAC	DIV LANGER LAKE	151.1500 N	131.8	151.1500
<input checked="" type="checkbox"/>	AIR TO GROUND	A	12	A/G 1	ALL DIVISIONS	168.0125 N		168.0125
<input checked="" type="checkbox"/>	COMMAND	A	8	CMD	LINE TO ICP	153.8800 N	131.7	155.8800
<input checked="" type="checkbox"/>	MEDEVAC	A	16	MEDEVAC	EMERGENCY EVA	155.2800 N	155.2	155.2800

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.

IAP Settings Window

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

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

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

Edit an Existing Frequency

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

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



RX Freq N or W, RX Tone/NAC, TX Freq N or W, TX Tone/NAC, Mode (A, D, or M) and Remarks.

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

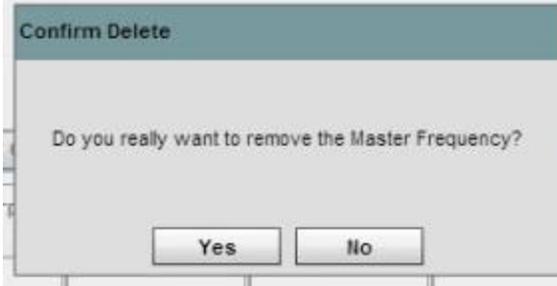
NOTE: The system will propagate the changes to all created, unlocked, saved forms that use the frequency that was updated. Propagation only occurs within the current Plan. That frequency in other Plans will not be changed. Locked, unsaved forms, or an open form being edited will not be updated.

Delete an Existing Frequency

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

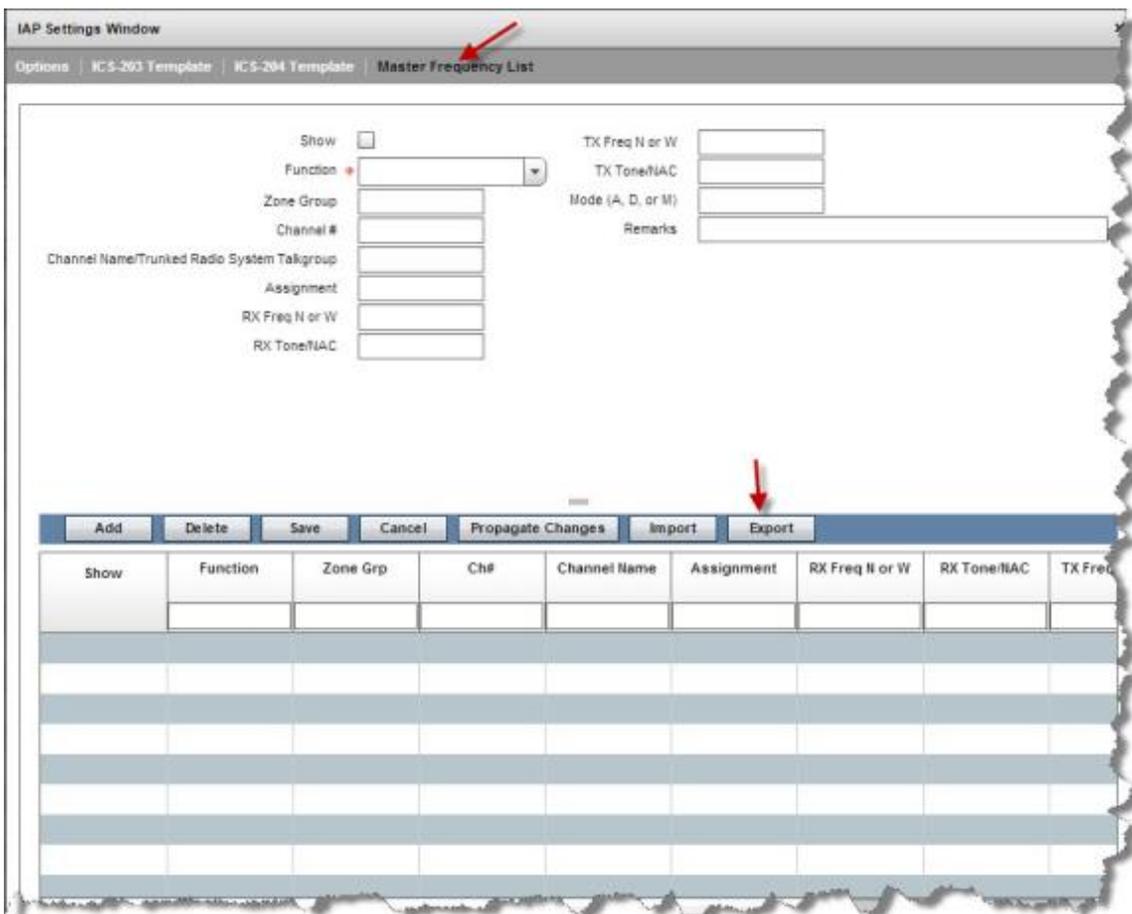
The screenshot shows the 'IAP Settings Window' with the 'Master Frequency List' tab selected. The window contains a form for editing frequency details and a toolbar with buttons for 'Add', 'Delete', 'Save', 'Cancel', 'Propagate Changes', 'Import', and 'Export'. A red arrow points to the 'Delete' button. Below the toolbar is a table with columns: Show, Function, Zone Grp, Ch#, Channel Name, Assignment, RX Freq N or W, RX Tone/NAC, and TX Freq. The table is currently empty.

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:

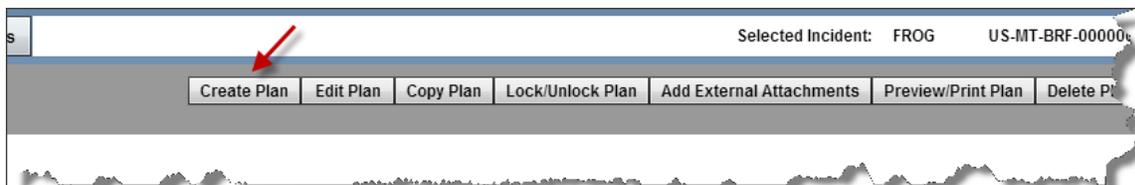
1. On the Home page, click the **Incidents** button.



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.

A screenshot of a "Create New Plan" dialog box. The dialog has a title bar with "Create New Plan" and a close button (X). The main area contains several input fields: "Incident Name" with a red asterisk and the text "FROG" entered; "Operational Period" with an empty text box; "Date From" with a red asterisk, an empty text box, and a calendar icon; "Time From" with a red asterisk and an empty text box; "Date To" with a red asterisk, an empty text box, and a calendar icon; and "Time To" with a red asterisk and an empty text box. At the bottom, there are two buttons: "Save" and "Cancel".

ICS 202 Incident Objectives

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

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

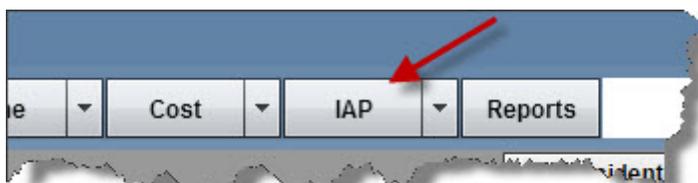
- Font
- Font Size
- Bold, Italics, Underline
- Bullets

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.

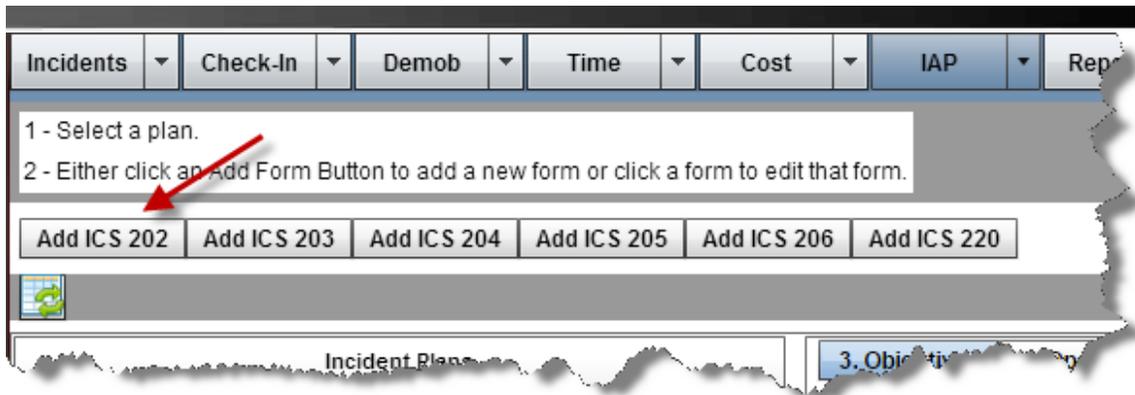
1. On the Home page, click the **Incidents** button.



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.



006 Add ICS 220 ICS 202 05/19/2014 - 05/19/2014 0600 - 2000 DA

Copy Form Lock Form Delete Form Preview/Print Form

3. Objectives 4. Operational Period Command Emphasis 4. General Situational Awareness

5. Site Safety Plan 6. Incident Action Plan Items 7/8. Prepared By / Approved By

Objectives

SansSerif 12 B I U

Save Save/Next Block Cancel



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:		2. Operational Period: DAY	
GRIMY GULCH		Date/Time From: 08/09/2014 0600 SAT	Date/Time To: 08/09/2014 2000 SAT
3. Objective(s):			
4. Operational Period Command Emphasis:			
General Situational Awareness:			
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Approved Site Safety Plan(s) Located at:			
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):			
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 207	Other Attachments:	
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 208	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 220	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 206			
7. Prepared	Position/Title	Signature:	
8. Approved by Incident Commander:	Name:	Signature:	
ICS 202	IAP Page	Date/Time:	

DRAFT

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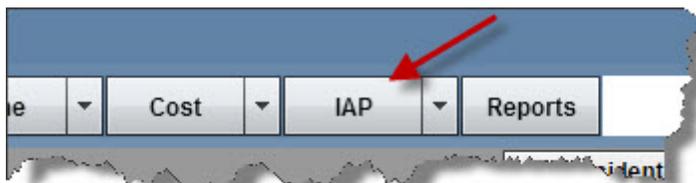
ICS 203 Organization Assignment List

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

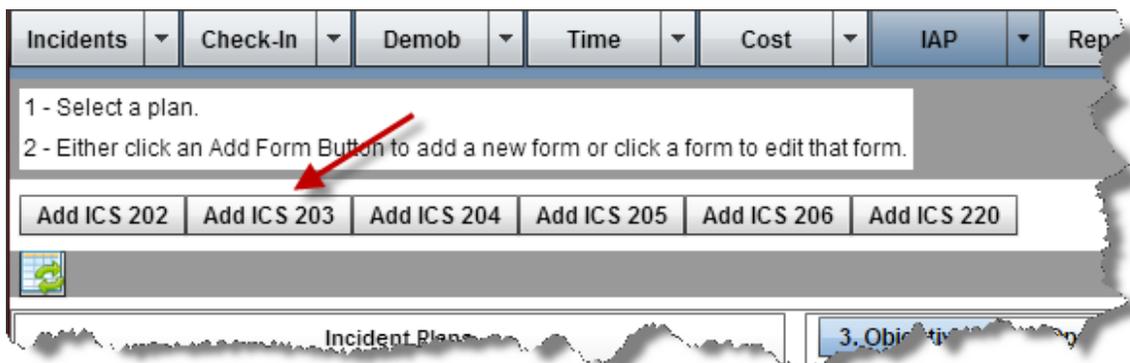
1. On the Home page, click the **Incidents** button.



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.



order in which they display in the grid.

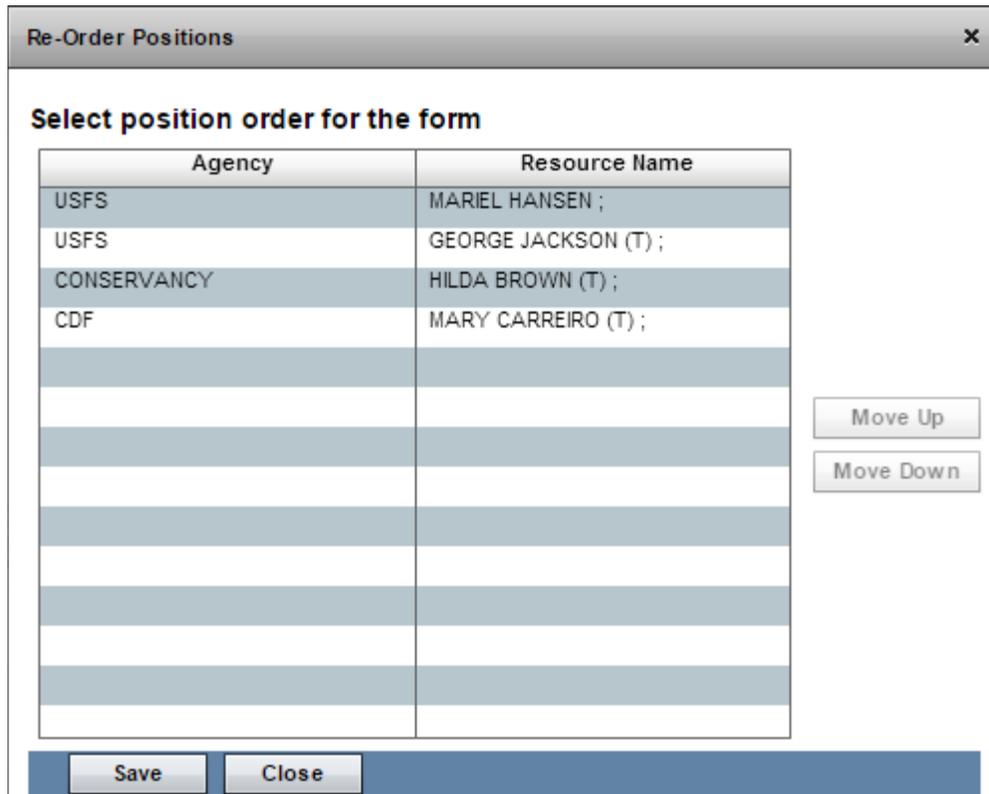
7. Select tab **4. Agency/Organization Representatives**.

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

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

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

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



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

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

8. Select tab **5. Planning Section**.



Copy Form | Lock Form | U

3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | 7a. Branches | 8. Finance/Admin | 9. Prepared By

Planning Section

Position	Resource Name
CHIEF	
DEPUTY	
RESOURCES UNIT	
SITUATION UNIT	
DOCUMENTATION UNIT	

Clear | Delete | Add Blank Line | Re-Order Positions

Position *

Resource Name Trainee

Resource Name Trainee

Save | Cancel

NOTE: The system will pre-populate the grid with 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.



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

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

Re-Order Positions x

Select position order for the form

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

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

9. Select tab 6. **Logistics Section.**



Copy Form | Lock Form | Delete

3. Commander | 4. Agency/Org Reps | 5. Planning | 6. Logistics | 7. Operations | 7a. Branches | 8. Finance/Admin | 9. Prepared By

Logistics Section

Position	Resource Name
CHIEF	
DEPUTY	
SUPPLY UNIT	
FACILITIES UNIT	
GROUND SUPPORT UNIT	

Clear | Delete | Add Blank Line | Re-Order Positions

Position *

Resource Name Trainee

Resource Name Trainee

Save | Cancel

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

- a. Follow these steps to add a resource name to an existing position on the ICS 203 form:
 - i. Select an existing position in the grid.
 1. Add a resource to the selected position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

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

2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.
 3. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.
- b. Follow these steps to add a new position to the form:
 - i. Click the **Clear** button.



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

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

Add Blank Line

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

ABOVE BELOW BOTTOM

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



Re-Order Positions [X]

Select position order for the form

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

Move Up
Move Down

Save Close

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

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

3. Commander | 4. Agency/Org Reprs | 5. Planning | 6. Logistics | **7. Operations** | 7a. Branches | 8. Finance/Admin | 9. Prepared By

Operations Section

Position	Resource Name
DAY OPS SECTION CHIEF	
NIGHT OPS SECTION CHIEF	
PLANNING OPS	
OPS SECTION CHIEF	
DEPUTY OPS SECTION CHIEF	

Clear Delete Add Blank Line Re-Order Positions

Position * [Dropdown] Trainee

Resource Name [Dropdown] Trainee

Resource Name [Dropdown] Trainee

Save Cancel



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

- a. Follow these steps to add a resource name to an existing position on the ICS 203 form:
 - i. Select an existing position in the grid
 1. Add a resource to the selected position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

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

2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.
 3. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.
- b. Follow these steps to add a new position to the form:
 - i. Click the **Clear** button.
 - ii. Add a new position to the form by either selecting an existing **Position** from the drop-down list or manually entering the position into the **Position** field.
 - iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
 - iv. If the resource is a trainee for the position, check the **Trainee** checkbox.
 - v. Click the **Save** button. The new position displays in the grid.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom on the grid.

Add Blank Line

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

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

Re-Order Positions x

Select position order for the form

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

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

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



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

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

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

Clear Delete Add Blank Line Re-Order Positions

Position *
Resource Name Trainee
Resource Name Trainee

Save Cancel

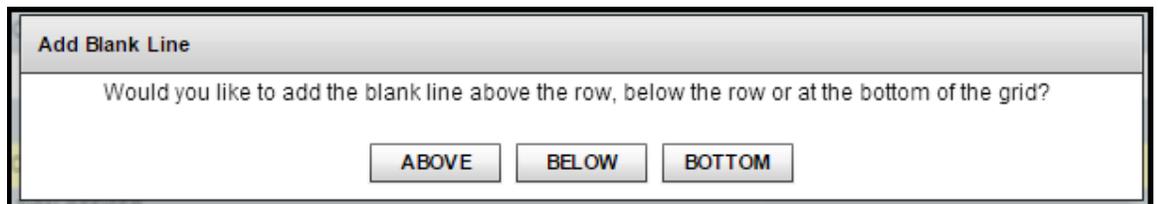
NOTE: The system will pre-populate the grid with three Division/Groups.

- i. Select an existing **Division/Group** in the grid.
- ii. Enter the **Division/Group Name**.
- iii. Add a **Resource Name** to the selected **Division/Group**, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

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

- iv. If the resource is a trainee, check the **Trainee** checkbox.
- v. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.
- vi. Follow these steps to add a new Division/Group to the form:
 - 1. Click the **Clear** button.
 - 2. Select the **Division/Group** option from the **Position** drop-down list.
 - 3. Enter the **Division/Group Name**.

4. Add a resource to the Division/Group, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
 5. If the resource is a trainee, check the **Trainee** checkbox.
 6. Click the **Save** button. The new Division/Group displays in the grid.
- b. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or placed at the bottom of the grid.



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

- 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.



Copy Form | Edit Form | Add Form

3. Commander | 4. Agency/Org Repts | 5. Planning | 6. Logistics | 7. Operations | **7a. Branches** | 8. Finance/Admin | 9. Prepared By

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

Select Branch: NO TITLE [v] [Add Branch] [Edit Branch] [Delete Branch] [Re-Order Branches]

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

[Clear] [Delete] [Add Blank Line] [Re-Order Positions]

Position * [v] [v] Trainee
Resource Name [v] Trainee
Resource Name [v] Trainee

[Save] [Cancel]

IAP Form 203 Branch [x]

Leave Branch Title Blank

Branch [v]

[Save] [Cancel]

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



Re-Order Positions x

Select position order for the form

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

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

Edit Branch Button

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

Delete Branch Button

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

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.

Add Blank Line

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



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

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

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

The screenshot shows the '8. Finance/Admin' tab selected in a software interface. Below the tab is a 'Finance/Admin Section' containing a table with two columns: 'Position' and 'Resource Name'. The table lists several positions: CHIEF, DEPUTY, TIME UNIT, PROCUREMENT UNIT, and COMPENSATION UNIT. Below the table are buttons for 'Clear', 'Delete', 'Add Blank Line', and 'Re-Order Positions'. Below these buttons is a form with three fields: 'Position *' (a dropdown menu), 'Resource Name' (a text input field), and 'Resource Name' (a second text input field). To the right of the second 'Resource Name' field are two checkboxes labeled 'Trainee'. At the bottom of the form are 'Save' and 'Cancel' buttons.

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

- a. Follow these steps to add a resource name to an existing position on the ICS 203 form:
 - i. Select an existing position in the grid.
 1. Add a resource to the selected position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.

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



formatting/spacing.

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

Add Blank Line

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

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



Re-Order Positions ×

Select position order for the form

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

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

13. Select tab. **9. Prepared By.**



3. Commander	4. Agency/Org Reps	5. Planning	6. Logistics	7. Operations	7a. Branches	8. Finance/Admin	9. Prepared By
--------------	--------------------	-------------	--------------	---------------	--------------	------------------	----------------

Prepared By

Name

Position/Title

Date 

Time

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



ORGANIZATION ASSIGNMENT LIST (ICS 203)

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

DRAFT

Page 1 of 1

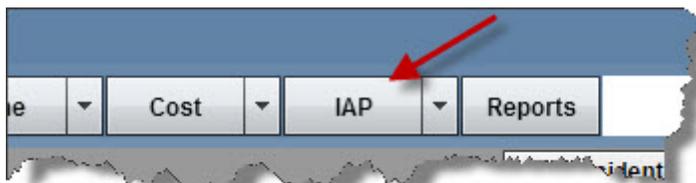
ICS 204 Division/Group Assignment List

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

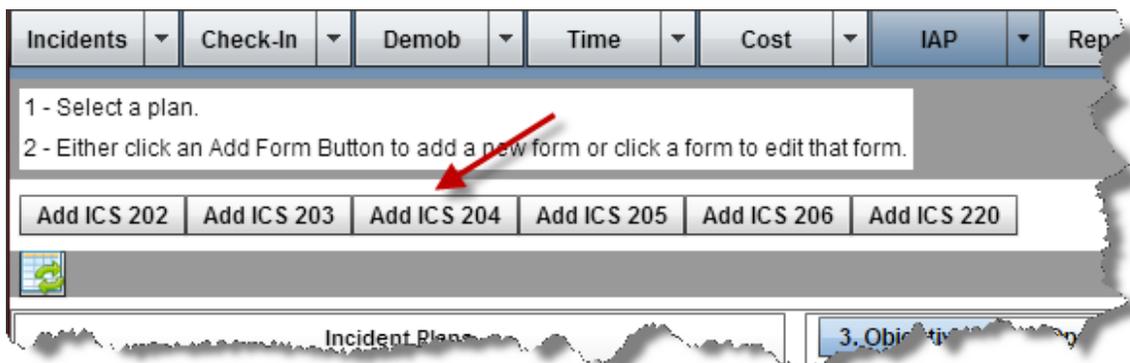
1. On the Home page, click the **Incidents** button.



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.





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

IAP Form 204 Branch/Division Prompt

Branch

Division/Group *

Save Cancel

7. Click **Save** or **Save/Next Block**.
8. Select tab **4. Operations Personnel**.

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

NOTE: Two additional position fields can be added to the default four 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.



3. Branch/Division/Group	4. Operations Personnel	5. Resources Assigned	6. Work Assignments
7. Special Instructions	8. Communications	9. Prepared By	
Operations Personnel			
Position		Resource Name	
OPERATIONS CHIEF			
BRANCH DIRECTOR			
DIVISION/GROUP SUPERVISOR			
AIR ATTACK SUPERVISOR			
Clear	Delete	Add Blank Line	Re-Order Positions
Position *	<input type="text"/>		
Resource Name	<input type="text"/>	Trainee	<input type="checkbox"/>
Resource Name	<input type="text"/>	Trainee	<input type="checkbox"/>
Save	Cancel		

- a. Follow these steps to add a resource name to an existing position on the ICS 204 form:
 - i. Select an existing position in the grid.
 1. Add a resource to the select position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
 2. If the resource is a trainee for the selected position, check the **Trainee** checkbox.
 3. Click the **Save** button. The name of the resource will display in the Resource Name column next to the position in the grid.

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

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

- iii. Add a resource to the position, either by selecting the **Resource Name** from the drop-down list or manually entering the name into the **Resource Name** field.
 - iv. If the resource is a trainee for the position, check the **Trainee** checkbox.
 - v. Click the **Save** button. The new position displays in the grid.
 - vi. To Delete a position, highlight the position and click the **Delete** button. When the message displays click **Yes** to confirm deletion.
- c. To add a blank line between the positions, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, or at the bottom on the grid.



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

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



Re-Order Positions x

Select position order for the form

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

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

8. Select tab **5. Resources Assigned**.



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

Copy Form Lock Form Delete Form Preview/Print Form

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

7. Special Instructions 8. Communications 9. Prepared By

Resources Assigned

Resource Identifier
Leader
Last Day to Work
of Persons
Drop-Off Point
Drop-Off Time
Pick-Up Point
Pick-Up Time

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

Resource Identifier	Leader	Last Day To Work	# of Persons	Drop-Off Point	Drop-Off Time	Pick-Up Point	Pick-Up Time
HCS1; S/T 934; C-1	ELMORE, PETER	06/30/2014	43	RD 43	0800	HWY 55	2000
HCI; CASTA 17; C-1.2	WATT, HARRY	06/30/2014	21	RD 43	0800	HWY 55	2000
HCI; CASTA 15; C-1.3	RAMLER, BART	06/30/2014	21	RD 43	0800	HWY 55	2000
HCS1; S/T 974H; C-2	COPE, TONY	06/30/2014	41	RD 43	0800	HWY 55	2000
HCI; MOND 19; C-2.1	ROOKUS, JOHN	06/26/2014	20	RD 43	0800	HWY 55	2000
HCI; RAM 16; C-2.2	GARCIA, MARTHA	06/26/2014	20	RD 43	0800	HWY 55	2000
HC2I; SEQUOIA IA; C-3	PRIETO, HARMAN	06/30/2014	21	RD 43	0800	HWY 55	2000

a. To manually add assigned resources:

- i. Enter the **Resource Identifier**, **Leader**, **Last Day to Work**, **# of Persons**, **Drop-Off Point**, **Drop-Off Time**, **Pick-Up Point**, and **Pick-Up Time** data for the resource.

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

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

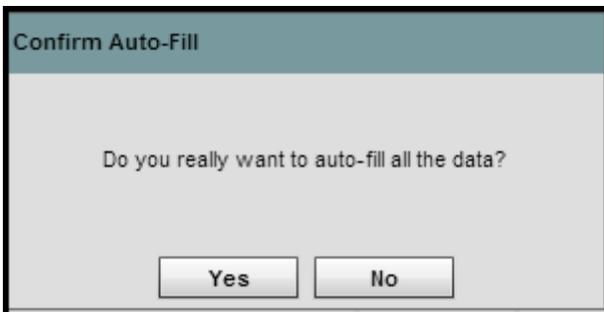
- i. Click the **Add Resources** button. The system displays a Resources window. Use the filters at the top of the window to filter the resource data in the grid.
- ii. Select one or more resources in the grid and click the **Add Selected Resource** button. (Shift key for contiguous resources, Control Key for variable resources).
- iii. When the confirmation message displays indicating that the resources were successfully added to the form, click the **OK** button.
- iv. To close the Resources window, either click the **Cancel** button or the **x** in the top right corner of the window.



Resource Name	Request #	Item Code	Trainee	Last Day to Work	Incident Name	Leader Name	# of Personnel	Status
ENGINE - T4 - UTAH COUNTY FD - HEA'		ENG4		12/19/2014	FROG		0	C
HELICOPTER - T2S - 205HQ	A-20	HEL2		06/15/2014	FROG		1	C
BROWN, SNOOPY	A-20.1	FFT1		06/15/2014	FROG		1	C
BARON, RED	A-20.2	FFT1		06/15/2014	FROG		1	C
HELICOPTER - T2S - 17HX	A-21	HEL2			FROG		1	F
HELICOPTER - T1L - 699RH	A-23	HEL1			FROG		1	F
HELICOPTER - T1L - 191CH	A-24	HEL1			FROG		1	F
S/T 934	C-1	HCS1		06/30/2014	FROG	ELMORE, PETER	43	C
ELMORE, JEFF	C-1.1	STCR		06/30/2014	FROG		1	C
CASTA 17	C-1.2	HC1		06/30/2014	FROG	WATT, HARRY	21	C
WATT, MICHAEL	C-1.2.1	CRWB		06/30/2014	FROG		1	C
CASTA 15	C-1.3	HC1		06/30/2014	FROG	RAMLER, BART	21	C
RAMLER, BRANDON	C-1.3.1	CRWB		06/30/2014	FROG		1	C
S/T 974H	C-2	HCS1		06/30/2014	FROG	COPE, TONY	41	C

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

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.



Add Blank Line

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

Select resource order for the form

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

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.

A screenshot of the e-ISuite software interface. At the top, there are several tabs: "3. Branch/Division/Group", "4. Operations Personnel", "5. Resources Assigned", "6. Work Assignments" (which is selected and highlighted in blue), "7. Special Instructions", "8. Communications", and "9. Prepared By". Below the tabs is a large, empty text area for entering work assignments. At the bottom of the text area is a formatting toolbar with a font dropdown set to "SansSerif", a font size dropdown set to "12", and buttons for Bold (B), Italic (I), Underline (U), and a bulleted list icon. Below the toolbar are three buttons: "Save", "Save/Next Block", and "Cancel".

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.



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

7. Special Instructions 8. Communications 9. Prepared By

Special Instructions

SansSerif 12 B I U ☰

Save Save/Next Block Cancel

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**.



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

7. Special Instructions 8. Communications 9. Prepared By

Communications

Function * COMMAND

Channel 14

RX Frequency N/W 168.0750 N

RX Tone 131.8

TX Frequency N/W 168.0750 N

TX Tone 131.8

Mode

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

Function	Channel	RX Frequency N/W	RX Tone	TX Frequency N/W	TX Tone
TACTICAL	1	151.1500 N	131.8	151.1500 N	131.8
COMMAND	14	168.0750 N	131.8	168.0750 N	131.8
AIR TO GROUND	12	168.0125 N		168.0125 N	
MEDEVAC	16	155.2800 N	155.2	155.2800 N	155.2

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

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

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

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



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

Prepared By

Name

Approved By

Name

Date 

Time



Division/Group Assignment List (ICS 204 WF)

1. Incident Name:				3.		
FROG				Branch:	Division/Group: DOME	
2. Operational Period: DAY						
Date/Time From: 05/23/2014 0600 FRI		Date/Time To: 05/23/2014 1800 FRI				
4. Operations Personnel						
AIR ATTACK SUPERVISOR BASCH, BARNEY			DIVISION/GROUP SUPERVISOR GERWE, GERI			
SAFETY OFFICER JARVIS, JON			OPERATIONS CHIEF CRANSTON, CHRIS			
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time	
ES3 S/T SALINAS 2176C E-1	07/02	MCCOUN, STANLEY	26	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
ES3 S/T STF 450 E-2	07/02	BETHEL, DENNIS	26	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
ES3 S/T ANF129 E-3	07/01	GARCIA, HERMAN	26	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
WTT2 WATER TENDER 5 E-7	07/02	PELL, PAUL	2	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
TFLD O-31	07/01	BRAD, BRANDT	1	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
SOFR O-9	06/25	VARGAS, OSCAR (T)	1	FOREST SUBDIVISION0700	JUNIPER SUBDIVISION1800	
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						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	8	153.8600 N	131.7	155.8800 N	131.8	D
TACTICAL	2	151.5000 N	131.8	151.5000 N	131.8	D
LOGISTICS	16	155.2800 N	155.2	155.2800 N	155.2	D
AIR TO GROUND	12	168.0125 N		168.0125 N		D
9. Prepared By (Resource Unit Leader)		Approved By (Planning Section Chief)		Date	Time	
STAN SMITH		BRIAN BRICKLEY		05/22/2014	2100	

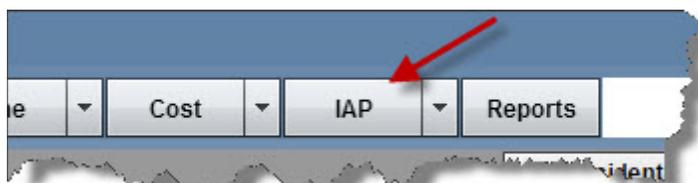
ICS 205 Incidents Radio Communications Plan

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

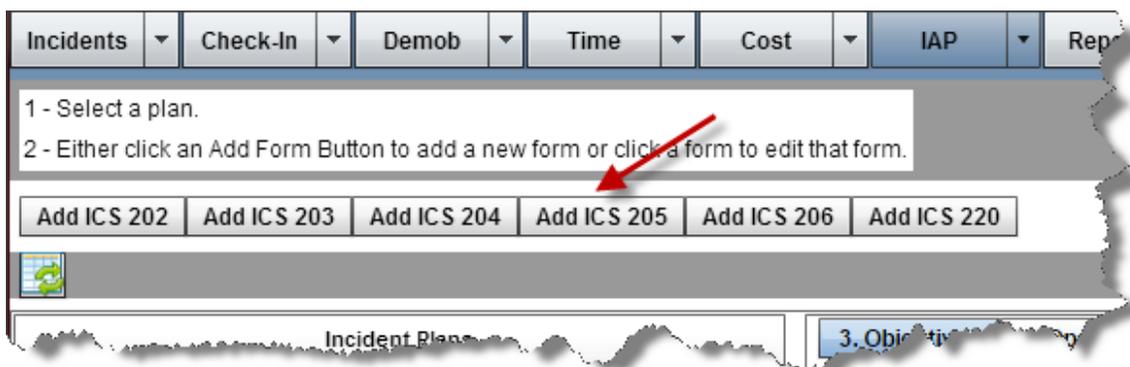
1. On the Home page, click the **Incidents** button.



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**.



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

Basic Radio Channel Use

Zone Group: Remarks:

Function #:

Channel #:

Channel Name:

Assignment:

RX Freq N or W:

RX Tone/NAC:

TX Freq N or W:

TX Tone/NAC:

Mode (A, D, or M):

Buttons: Save, Clear, Delete, Cancel, Add From Master Frequency List, Verify Frequencies, Add Blank Line, Re-Order Frequencies

Zone Group	Channel #	Channel Name	Function	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
A	1	TAC 1	TACTICAL	DIV ALPHA, PAPA	151.1500 N	131.8	151.1500 N	131.8	D	
A	2	TAC 2	TACTICAL	DIV BRAVO, ROMED	151.5000 N	131.8	151.5000 N	131.8	D	
A	3	TAC 3	TACTICAL	DIV CHARLIE, STRUC	151.3200 N	131.8	151.3200 N	131.8	D	MAY BE SHARING W
A	4	TAC 4	TACTICAL	DIV OSCAR, REHAB	154.4520 N	131.8	154.4520 N	131.8	D	
A	8	CMD 2	COMMAND	LINE TO ICP	153.8600 N	131.8	155.8800 N	131.8	D	LOCATED ONORTH C
A	9	CMD 3	COMMAND	LINE TO ICP	170.8870 N	136.5	166.5750 N	131.8	D	LOCATED NEAR BUT
A	12	AIG 1	AIR TO GROUND	POND COMPLEX	168.0125 N		168.0125 N		D	BUCKET DROPS

- a. Add the **Zone Group, Function, Channel #, Channel Name, Assignment, RX Frequency N or W, RX Tone/NAC, TX Frequency N or W, TX Tone/NAC, and Mode (Ad, D or M)** for the frequency. 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.



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

Re-Order Frequencies

Select position order for the form

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

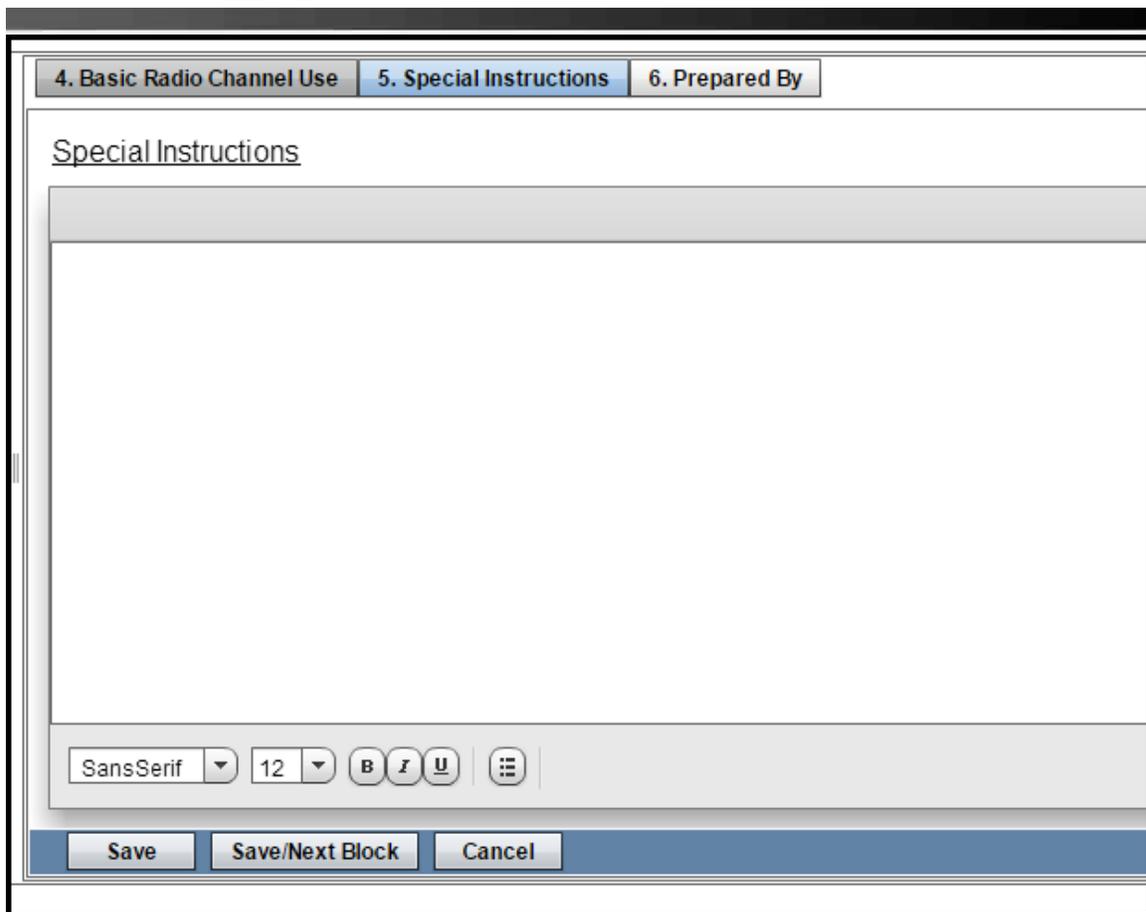
Move Up

Move Down

Save Close

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

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.



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

Prepared By

Prepared By

Date 

Time



INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:		2. Date/Time Prepared:		3. Operational Period: DAY						
FROG		Date: Time:		Date/Time From: 05/23/2014 0600 FRI		Date/Time To: 05/23/2014 1800 FRI				
4. Basic Radio Channel Use:										
Zone Group	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A, D, or M)	Remarks
	3	TACTICAL	TAC	DIV CHARLIE; STRUC.	151.3200 N	131.8	151.3200 N	131.8	D	MAYBE SHARING WITH REHAB GROUP
	8	COMMAND	CMD	LINE TO ICP	153.8600 N	131.7	155.8800 N	131.8	D	LOCATED ONORTH OF BAKER CRK
	1	TACTICAL	TAC	DIV ALPHA; PAPA	151.1500 N	131.8	151.1500 N	131.8	D	
	16	MEDEVAC	MEDEVAC	EMERGENCY EVAC ONLY	155.2800 N	155.2	155.2800 N	155.2	D	COMMMO W/LIFE FLIGHT HELOS
	2	TACTICAL	TAC	DIV BRAVO; ROMEO	151.5000 N	131.8	151.5000 N	131.8	D	DEMO REMARK
5. Special Instructions:										
6. Prepared By (Communications Unit Leader)				Name:			Signature:			
ICS 205				IAP Page			Date/Time:			

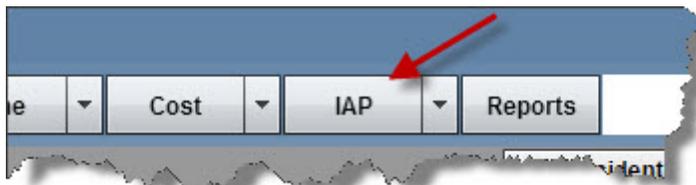
ICS 206 Medical Plan

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

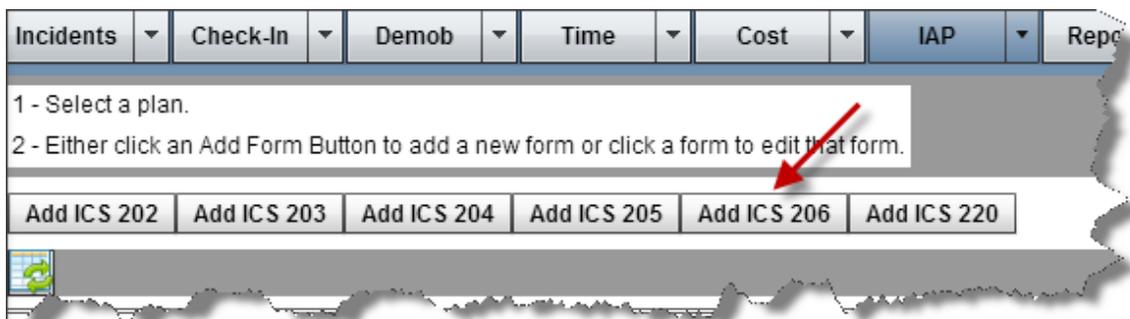
1. On the Home page, click the **Incidents** button.



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**.



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

Ambulance Services

Name: TWIN FALLS COUNTY
Address Line 1: 90222 NORTH MTN COVE
Address Line 2:
City: ROSEVILLE
State: CA
Zip Code: 98023
Phone: (412) 386-7980
EMS Frequency: 155.2800 TONE 155.2
Advanced Life Support: Yes No

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

Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone	EMS Frequency	Advanced Life Support
TWIN FALLS COUNTY	90222 NORTH MTN COVE		ROSEVILLE	CA	98023	(412) 386-7980	155.2800 TONE 155.2	Yes
BLAINE COUNTY EMS	4832 SOUTH BANK DRIVE		AUBURN	CA	97023	(703) 456-5234	155.2800 TONE 155.2	Yes

- Enter the ambulance **Name**.
- Enter the **Address1**, **Address 2**, **City**, **State** and **Zip** for the ambulance.
- Enter the **Phone** for the ambulance.
- Enter the **EMS Frequency** for the ambulance.
- If **Advance Line Support** is available for the ambulance, select the **Yes** option. If it is not available, select the **No** option.
- Click the **Save** button to save the ambulance data to the form.
- Click the **Clear** button to add another Ambulance Service.
- To delete an Ambulance Service in the grid, highlight the service and click the **Delete** button.
- To add a blank line between the ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line or at the bottom on the grid.

Add Blank Line

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

ABOVE | BELOW | BOTTOM

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



- 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

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

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



- 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

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

ABOVE BELOW BOTTOM

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

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

- 9. Select tab **6. Area Location Capability**.



Copy Form Lock Form Delete Form Preview/Print Form

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

7. Remote Camp Location(s) 8-9. Prepared By/Reviewed By

Area Location Capability

Branch: NORTH RIVER BRANCH

Division/Group: ALPHA, BRAVO, CHARLIE

EMS Responders: HAZEL MARTIN, SAM HITT

Capability: PARAMEDICS

Available Equipment: AED, ADV LIFE SUPPORT

Emergency Channel: COMMAND CHANNEL 9

ETA for Ambulance to Scene (Air): 30 MIN

ETA for Ambulance to Scene (Ground): 1 HOUR

Approved Helispot (Lat): N38 33.2907°

Approved Helispot (Long): W121 2.8323°

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

Branch	Division/Group	EMS Responders & Capability	Available Equipment	Emergency Channel	Ambulance ETA (Air)	Ambulance ETA (Ground)	Approved Helispot Lat/Long
NORTH RIVER BRANCH	ALPHA, BRAVO, CHARLIE	HAZEL MARTIN, SAM HITT/PAR	AED, ADV LIFE SUPPORT	COMMAND CHANNEL 9	30 MIN	1 HOUR	N38 33.2907° / W121 2.8323°
SOUTH RIVER BRANCH	OSCAR, PAPA, ROMEO	MARGE SPARKS, HANK WILLI	ADV LIFE SUPPORT	CMD 9	20 MIN	50 MIN	N38 33.2093° / W121 2.35678°
REHAB, STRUC, WATER HAND	WILL TRENT, BARB HILL/ADV	O2, AED		CMD 9	20 MIN	1 HR	N38 33.2907° / W121 2.3771°

- 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

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

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

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

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

Copy Form Lock Form Delete Form Preview/Print Form

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

7. Remote Camp Location(s) 8-9. Prepared By/Reviewed By

Remote Camp Location(s)

Name *

Location *

Point of Contact *

EMS Responders

Capability

Available Equipment

Emergency Channel

ETA for Ambulance to Scene (Air)

ETA for Ambulance to Scene (Ground)

Approved Helispot (Lat)

Approved Helispot (Long)

====

Save Clear Delete Cancel Add Blank Line Re-Order Remote Camp Locations

Name	Location	Point of Contact	EMS Responders	Capability	Available Equipment	Emergency Channel	Ambulance ETA (Air)	Ambulance ETA (Ground)	Approved Helispot Lat/Long
HIGHLAND PARK CAMP	INTERSECTION OF HWY	JACK FRANKLIN	GEORGE HILL, BRENT H	HELISPOT AND AMBULA	ADV LIFE SUPPORT	CMD 9	15 MIN	45 MIN	N38 45 9084 / W121 2.8

- 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.



Copy Form Lock Form Delete Form Preview/Print

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

7. Remote Camp Location(s) 8-9. Prepared By/Reviewed By

Prepared By

Prepared By: KENDRAESPARZA

Date/Time: 06/20/2014 0900

Reviewed By

Reviewed By: PHIL PLYMALE

Date/Time: 06/20/2014 0900

Save Save/Next Block Cancel



Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY					
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON				
3. Ambulance Services							
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS) Yes No				
TWIN FALLS COUNTY	90222 NORTH MTN COVE ROSEVILLE, CA 98023	(412) 386-7980 155.2800 TONE 155.2	X				
BLAINE COUNTY EMS	4832 SOUTH BANK DRIVE AUBURN, CA 97023	(703) 456-5234 155.2800 TONE 155.2	X				
4. Air Ambulance Services							
Name	Phone	Type of Aircraft	Capability				
PETERSON FLIGHTS	(394) 506-2323	ASTAR	ELEV CAP 12,000 FT				
ST. LUKES	(496) 596-4578	BOCAL	HIGH ALTITUDE				
INCIDENT HELO KERN H408	(308) 454-6734	BELL 407	HOIST CAPABLE				
5. Hospitals							
Name Complete Address	GPS Datum - WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long	Travel Time		Phone	Helipad		Level of Care Facility
		Air	Ground		Yes	No	
ST LUKES MEDICAL CTR 45434 HIGHLAND VIEW AUBURN, CA 94803	Lat: 3845.9084' Long: 12114.9874' VHF: 155.2800	30 M	2 HR	(305) 554-6767	X		ADV TRAUMA
SUTTER HOSPITAL 11815 EDUCATION AVE. AUBURN, CA 90349	Lat: 3913.6853' Long: 121.2.8323' VHF: 155.2800	10 M	1 HR	(503) 823-5860	X		BURN CENTER
6. Area Location Capability							
Branch Division/Group							
8. Prepared By (Medical Unit Leader)		9. Date/Time	10. Reviewed By (Safety Officer)		11. Date/Time		
KENDRA ESPARZA		06/20/2014 0900	PHIL PLYMALE		06/20/2014 0900		



Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY	
FROG		Date/Time From: 05/19/2014 0800 MON	Date/Time To: 05/19/2014 0800 MON
6. Area Location Capability			
Branch Division/Group			
NORTH RIVER BRANCH ALPHA, BRAVO, CHARLIE	EMS Responders & Capability:	HAZEL MARTIN, SAM HITT/PARAMEDICS	
	Equipment Available on Scene:	AED, ADV. LIFE SUPPORT	
	Medical Emergency Channel:	COMMAND CHANNEL 9	
	ETA for Ambulance to Scene:		
	Air:	30 MIN	
	Ground:	1 HOUR	
	Approved Helispot:		
	Lat:	N38 33.2907'	
Long:	W121 2.8323'		
SOUTH RIVER BRANCH OSCAR, PAPA, ROMEO	EMS Responders & Capability:	MARGE SPARKS, HANK WILLIMAS/HELISPOT AND AMBULANCE	
	Equipment Available on Scene:	ADV LIFE SUPPORT	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance to Scene:		
	Air:	20 MIN	
	Ground:	50 MIN	
	Approved Helispot:		
	Lat:	N38 33.2093'	
Long:	W121 2.35678'		
REHAB, STRUC, WATER HANDLING	EMS Responders & Capability:	WILL TRENT, BARB HILL/ADV. LIFE SUPPORT	
	Equipment Available on Scene:	O2, AED	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance to Scene:		
	Air:	20 MIN	
	Ground:	1 HR	
	Approved Helispot:		
	Lat:	N38 33.2907'	
Long:	W121 2.3771'		
7. Remote Camp Location(s)			
Name & Location			
8. Prepared By (Medical Unit Leader)		9. Date/Time	10. Reviewed By (Safety Officer)
KENDRA ESPARZA		06/20/2014 0900	PHIL PLYMALE
		11. Date/Time	
			06/20/2014 0900



Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY	
FROG		Date/Time From: 05/19/2014 0800 MON	Date/Time To: 05/19/2014 0800 MON
7. Remote Camp Location(s)			
Name & Location			
HIGHLAND PARK CAMP INTERSECTION OF HWY 12 AND RD 23	Point Of Contact:	JACK FRANKLIN	
	EMS Responders & Capability	HELISPOT AND AMBULANCE	
	Equipment Available on Scene:	ADV LIFE SUPPORT	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance To Scene:		
	Air:	15 MIN	
	Ground:	45 MIN	
	Approved Helispot:		
	Lat:	N38 45.9084'	
	Long:	W121 2.8945'	
8. Prepared By (Medical Unit Leader)	9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time
KENDRA ESPARZA	06/20/2014 0900	PHIL PLYMALE	06/20/2014 0900



MEDICAL PLAN (ICS 206)

12. Medical Incident Procedures

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

Medical Incident Report

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

1. CONTACT COMMUNICATIONS/DISPATCH

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

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

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

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

4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY

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

5. TRANSPORT PLAN:

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

6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS:

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

7. COMMUNICATIONS:

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

*NAC for digital radio

8. EVACUATION LOCATION:

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

9. CONTINGENCY:

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

REMEMBER:

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

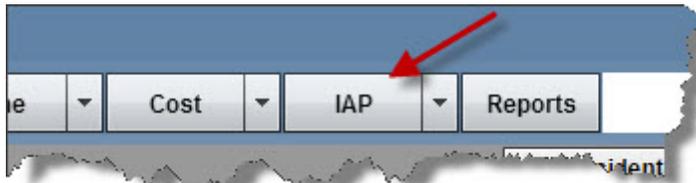
ICS 220 Air Operations Summary

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

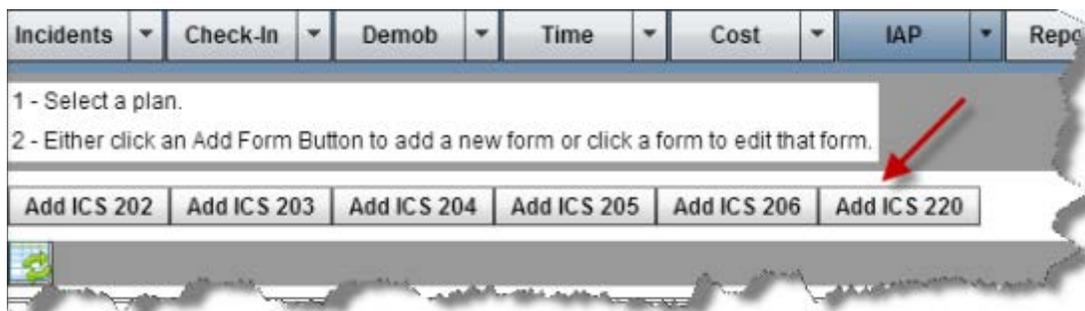
1. On the Home page, click the **Incidents** button.



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.



Copy Form Lock Form Delete Form Preview/Print Form

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

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

Sunrise/Sunset

Sunrise

Sunset

Remarks (Safety Notes, Hazards, Air Operations Special Equipment, etc.)

Ensure complete briefings are given prior to assignments. Inspect buckets/snorkels and mud/plates between missions. Equipment must be rinsed prior to utilizing the alpine lakes dip sites. Equipment must be rinsed prior to moving from Clarendon and Dredge to other sites. When establishing helispots avoid cutting Whitebark pine. Ensure adequate visibility exists for the number of

Save Save/Next Block Cancel

7. Select tab **5-6. Ready Alert Aircraft/Temporary Flight Restriction Number**.

Copy Form

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

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

Ready Alert Aircraft

Medivac

New Incident

Temporary Flight Restriction Number

Altitude

Center Point

Save Save/Next Block Cancel

a. Under **Ready Alert Aircraft**, enter the **Medivac** and **New Incident** information.



- b. Under **Temporary Flight Restriction Number**, enter the **Altitude** and **Center Point**.
- c. Click the **Save** or **Save/Next Block** button to save the data to the form.

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

Position	Name	Phone
AIR OPERATIONS BRANCH DIRECTOR	PAT DRIESBACH	(123) 765-6789
AIR SUPPORT GROUP SUPERVISOR	PAUL CROTTY	(123) 567-4343
AIR TACTICAL GROUP SUPERVISOR	PATRICIA MCGUIRE	(123) 876-1212
HELICOPTER COORDINATOR	MARY NELSON	(123) 393-4545
HELIBASE MANAGER	MISTY DALE	(123) 324-2356

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**.

Frequency	AM	AM TONE	FM	FM TONE
AIR GUARD			168.6250	
TAKE-OFF & LANDING COORDINATOR			166.2375	
DECK COORDINATOR			163.1000	
COMMAND			169.2875	131.8
AIR/GROUND			166.9000	
AIR/AIR ROTARY-WING - FLIGHT FOLLOWING	135.7250	121.5		
AIR/AIR FIXED-WING	119.4500	121.1		

- 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.

- In the **AM** column, enter the AM frequency.
- In the **AM Tone** column, enter the AM Tone for the frequency.
- In the **FM** column, enter the FM frequency.
- In the **FM Tone** column, enter the FM Tone for the frequency.
- Click the **Save** or **Save/Next Block** buttons to save frequencies to the form.

10. Select tab **9. Fixed Wing**.

Air Tactical Group Supervisor Aircraft (Category/Kind/Type, Make/Model/N#, Base)	Other Fixed-Wing Aircraft (Category/Kind/Type, Make/Model/N#, Base)
775DM BEECH C90 - AUBURN	53AJ CESSNA340 - TWIN FALLS
6252XAERO COMMANDER 500S - TWIN FALLS	4566 BEECH 58P - AUBURN

- 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**.

Copy Form Lock Form Delete Form Preview/Print Form						
3-4. Sunrise/Sunset/Remarks		5-6. Ready Alert Aircraft/Temporary Flight Restriction Number		7. Personnel		8. Frequencies
9. Fixed Wing		10. Helicopters		11. Prepared By		12. Task/Mission/Assignment
Helicopters						
FAA #	<input type="text"/>	Available	<input type="text"/>			
Category/Kind/Type *	<input type="text"/>	Start Time	<input type="text"/>			
Make/Model	<input type="text"/>	Remarks	<input type="text"/>			
Base	<input type="text"/>					
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Add Blank Line"/> <input type="button" value="Re-Order Helicopters"/>						
FAA #	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
407RL	3	BELL 407	SIMON HB		0900	Short Haul
172BH	3	A-STAR B3	DEER HB		0900	Initial medevac ship
203HA	3	BELL 407	AUBURN		0800	Local IA
N213KA	2	212HP	BLUE CANYON		0800	Manager Harry Moys 805-456-121
N408KC	2	BELL 205	GRASS VALLEY		0800	Manager Joe Harris 303-567-233

- a. Enter the **FAA#** for the helicopter.
- b. Enter the **Category/Kind/Type** for the helicopter.
- c. Enter the **Make/Model** for the helicopter.
- d. Enter the **Base** for the helicopter.
- e. Enter the time that the helicopter is **Available**.
- f. Enter the **Start Time** for the helicopter.
- g. Enter any **Remarks** for the helicopter.
- h. Click the **Save** button to save the helicopter data to the form.
- i. To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.



Add Blank Line

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

- 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.

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

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

Prepared By

Name: PAUL DRIESBACH

Position/Title: AIR SUPPORT GROUP SUPERVISOR

Date: 06/20/2014

Time: 0900



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

Category/Kind/Type/Function	Name of Personnel or Cargo or Instructions for Tactical Aircraft	Mission Start Time	Fly From	Fly To
407RL	ORDER THROUGH INCIDENT COMMUNICATIONS.	0900	LOCATIONS DIRECTED	
AIR TACTICAL	ATGS TO PROVIDE COVERAGE OVER THE INCIDE	0900	GRASS VALLEY	INCIDENT
RETARDANT DROPS: AIR TANKERS/HELOS	FW AIR TANKERS AS ORDERED BY DIVS/OPS TO	0800	BLUE CANYON	H23
MAPPING/INFRARED	ORDER THROUGH AIR OPS.	0900	INCIDENT PERIMETER	

- Enter the **Category/Kind/Type/Function** for the tactical aircraft.
- Enter the **Name of Personnel or Cargo** for the tactical aircraft.
- Enter the **Mission Start Time** for the tactical aircraft.
- Enter the location to **Fly From** for the tactical aircraft.
- Enter the location to **Fly To** for the tactical aircraft.
- Click the **Save** button to save the Task/Mission/Assignment data to the form.
- Click the **Clear** button to add another Task/Mission/Assignment.
- To delete a Task/Mission/Assignment entry, highlight the entry in the grid and click the **Delete** button.
- To add a blank line between the air ambulances, click the **Add Blank Line** button. A dialogue box will display asking if the Blank Line should be placed above the current line, below the current line, or at the bottom on the grid.

Add Blank Line

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

ABOVE BELOW BOTTOM



- 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)					
1. Incident Name:		2. Operational Period: DAY		3. Sunrise: Sunset:	
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON	0526	2029
4. Remarks (Safety Notes, Hazards, Air Op Special Equipment, etc.) Ensure complete briefings are given prior to assignments. Inspect buckets/snorkels and mud/plates between missions. Equipment must be rinsed prior to utilizing the alpine lakes dip sites. Equipment must be rinsed prior to moving from Clarendon and Dredge to other sites. When establishing helispots avoid cutting Whitebark pine. Ensure adequate visibility exists for the number of		5. Ready Alert Aircraft: Medivac: B407 New Incident: 212HP		6. Temporary Flight Restriction Number: Altitude: 12,000 MSL Center Point: 121.7250	
		8. Frequencies:		AM (Tone)	FM (Tone)
7. Personnel:		Name:	Phone Number:		
AIR OPERATIONS BRANCH DIRECTOR	PAT DRIESBACH	(123) 765-6789			
AIR SUPPORT GROUP SUPERVISOR	PAUL CROTTY	(123) 567-4343			
AIR TACTICAL GROUP SUPERVISOR	PATRICIA MCGUIRE	(123) 876-1212			
HELICOPTER COORDINATOR	MARY NELSON	(123) 393-4545			
HELIBASE MANAGER	MISTY DALE	(123) 324-2356	Air Guard	168.6250	
			Take-Off & Landing Coordinator	166.2375	Other Fixed-Wing Aircraft:
			Deck Coordinator	163.1000	53AU CESSNA 340 - TWIN FALLS
			Command	169.2875 131.8	4566 BEECH 58P - AUBURN
			Air/Ground	166.9000	
			Air/Air Rotary-Wing - Flight Following	135.7250 121.5	
			Air/Air Fixed-Wing	119.4500 121.1	
11. Prepared Name: PAUL DRIESBACH		Position/Title: AIR SUPPORT GROUP SUPERVISOR		Signature:	
ICS 220, Page 1 of 2		Date/Time: 06/20/2014 0900			

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Page 1 of 2



AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period: DAY		3. Sunrise:		Sunset:	
FROG		Date/Time From: 05/19/2014 0600 MON		Date/Time To: 05/19/2014 0600 MON		0526 2029	
10. Helicopters (use additional sheets as necessary):							
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks	
407RL	3	BELL 407	SHIMON HB	06/20/2014	0900	Short Haul	
173BH	3	A-STAR B3	DEER HB		0900	Initial medevac ship	
203HA	3	BELL 407	AUBURN		0800	Local IA	
N213KA	2	212HP	BLUE CANYON		0800	Manager Harry Moys 805-456-1212A-174H523	
N408KC	2	BELL 205	GRASS VALLEY		0800	Manager: Joe Harris 303-567-2334	
12. (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue.							
Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft			Mission Start	Fly From	Fly To	
407RL	ORDER THROUGH INCIDENT COMMUNICATIONS.			0900	LOCATIONS DIRECTED		
AIR TACTICAL	ATGS TO PROVIDE COVERAGE OVER THE INCIDENT			0900	GRASS VALLEY	INCIDENT	
RETARDANT DROPS: AIR TANKERS/HELOS	FW AIR TANKERS AS ORDERED BY DIVS/OPS TO ATGS.			0800	BLUE CANYON	H23	
MAPPING/INFRARED	ORDER THROUGH AIR OPS.			0900	INCIDENT PERIMETER		
11. Prepared Name: PAUL DRIESBACH		Position/Title: AIR SUPPORT GROUP SUPERVISOR			Signature:		
ICS 220, Page 2 of 2		Date/Time: 06/20/2014 0900					

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Page 2 of 2

Manage Forms

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

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

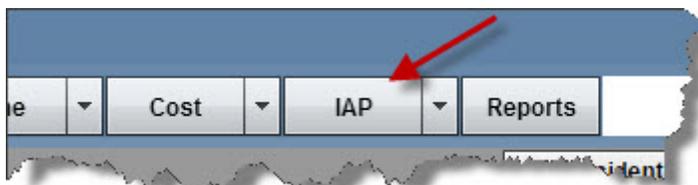
Editing a Form

Follow the steps in this section to edit a form:

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



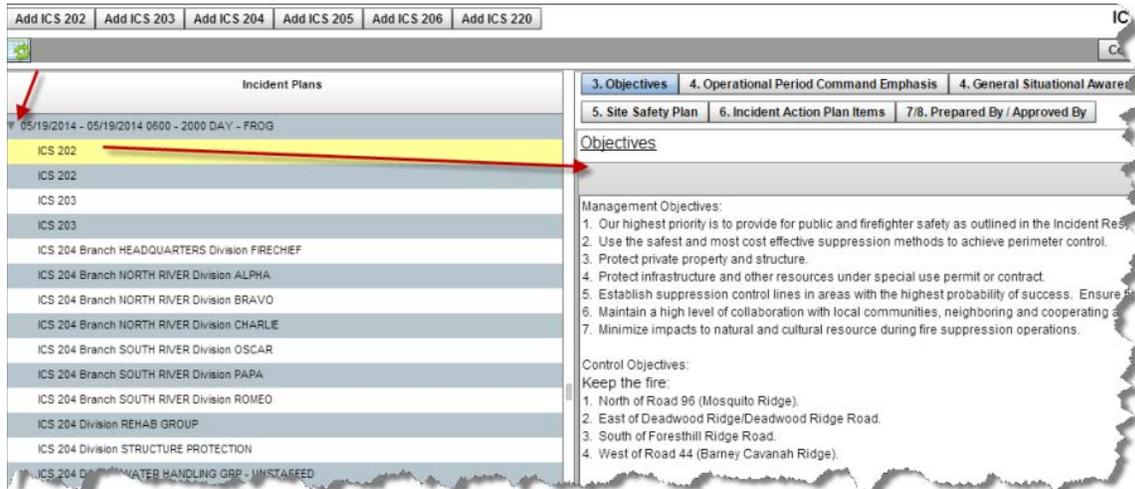
2. Select an Incident or Incident Group.
3. Click the **IAP** button.



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.

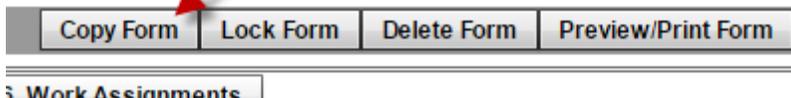


2. Select an Incident or Incident Group.
3. Click the **IAP** button.



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

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



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.

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



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



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

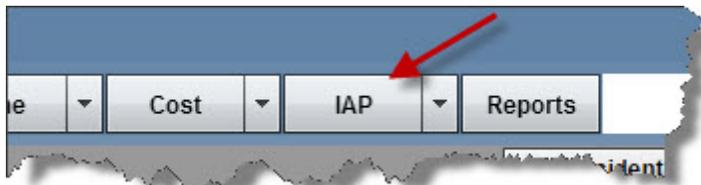
Previewing/Printing a Form

Follow the steps in this section to preview a form:

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

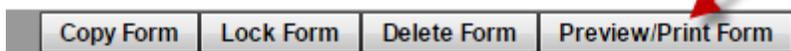


2. Select an Incident or Incident Group.
3. Click the **IAP** button.



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.

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3. Work Assianments

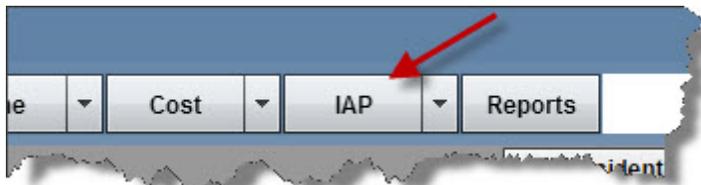
Deleting a Form

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.

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3. Work Assianments

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

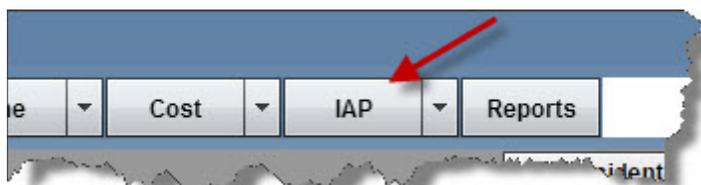
Editing a Plan

Follow the steps in this section to edit a plan:

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



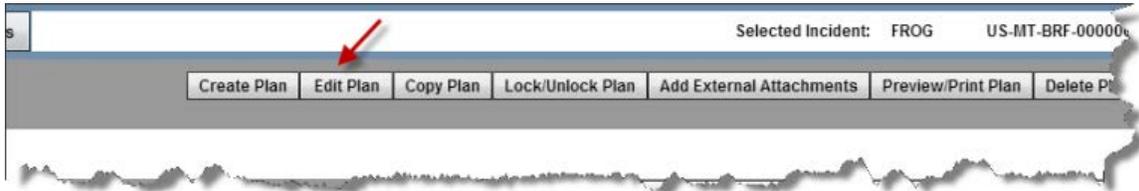
2. Select an Incident or Incident Group.
3. Click the **IAP** button.



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 [X]

Incident Name * Operational Period

Date From * Time From *

Date To * Time To *

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

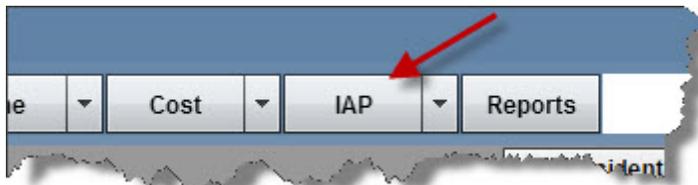
Copying a Plan

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

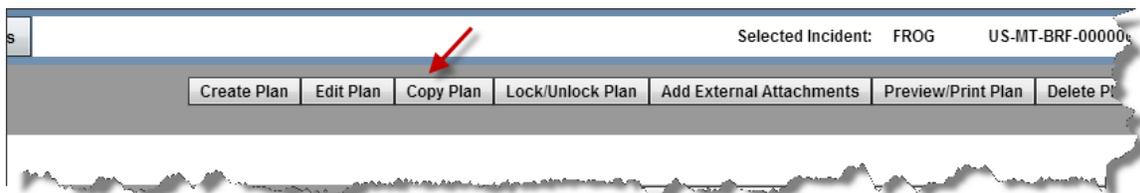
1. On the Home page, click the **Incidents** button.



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.

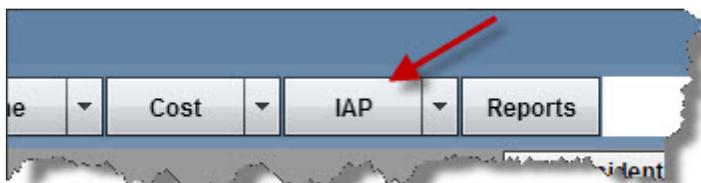
Locking a Plan

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



plan, click the **Unlock Plan** button.

Adding External Attachments

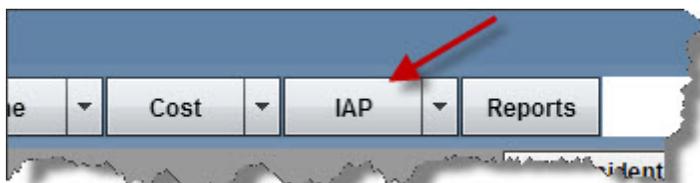
Follow the steps in this section to add external PDF documents to the Incident Action Plan.

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

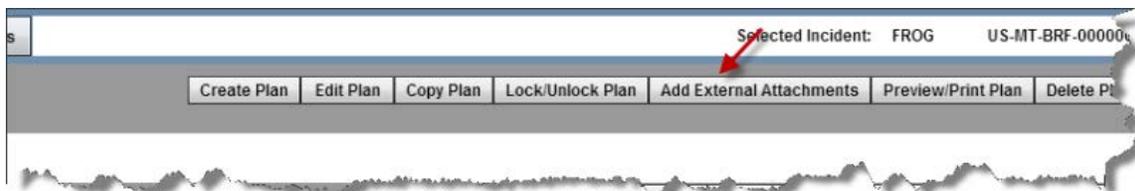
1. On the Home page, click the **Incidents** button.



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

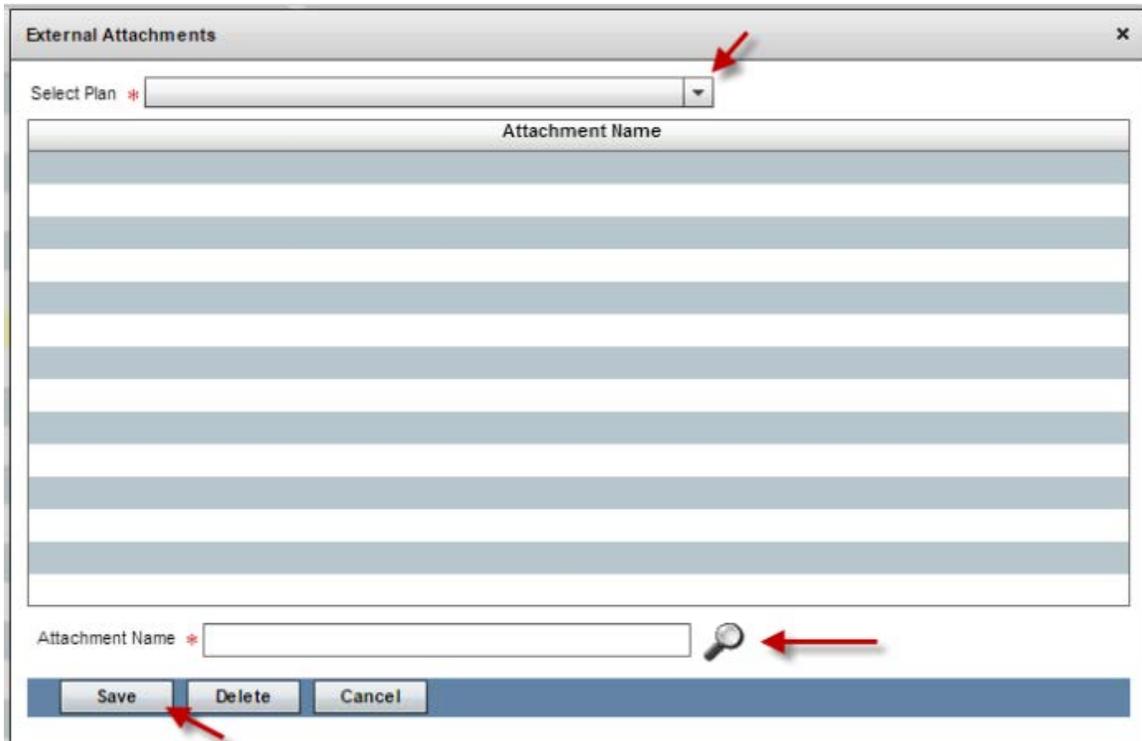


4. Click the **Add External Attachments** button to open the External Attachments window.



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.



The screenshot shows a dialog box titled "External Attachments". At the top left, there is a "Select Plan" dropdown menu. Below this is a table with a header "Attachment Name" and several empty rows. At the bottom of the dialog, there is an "Attachment Name" input field with a magnifying glass icon to its right. Below the input field are three buttons: "Save", "Delete", and "Cancel". Red arrows point to the magnifying glass icon and the "Save" button.

Previewing/Printing a Plan

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

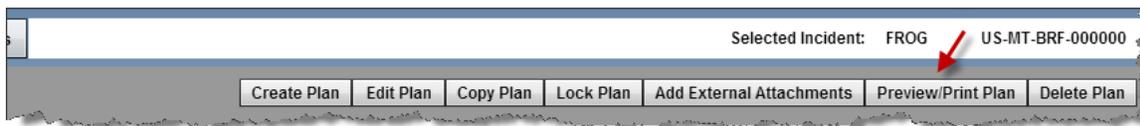
1. On the Home page, click the **Incidents** button.



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.



Preview/Print Plan x

Select Forms and Print Order of the Plan

<input checked="" type="checkbox"/>	ICS 202
<input checked="" type="checkbox"/>	ICS 202
<input checked="" type="checkbox"/>	ICS 202
<input checked="" type="checkbox"/>	ICS 203
<input checked="" type="checkbox"/>	ICS 203
<input checked="" type="checkbox"/>	ICS 204 Branch I Division A
<input checked="" type="checkbox"/>	ICS 204 Branch II Division B
<input checked="" type="checkbox"/>	ICS 205
<input checked="" type="checkbox"/>	ICS 205
<input checked="" type="checkbox"/>	ICS 206
<input checked="" type="checkbox"/>	ICS 220
<input checked="" type="checkbox"/>	ICS 220
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Lock this plan and all its forms?



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:		2. Operational Period: DAY	
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON
3. Objective(s):			
4. Operational Period Command Emphasis:			
General Situational Awareness:			
5. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Approved Site Safety Plan(s) Located at: ICP PLANS OFFICE			
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):			
<input checked="" type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 207	Other Attachments:	
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> SAFETY MESSAGE _____	
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 220	<input checked="" type="checkbox"/> TRAFFIC PLAN _____	
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> ICS 214 UNIT LOG _____	
<input type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	
<input checked="" type="checkbox"/> ICS 206			
7. Prepared by: PAULA HOREN		Position/Title: PLANNING SECTION CHIEF	Signature:
8. Approved by Incident Commander:		Name: SAM NUNEZ	Signature:
ICS 202		IAP Page	Date/Time: 05/18/2014 0900

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ORGANIZATION ASSIGNMENT LIST (ICS 203)

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

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INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:		2. Date/Time Prepared:		3. Operational Period: DAY						
FROG		Date: 06/20/2014 Time: 0930	Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON						
4. Basic Radio Channel Use:										
Zone Group	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A,D, or M)	Remarks
A	1	TACTICAL	TAC 1	DIV ALPHA; PAPA	151.1500 N	131.8	151.1500 N	131.8	D	
A	2	TACTICAL	TAC 2	DIV BRAVO; ROMEO	151.5000 N	131.8	151.5000 N	131.8	D	
A	3	TACTICAL	TAC 3	DIV CHARLIE; STRUC PROT.	151.3200 N	131.8	151.3200 N	131.8	D	MAY BE SHARING WITH REHAB GROUP
A	4	TACTICAL	TAC 4	DIV OSCAR; REHAB	154.4520 N	131.8	154.4520 N	131.8	D	
A	8	COMMAND	CMD 2	LINE TO ICP	153.8600 N	131.8	155.8800 N	131.8	D	LOCATED ONORTH OF BAKER CRK
A	9	COMMAND	CMD 3	LINE TO ICP	170.6870 N	136.5	166.5750 N	131.8	D	LOCATED NEAR BUTTERCUP MTN.
A	12	AIR TO GROUND	A/G 1	POND COMPLEX	168.0125 N		168.0125 N		D	BUCKET DROPS
A	14	COMMAND	CMD	LINE TO ICP	168.0750 N	131.8	168.0750 N	131.8	D	LOCATD ON BALD MTN LOOKOUT
A	15	AIR TO GROUND	A/G 2	POND COMPLEX	169.2875 N		169.2875 N		D	COMMO WIAIR ATTACK
A	16	MEDEVAC	MEDEVAC	EMERGENCY EVAC ONLY	155.2800 N	155.2	155.2800 N	155.2	D	COMMO W/LIFE FLIGHT HELOS
5. Special Instructions:										
6. Prepared By (Communications Unit Leader)				Name: DAVID GRANT				Signature:		
ICS 205				IAP Page				Date/Time: 06/20/2014 0930		

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Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY					
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON				
3. Ambulance Services							
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS) Yes No				
TWIN FALLS COUNTY	90222 NORTH MTN COVE ROSEVILLE, CA 98023	(412) 386-7980 155.2800 TONE 155.2	X				
BLAINE COUNTY EMS	4832 SOUTH BANK DRIVE AUBURN, CA 97023	(703) 456-5234 155.2800 TONE 155.2	X				
4. Air Ambulance Services							
Name	Phone	Type of Aircraft	Capability				
PETERSON FLIGHTS	(394) 506-2323	ASTAR	ELEV CAP 12,000 FT				
ST. LUKES	(496) 596-4578	BOCAL	HIGH ALTITUDE				
INCIDENT HELD KERN H408	(308) 454-6734	BELL 407	HOIST CAPABLE				
5. Hospitals							
Name Complete Address	GPS Datum - WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long	Travel Time		Phone	Helipad		Level of Care Facility
		Air	Ground		Yes	No	
ST LUKES MEDICAL CTR 45434 HIGHLAND VIEW AUBURN, CA 94803	Lat: 3845.9084'	30 M	2 HR	(305) 554-6767	X		ADV TRAUMA
	Long: 12114.9874'						
	VHF: 155.2800						
SUTTER HOSPITAL 11815 EDUCATION AVE. AUBURN, CA 90349	Lat: 3913.6853'	10 M	1 HR	(503) 823-5860	X		BURN CENTER
	Long: 1212.8323'						
	VHF: 155.2800						
6. Area Location Capability							
Branch Division/Group							
8. Prepared By (Medical Unit Leader)		9. Date/Time		10. Reviewed By (Safety Officer)		11. Date/Time	
KENDRA ESPARZA		06/20/2014 0900		PHIL PLYMALE		06/20/2014 0900	



Medical Plan (ICS 206 WF)

1. Incident/Project Name:		2. Operational Period: DAY	
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON
6. Area Location Capability			
Branch Division/Group			
NORTH RIVER BRANCH ALPHA, BRAVO, CHARLIE	EMS Responders & Capability:	HAZEL MARTIN, SAM HITT/PARAMEDICS	
	Equipment Available on Scene:	AED, ADV. LIFE SUPPORT	
	Medical Emergency Channel:	COMMAND CHANNEL 9	
	ETA for Ambulance to Scene:		
	Air:	30 MIN	
	Ground:	1 HOUR	
	Approved Helispot:		
	Lat:	N38 33.2907'	
Long:	W121 2.8323'		
SOUTH RIVER BRANCH OSCAR, PAPA, ROMEO	EMS Responders & Capability:	MARGE SPARKS, HANK WILLIMAS/HELISPOT AND AMBULANCE	
	Equipment Available on Scene:	ADV LIFE SUPPORT	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance to Scene:		
	Air:	20 MIN	
	Ground:	50 MIN	
	Approved Helispot:		
	Lat:	N38 33.2093'	
Long:	W121 2.35678'		
REHAB, STRUC, WATER HANDLING	EMS Responders & Capability:	WILL TRENT, BARB HILL/ADV. LIFE SUPPORT	
	Equipment Available on Scene:	O2, AED	
	Medical Emergency Channel:	CMD 9	
	ETA for Ambulance to Scene:		
	Air:	20 MIN	
	Ground:	1 HR	
	Approved Helispot:		
	Lat:	N38 33.2907'	
Long:	W121 2.3771'		
7. Remote Camp Location(s)			
Name & Location			
8. Prepared By (Medical Unit Leader)	9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time
KENDRA ESPARZA	06/20/2014 0900	PHIL PLYMALE	06/20/2014 0900



Medical Plan (ICS 206 WF)

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



MEDICAL PLAN (ICS 206)

12. Medical Incident Procedures

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

Medical Incident Report

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

1. CONTACT COMMUNICATIONS/DISPATCH

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

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

Nature of Injury/Illness		<i>Describe the injury (Ex: Broken leg with bleeding)</i>
Incident Name		<i>Geographic Name + "Medical" (Ex: Fruit Meadow Medical)</i>
Incident Commander		<i>Name of IC</i>
Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

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

4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY

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

5. TRANSPORT PLAN:

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

6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS:

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

7. COMMUNICATIONS:

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

*PIAC for digital radio

8. EVACUATION LOCATION:

<small>Lat/Long (Datum WGS84) Ex: N 40° 42.45' x W 123° 03.24'</small>	
Patient's ETA to Evacuation Location:	
Helispot/Extraction Site and Hazards:	

9. CONTINGENCY:

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

REMEMBER:

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



AIR OPERATIONS SUMMARY (ICS 220)					
1. Incident Name: FROG		2. Operational Period: DAY Date/Time From: 05/19/2014 0600 MON Date/Time To: 05/19/2014 0600 MON		3. Sunrise: 0526 Sunset: 2029	
4. Remarks (Safety Notes, Hazards, Air Op Special Equipment, etc.) Ensure complete briefings are given prior to assignments. Inspect buckets/snorkels and mud/lates between missions. Equipment must be rinsed prior to utilizing the alpine lakes dip sites. Equipment must be rinsed prior to moving from Clarendon and Dredge to other sites. When establishing helispots avoid cutting Whitebark pine. Ensure adequate visibility exists for the number of			5. Ready Alert Aircraft: Medivac: B407 New Incident: 212HP		6. Temporary Flight Restriction Number: Altitude: 12,000 MSL Center Point: 121.7250
			8. Frequencies:	AM (Tone)	FM (Tone)
7. Personnel:	Name:	Phone Number:			
AIR OPERATIONS BRANCH DIRECTOR	PAT DRIESBACH	(123) 765-6789			
AIR SUPPORT GROUP SUPERVISOR	PAUL CROTTY	(123) 567-4343			
AIR TACTICAL GROUP SUPERVISOR	PATRICIA MCGUIRE	(123) 876-1212			
HELICOPTER COORDINATOR	MARY NELSON	(123) 393-4545			
HELIBASE MANAGER	MISTY DALE	(123) 324-2356	Air Guard		168.6250
			Take-Off & Landing Coordinator		166.2375
			Deck Coordinator		163.1000
			Command		169.2875 131.8
			Air/Ground		166.9000
			Air/Air Rotary-Wing - Flight Following		135.7250 121.5
			Air/Air Fixed-Wing		119.4500 121.1
11. Prepared Name: PAUL DRIESBACH		Position/Title: AIR SUPPORT GROUP SUPERVISOR		Signature:	
ICS 220, Page 1 of 2		Date/Time: 05/20/2014 0900			

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AIR OPERATIONS SUMMARY (ICS 220)						
1. Incident Name:		2. Operational Period: DAY			3. Sunrise: Sunset:	
FROG		Date/Time From: 05/19/2014 0600 MON	Date/Time To: 05/19/2014 0600 MON	0526		2029
10. Helicopters (use additional sheets as necessary):						
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
407RL	3	BELL 407	SIMON HB	06/20/2014	0900	Short Haul
173BH	3	A-STAR B3	DEER HB		0900	Initial medevac ship
203HA	3	BELL 407	AUBURN		0800	Local IA
N213KA	2	212HP	BLUE CANYON		0800	Manager Harry Moys 805-456-1212A-174H523
N408KC	2	BELL 205	GRASS VALLEY		0800	Manager: Joe Harris 303-567-2334
12. (category/Kind/Type and function includes: air tactical, reconnaissance, personnel transport, search and rescue,						
Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft			Mission Start	Fly From	Fly To
407RL	ORDER THROUGH INCIDENT COMMUNICATIONS.			0900	LOCATIONS DIRECTED	
AIR TACTICAL	ATGS TO PROVIDE COVERAGE OVER THE INCIDENT			0900	GRASS VALLEY	INCIDENT
RETARDANT DROPS: AIR TANKERS/HELOS	FW AIR TANKERS AS ORDERED BY DIVSOPS TO ATGS.			0800	BLUE CANYON	H23
MAPPING/INFRARED	ORDER THROUGH AIR OPS.			0900	INCIDENT PERIMETER	
11. Prepared Name: PAUL DRIESBACH		Position/Title: AIR SUPPORT GROUP SUPERVISOR			Signature:	
ICS 220, Page 2 of 2		Date/Time: 05/20/2014 0900				

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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.

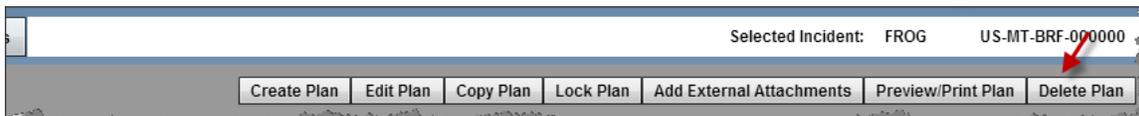


3. Click the **IAP** button.



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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