Intrepid
REPORTS

ICS FORMS USER MANUAL

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Reports: ICS Forms

About this Document: ICS Forms are used to plan, record and submit information to FEMA for reimbursement. They are used for both pre-planned and unplanned events. They support events where mutual aid can be enabled and will document resource usage. This user manual describes the Intrepid Reports: ICS Forms product. Data element descriptions are from the FEMA Standard form descriptions.

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Overview

The Incident Command System (ICS) is a standardized approach to command, control, and co-ordination of on-scene incident management that provides a common hierarchy. ICS is a part of the National Incident Management System (NIMS).   ICS originates back in the 1970s from wildland fire management started in Southern California. It became a national standard in 2005 when NIMS adopted it.

From the diagram below you can see that ICS defines a structure for organizing response to large incidents. Standard forms are used document the strategy, personnel, and organization to effectively manage the incident action plan.
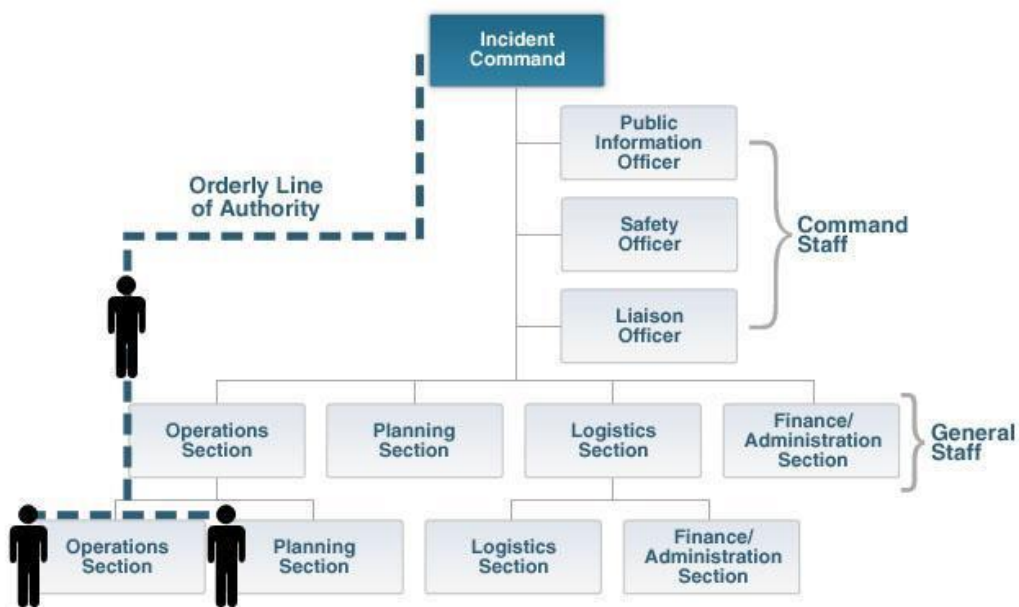
Figure 1. ICS Incident Command Structure

ICS applies across disciplines and includes 5 major functional areas:

- Command
- Operations
- Planning
- Logistics
- Finance

Agencies prepare ICS forms ahead of, during and after significant events or incidents for manpower and equipment **reimbursement from FEMA.** ICS is a well-documented process that includes a recommended process for creating a response

strategy to any event or incident. A large part of the planning is documented as the 'P'.
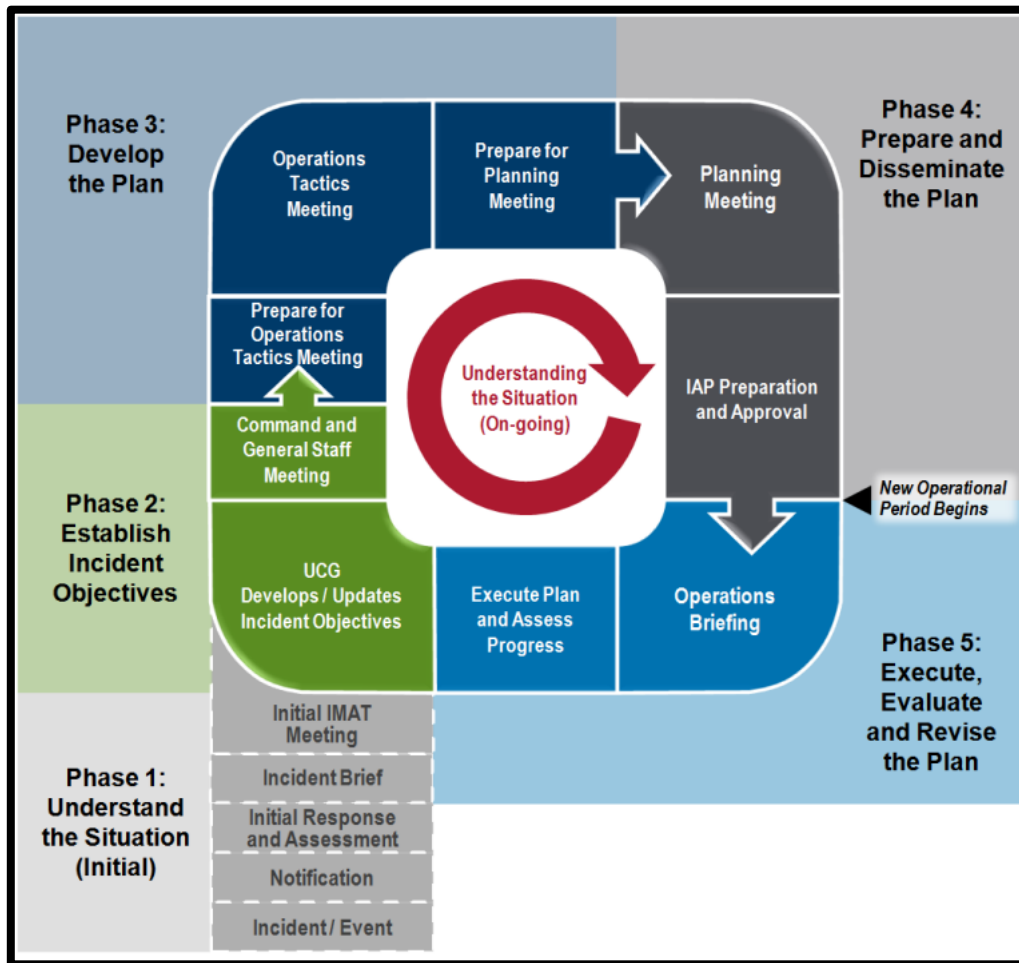
Figure 2: P is for Planning

The Intrepid ICS 'Reports' system is a web-based software system that allows an agency to easily create, edit, and manage their ICS forms for any incident. Users can create an Incident by adding an incident or they can create an incident from an 'activation'[1].

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[1] Activations require the Intrepid Networks 'Activate' product

This document provides a user manual that describes how the user creates Incidents and Operational Periods; adds and edits forms; Prints (Downloads) PDF forms that are ready for submission to FEMA. All form operations are audited (creation, saving, deletion). Forms that are deleted can be restored if the incident has not been archived.

Operational Periods

When an incident is created, one operational period is automatically added (called 'Default') to be able to add ICS forms. The name and start and end times of Operational Periods can be easily changed using 'Edit' mode. Operational periods can overlap with each other and are presented in the order of their start time. An unlimited number of operational periods can be configured for an incident.

ICS Forms Support

The following forms are supported by Intrepid Reports:

Form Number and Name	Rollover	Part of IAP	Responsible Organization	Responsible Member
201 – Incident Briefing	Yes	Yes	Command Staff	Incident Commander
202 – Incident Objectives	Yes	Yes	Planning Section	Incident Commander
203 – Organization Assignment List	Yes	Yes	Resources unit	Planning Section Chief
204 – Assignment List	Yes	Yes	Planning and Operations	Resources Unit
205 – Incident Radio Communications Plan	Yes	Yes	Planning Section	Communications Unit Leader
205a – Communications List	Yes	Yes		
206 – Medical Plan	Yes	Yes	Safety Mgr	Medical Unit Leader
207 – Incident Org Chart	Yes	No		
208 – Safety Message/Plan	Yes	Yes		Safety Officer
211 – Incident Check-In List	No	No	Resources Unit	Unit Leader
211/214 Hybrid Law Enforcement	No	No	Operations	Unit Leader
213RR – Resource Request Message	No	No	Resources Unit	
214 – Activity Log	No	No	Documentation Unit	Unit Leader

221 – Demobilization Check-Out	No	No	Planning	Unit Leader

Organizational Data Uploading

Each organization that uses the Reports ICS Forms application has the ability to upload data to enable the rapid entry of information into the forms. **Appendix A** details the data for each of the following uploads and the information they contain:

DATA TYPE	FORM USAGE
PERSONNEL	All Forms
VEHICLE	211/214 – 'Hybrid' Law Enforcement
HOSPITALS	206
AMBULANCE	206
RADIO COMMUNICATIONS	205

The most important data upload is the Personnel table upload as it will aid the end user in entry of personnel in assignments. The organization can add members of other organizations into this personnel upload and designate the agency they are with. On entry of personnel in all fields, the use of badge/serial numbers is enabled.

Viewing Reports: Light and Dark Themes

Intrepid Reports supports two different viewing themes: Light and Dark. To change the viewing theme, click on your username in the upper right corner. A drop-down menu will appear (see below). Select the 'Toggle Them' bar and the viewing area will switch between the light and dark mode.
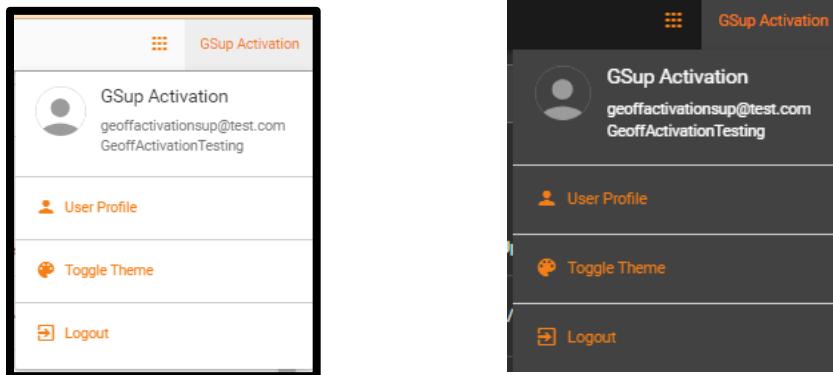

Figure 3: Light and Dark Themes

Reports: ICS Forms User Manual

Access to Intrepid ICS Forms

To launch the web software for ICS Forms:

1) Go to https://go.intrepidsuite.com

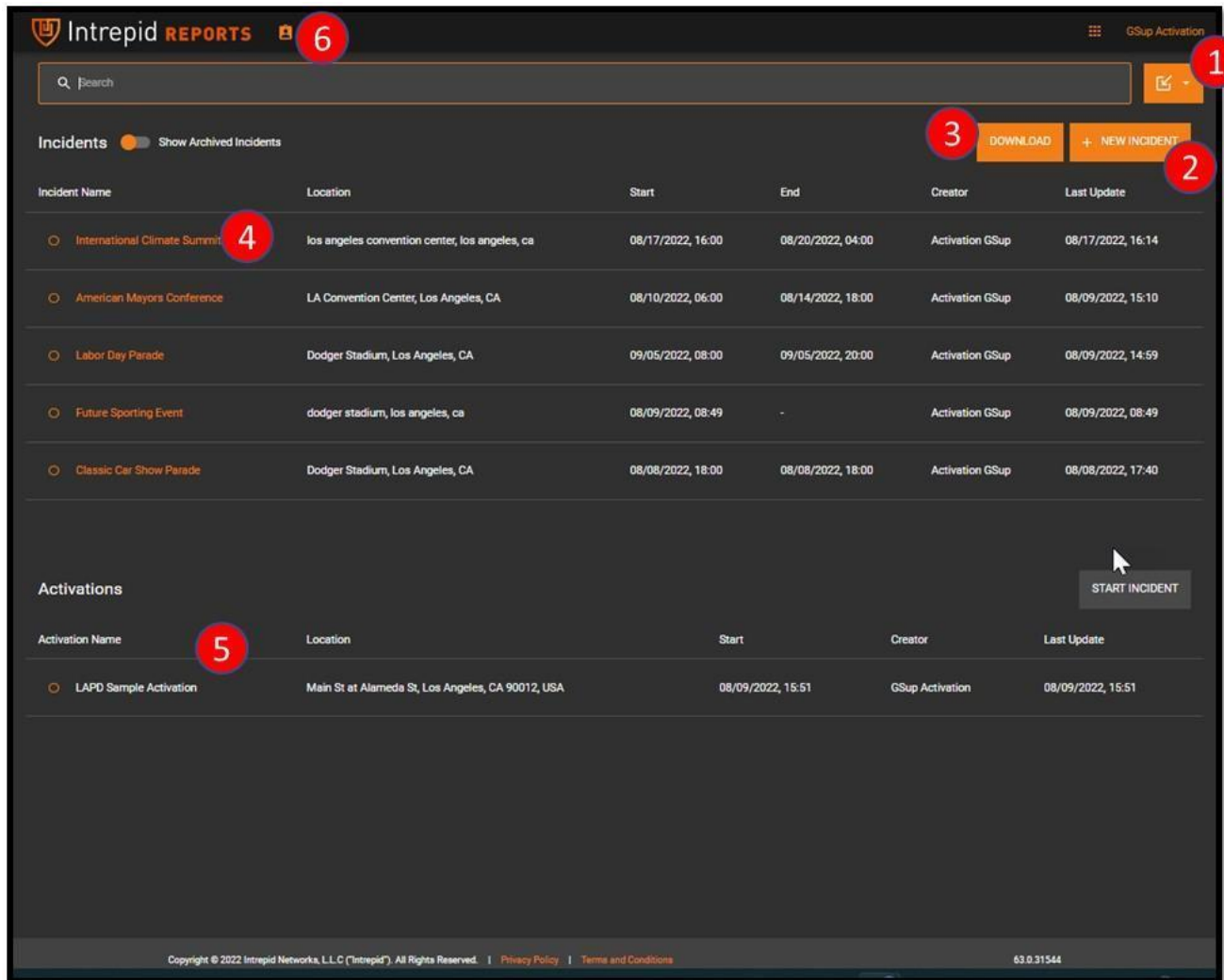2) Login with your User ID and Password
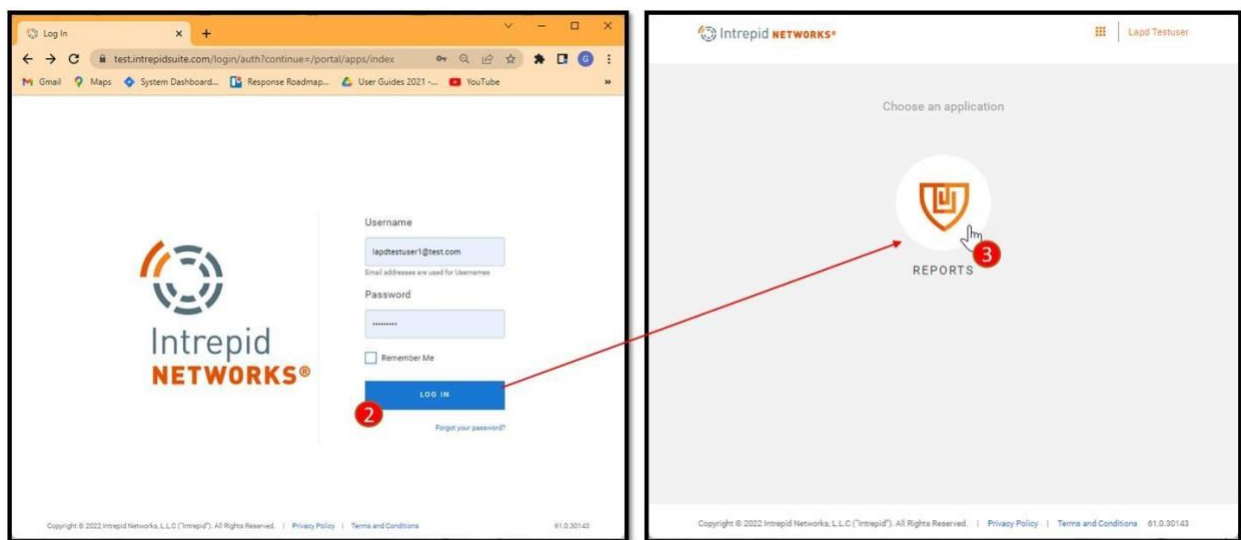
3) Click on Reports

This will take the user to the Reports 'Landing page' shown on the next page.

Reports Landing Page

After the user authenticates and selects the Reports function the 'Reports Landing' page is displayed. From this page the main functions for the user are:

1) Upload a personnel, vehicle, hospital, ambulance or radio communications table for automating data entry in all of the ICS Forms;
2) Start a new incident so that the incident and forms can be created;
3) Download PDF of all forms for a selected incident;
4) Click on an existing incident that has been created and access all of the related ICS forms for the incident that have been categorized under operational periods;
5) Create an ICS Forms Incident from an Activation (using Intrepid Activate)
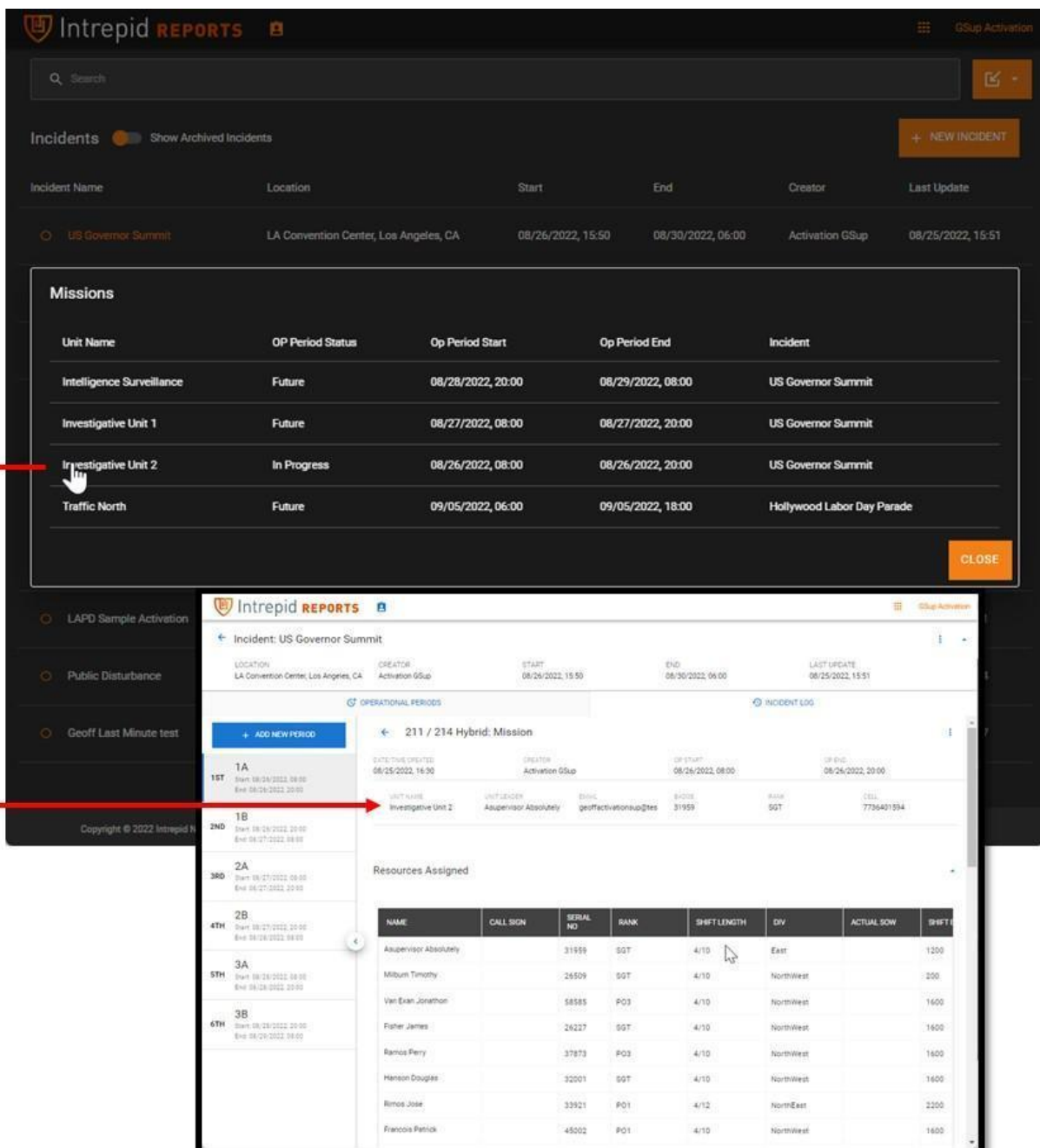6) My Unit Assignments will display the 211/214s assigned to the user.

Reports: ICS Forms User Manual

My Unit Assignments

For Unit Leaders who are responsible for checking in and logging all activities related to their mission, the 'My Unit Assignments' display allows the unit leader to view all in-progress, past and future mission assignments. Instead of navigating into an incident and searching for the form they are responsible for completing, this display provides them with an efficient method to click into their assignment by simply clicking on the mission they want to view/edit.

Upload Personnel, Vehicle, Hospital, Ambulance and Radio Tables

Personnel, vehicle, hospital, ambulance, and Radio tables can be updated through choosing the CSV file containing the data and clicking on the import button. The user must refresh (F5) the web page to view the new import table information which will indicate how many rows were imported for each table uploaded.

When a file is uploaded there can be a few minutes delay (depending on the size of the file being uploaded). Refresh the page (F5) to view the system update.

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Start a New Incident

ICS forms are created for incidents which can be started in 2 ways:

1) Activations created through Intrepid Activate software;

2) starting an Incident through the '+New Incident' button. When the New Incident button is used, the user will fill in the name of the incident and the address of the incident. Clicking 'CREATE' will add the Incident to the list of incidents on the Reports landing page.
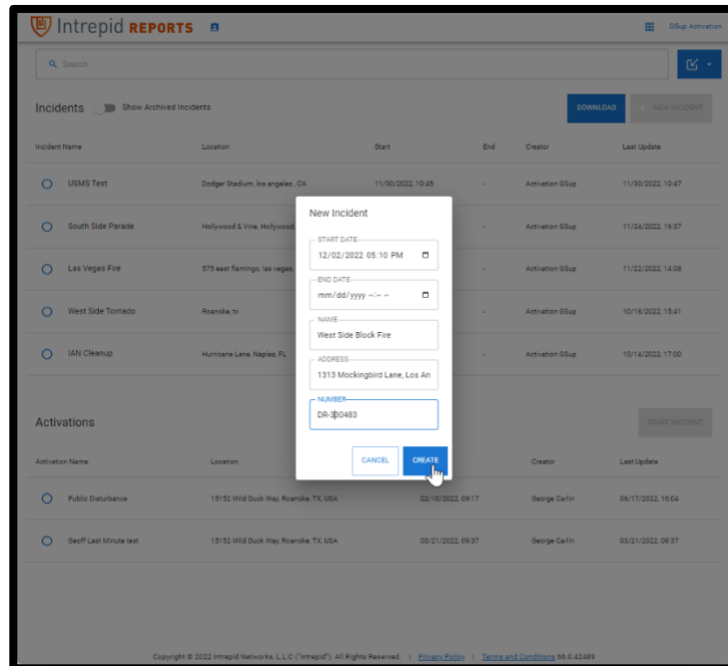
Clicking on the new incident that was created will take the user to the incident. When an incident is created the system automatically adds an operational period named 'Default' so that forms can be immediately added.   If the user wants to change the time and name of this operational period, they can do so at any time by clicking on the 'edit' function which is accessible by clicking the ':' (Kebab) and 'Edit' as shown below (1 and 2).

Reports: ICS Forms User Manual
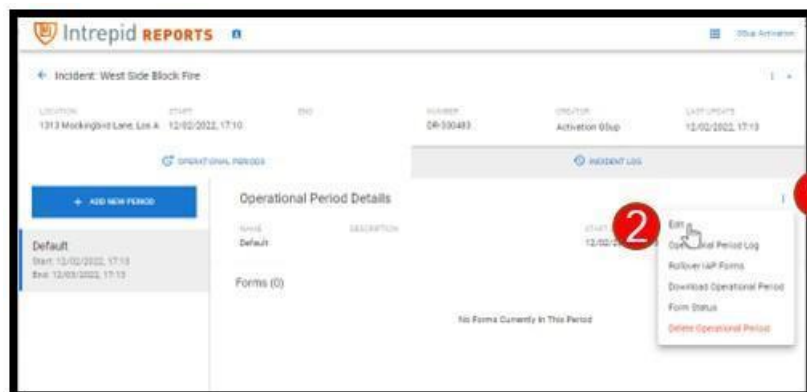
When the user has made their edit(s) to the Operational Period they will click on Save as shown below.
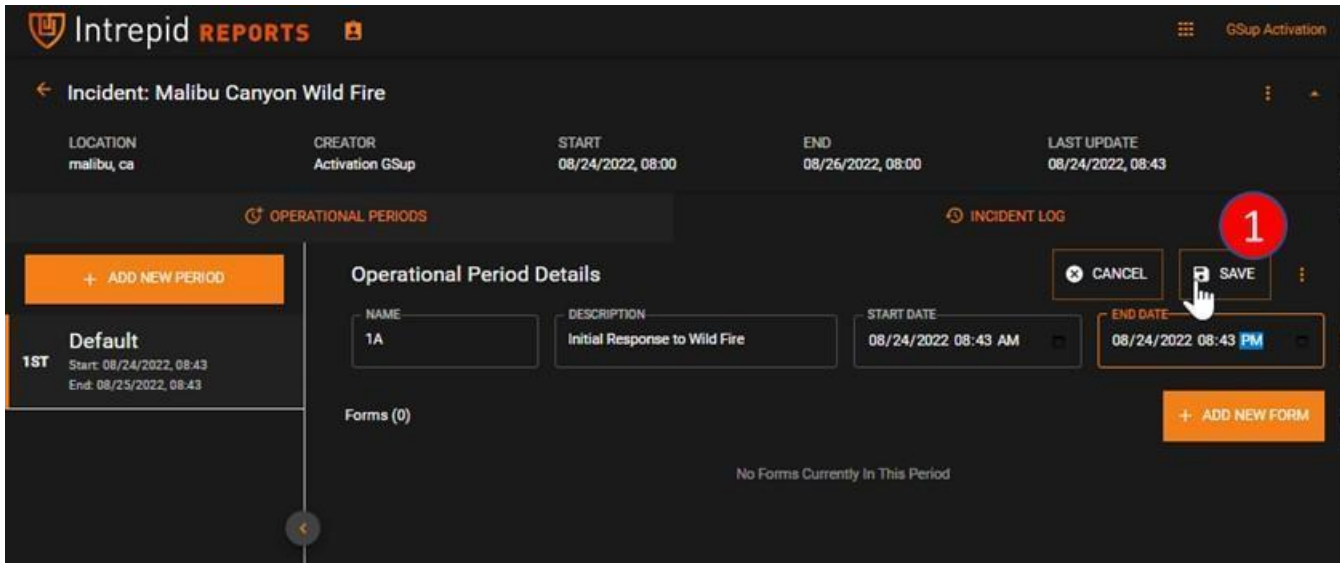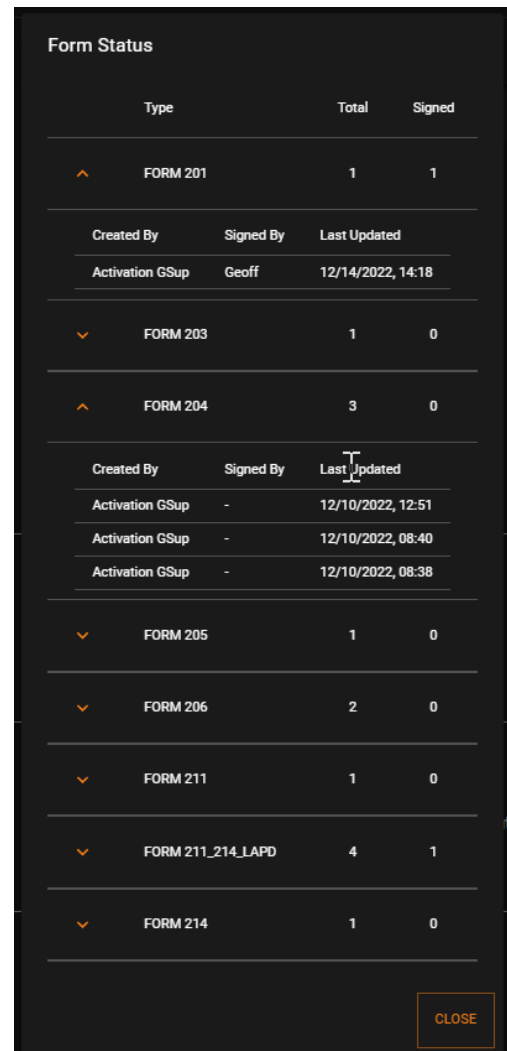
Adding Operational Periods is easy by clicking on the +ADD NEW PERIOD button. By clicking on the '+ ADD NEW PERIOD' button the following modal will be filled out to create an operational period:

Reports: ICS Forms User Manual
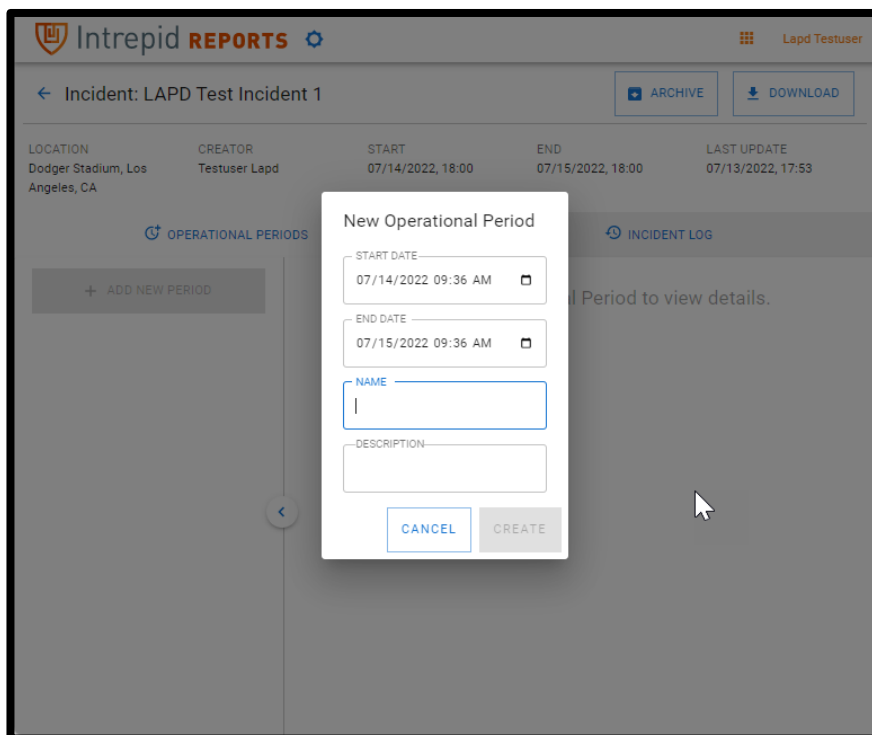
Operational Period Menu

An incident can have an unlimited number of Operational Periods. The start and end times of Operational Periods is strictly up to the incident command staff.   All forms for an Operational Period are typically printed and reviewed together. In order to facilitate the management of each Operational Period, the menu for an Operational Period allows ICS users to:

1) Edit the Operational Period (Name, Start and End time, Description).

2) Rollover the IAP Forms into a new or existing Operational Period, saving the time it takes to retype the same information.

3) Download all forms in the Operational Period into a PDF file for distribution.

4) Review the status of all forms before creating the PDF Download so that forms that have not been signed can be acted on to be completed by the assigned resource. The diagram on the right displays the status of all forms within the Operational Period. The user can click on the arrows and expand and collapse each form to determine whether the forms are ready for download.
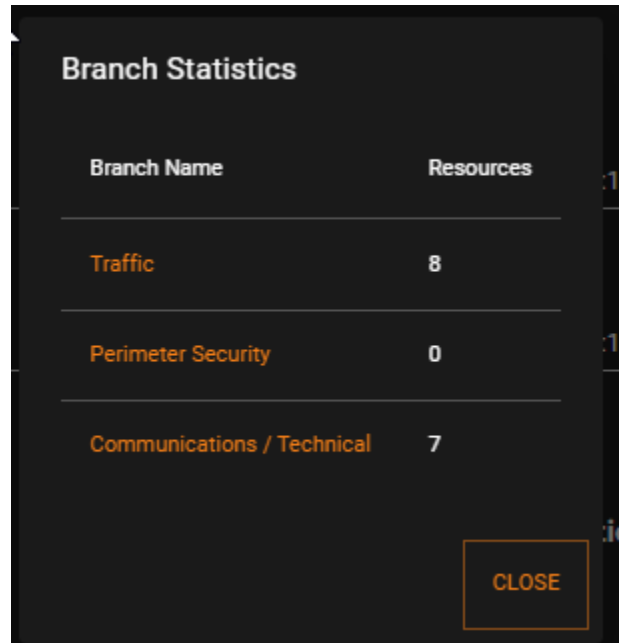
Edit
Operational Period Log
Rollover IAP Forms
Download Operational Period
Form Status
Branch Statistics
Delete Operational Period

Form Status

Type	Total	Signed
FORM 201	1	1

Created By	Signed By	Last Updated
Activation GSup	Geoff	12/14/2022, 14:18

| FORM 203 | 1 | 0 |
| FORM 204 | 3 | 0 |

Created By	Signed By	Last Updated
Activation GSup	-	12/10/2022, 12:51
Activation GSup	-	12/10/2022, 08:40
Activation GSup	-	12/10/2022, 08:38

FORM 205	1	0
FORM 206	2	0
FORM 211	1	0
FORM 211_214_LAPD	4	1
FORM 214	1	0

CLOSE
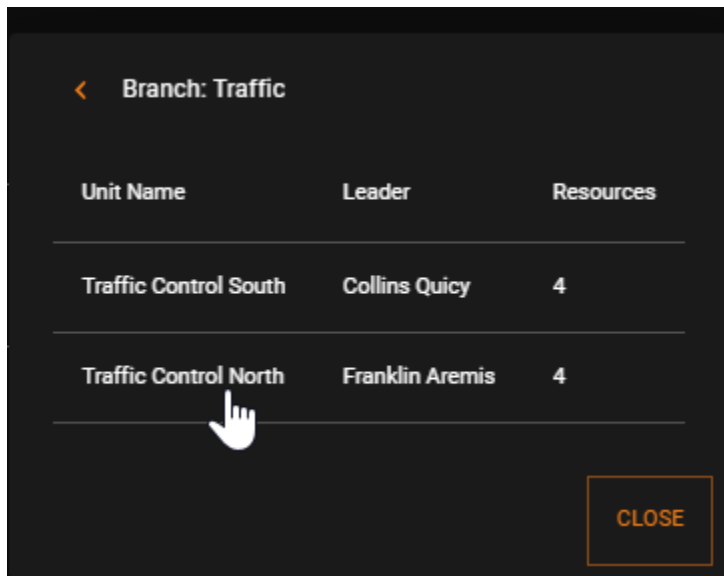
5) Review Branch Statistics allows the command staff to view all of the branches, how many resources are assigned to each branch, what the 'burn rate' of the branch and units are within the Operational Period. The image on the right shows the resources assigned to three branches. Clicking on the branch then displays the units that make up each branch.

Branch Statistics

Branch Name	Resources
Traffic	8
Perimeter Security	0
Communications / Technical	7

CLOSE

< **Branch: Traffic**
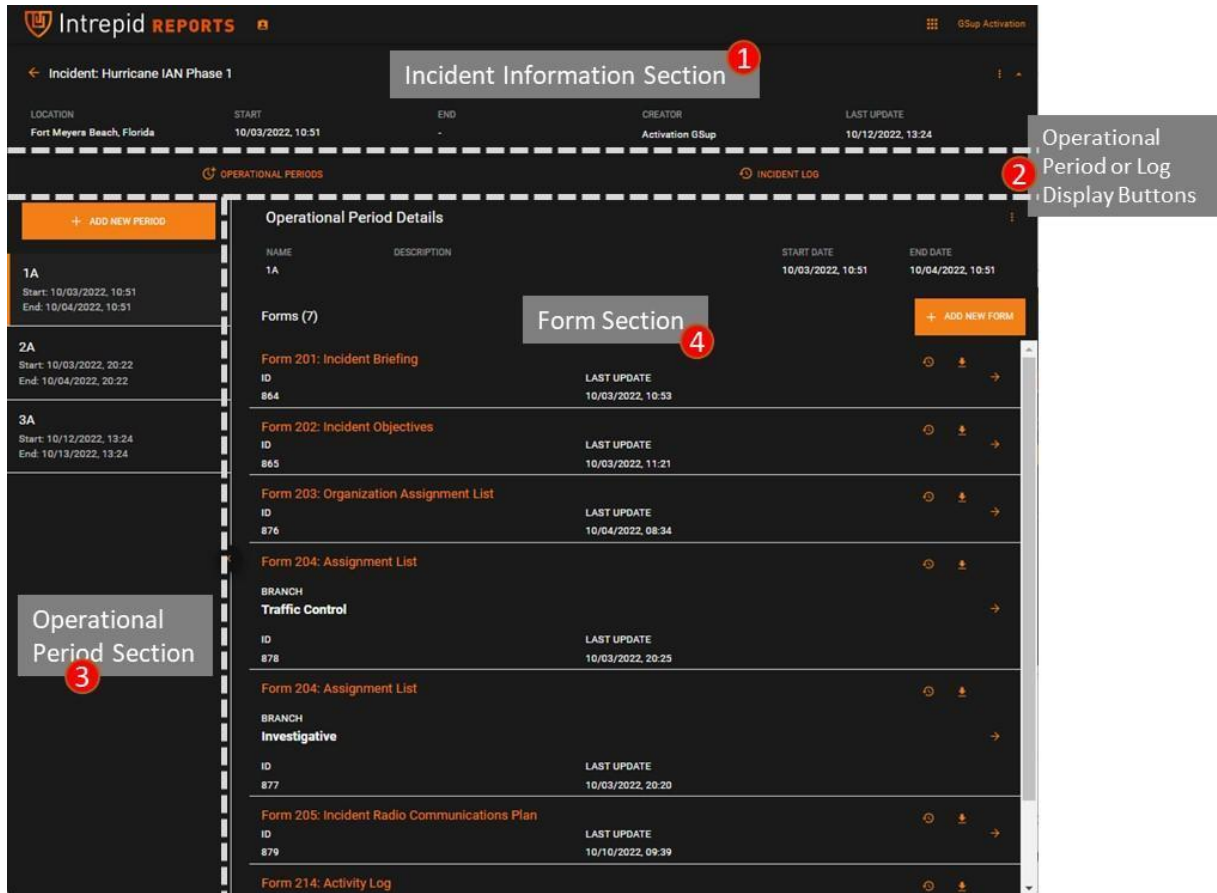
Unit Name	Leader	Resources
Traffic Control South	Collins Quicy	4
Traffic Control North	Franklin Aremis	4

CLOSE

6) Delete the Operational Period.

Incident Landing Page Layout

An incident will contain at least one Operational Period and additional Operational Periods can 'Rollover' baseline IAP forms that apply to each operational period (such as the 201, 202, 203, 205, 206).

At the Incident level, the display is broken up into 4 sections:

1) Incident Information Section
   This information relates to the location of the incident, the creation time and the expected stop and end time of the incident. The '<-'arrow will take the user back to the ICS Forms Landing page which displays incidents. The ':' button will show a drop down of functions for the incident (Edit, Archive and Download Incident).
   a. Edit: this will allow the user to edit the name of the Incident or Start and Start time of the Incident.
   b. Archive: this function will cause the incident to be placed in an archived status which indicates your organization considers the incident complete. Placing an incident in archive status will remove forms that were deleted

from the system, making the 'recover' function unavailable. Users can still view archived incidents from the ICS Forms landing page if they click on the 'Show Archived Incidents' option.

 c. Download Incident: this function is used to create a PDF file that will contain all forms by operational period (in numerical order). A download PDF file can be created on a form basis or an operational period basis as well.

2) Operational Period or Incident Log display selection buttons
The Operational Period is displayed when the Incident is first entered. Clicking on the Incident Log will show an audit entry of when forms were created, edited and deleted. Deleted forms can be restored if the incident has not been 'Archived'. See: Incident Log Display for information on auditing entries.

3) Operational Period Section
All Operating Periods for the incident are listed in order of the starting date and time of the Operational Period. Selecting an Operational Period will show how many forms are associated with each period and allow the user to open any form within the selected operating period. Clicking on the '<' button on the right side of this section causes the section to collapse so that the user can have a larger area to edit or view a selected form.

4) Forms Section
The section displays all of the forms that have been created for the selected operational period. A count of the number of forms is shown directly across from the +ADD NEW FORM button. The following icons can be displayed for each form:
 a. Show audit log for the form;
 b. Create downloadable PDF for the form;
 c. Open Form to view or edit;
 d. Form has been Digitally Signed;
 e. Form is Locked for editing indicator.

Reports: ICS Forms User Manual
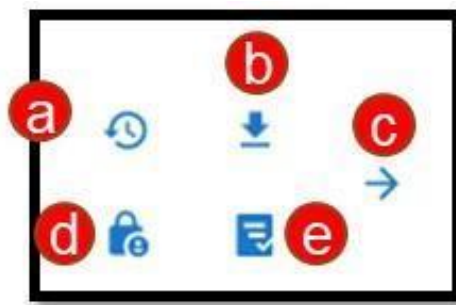
Incident Log

The Incident log contains a high-level audit trail of all changes made to the Incident's forms. Users can search on who created, edited, and deleted each form. A deleted form can be restored from the incident log. Clicking on the Incident Log button will display the screen below:
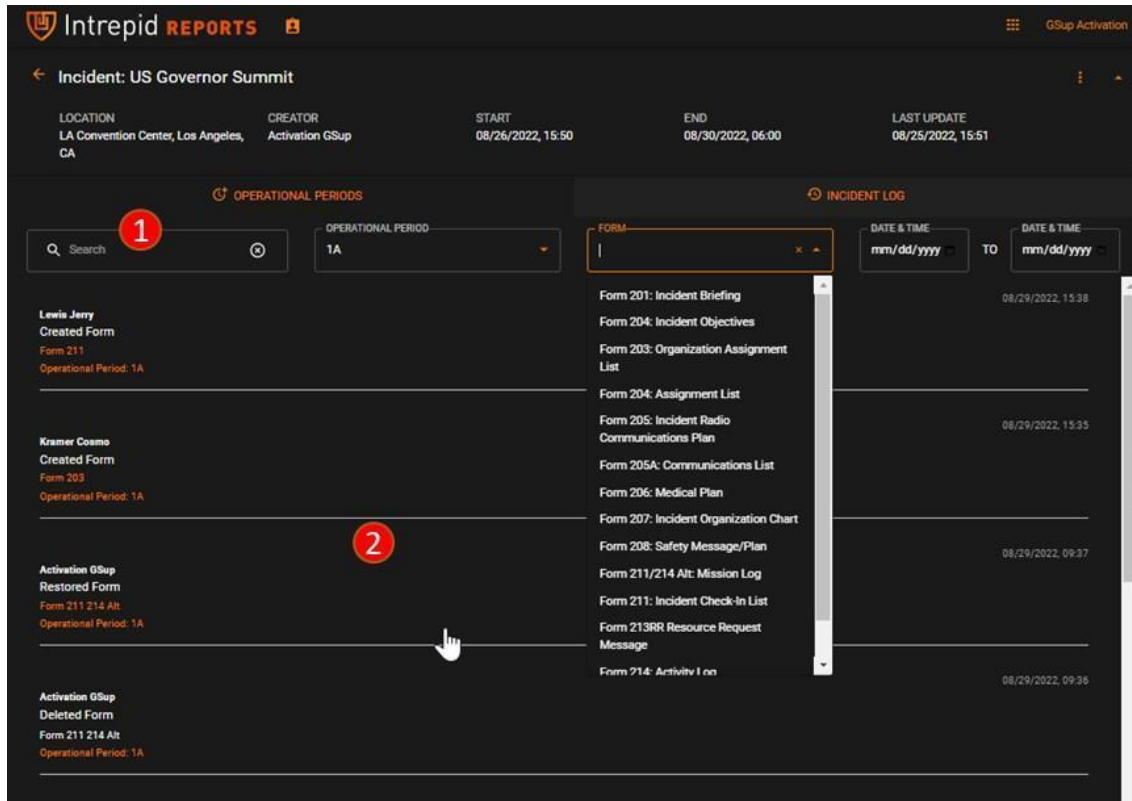
1) Shows the filter that can be applied when a user wants to look at the changes made to a specific form in an operational period.
2) This is the log item made when a form is created, edited, or deleted.

Reports: ICS Forms User Manual
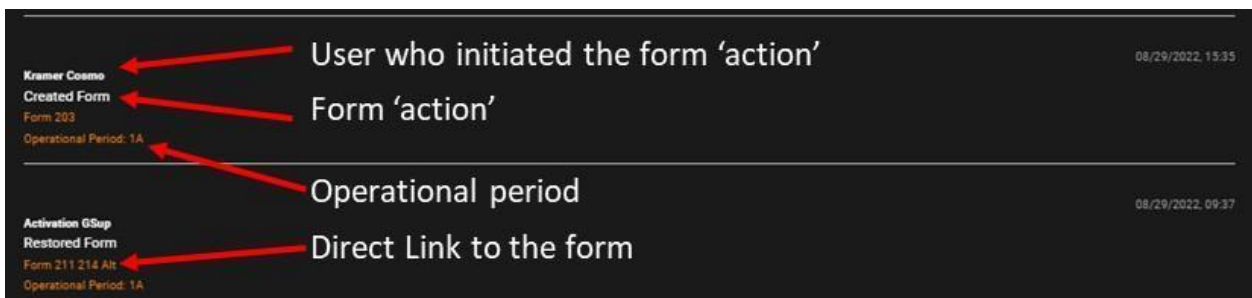
Adding ICS Forms to an Operational Period

To add forms to an Operational Period, select the operational Period then:

1) click on +ADD NEW FORM;

2) Select the Form to be added;

3) Click on CREATE.
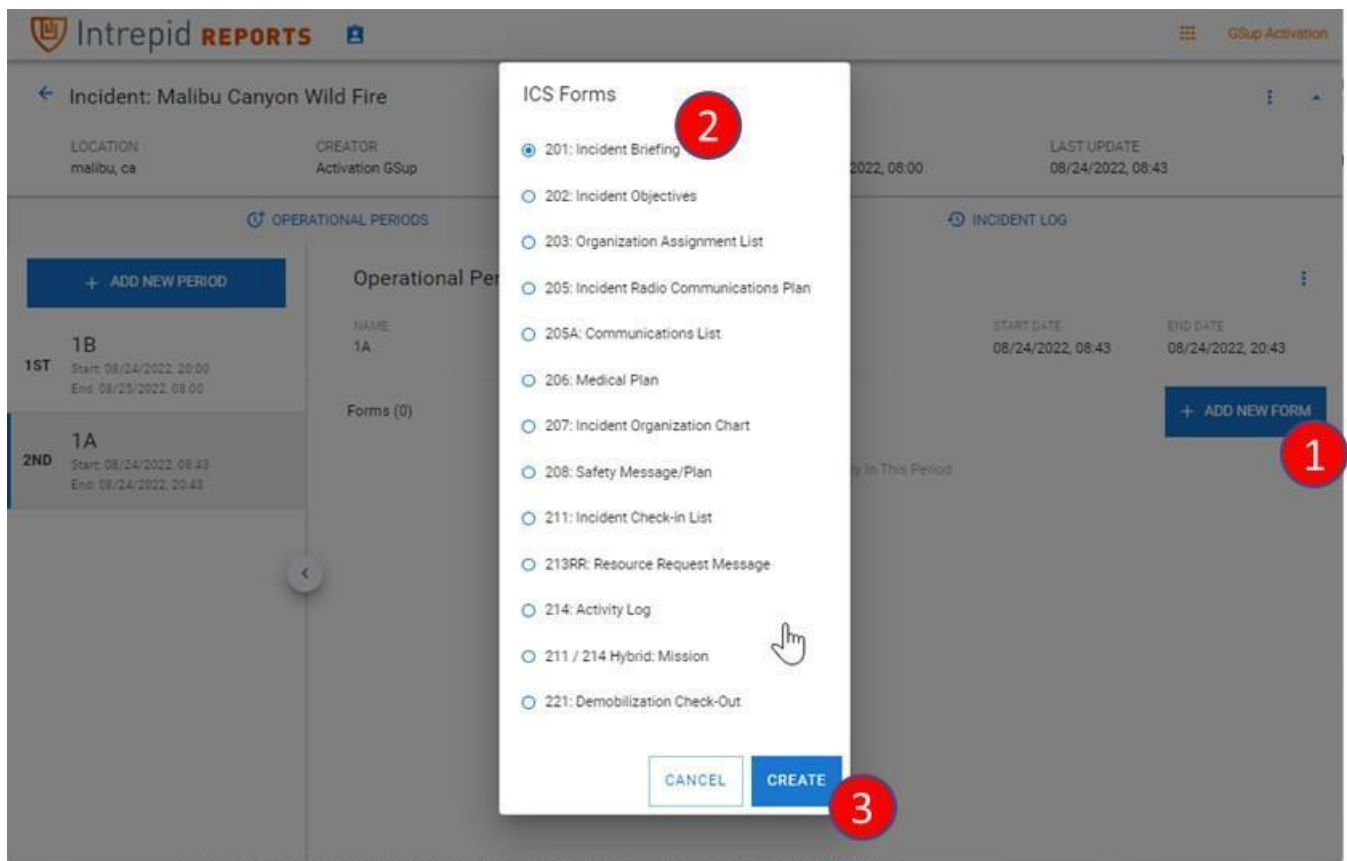
Note: Form 204 are created from Form 203 (Operations section). Multiple 204s can be created as they can be created for each operational branch added to the 203 form.

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Rollover IAP Forms to an Operational Period

The ICS Forms that are considered the 'Incident Action Plan' are the 201, 202, 203, 204(s), 205, 206, 207, and 208. Before starting a new Operational Period it is efficient to copy these IAP forms into the next Operational Period. To accomplish this, use the Rollover IAP Forms function shown below.
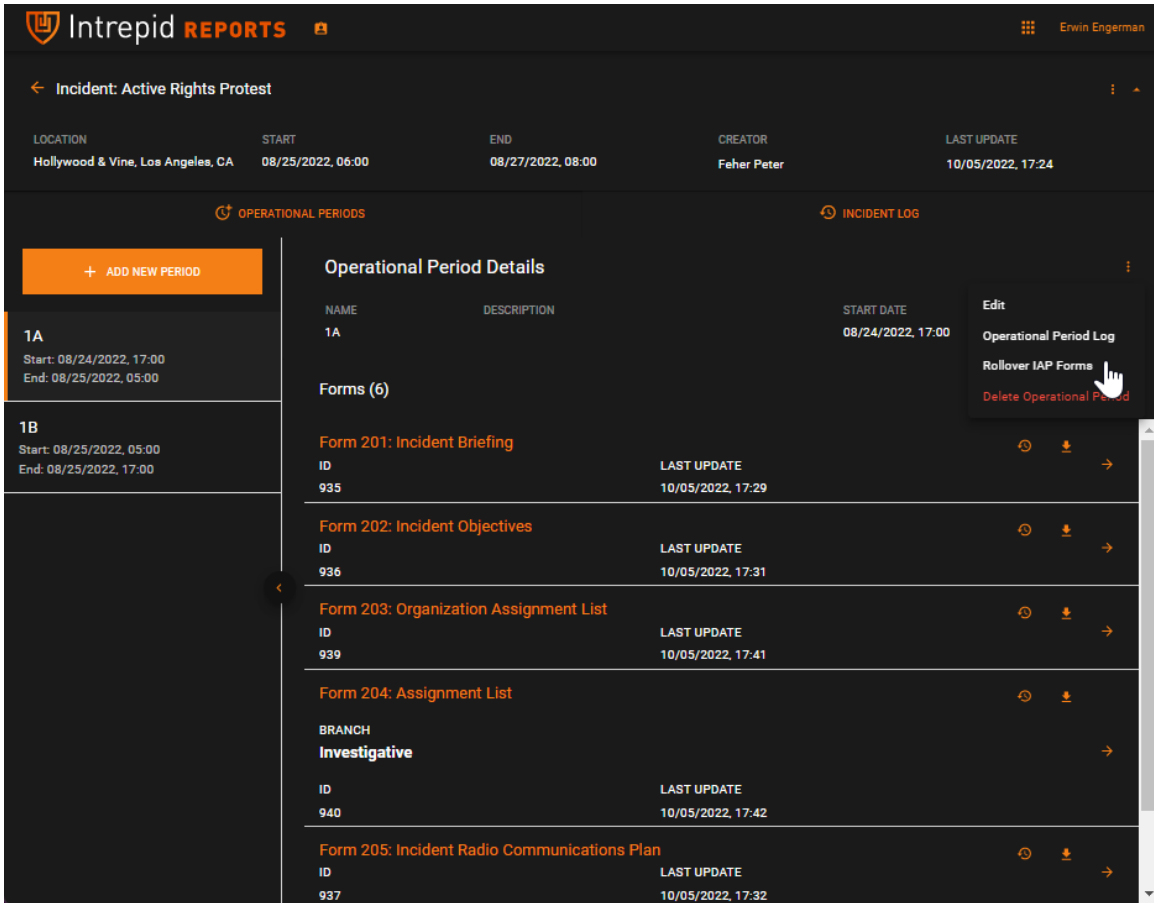
The following dialog box will appear after selection of the 'Rollover IAP Forms'.

Reports: ICS Forms User Manual
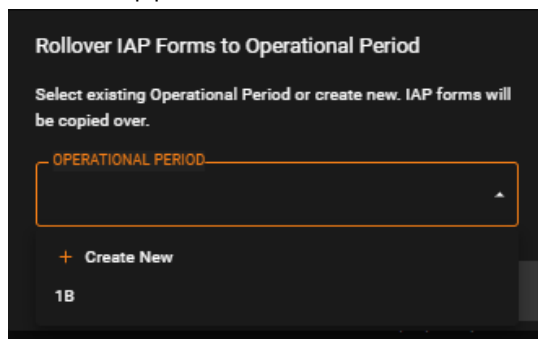
The user can select an Operational Period already created or can click on '+ Create New' which will create a new Operational Period for the IAP forms to be copied to.

When the user has successfully rolled over the IAP forms to the selected next Operational Period they will get a confirmation message that details which forms were copied to the new Operational Period.

IAP Forms Copied to Operational Period

201: Incident Briefing

202: Incident Objectives

203: Organization Assignment List

204: Assignment List

205: Incident Radio Communications Plan

206: Medical Plan

DISMISS
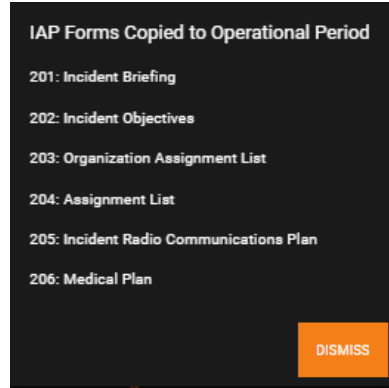
Operational Period 'Form Status' for Download

Forms are downloaded in .PDF format for distribution, review and printing. The ICS Forms application supports downloading PDF forms for: 1) The complete event; 2) An Operational Period; or 3) Individual form download. To determine if forms are ready to be downloaded by Operational Period, the menu item 'Form Status' is available. Clicking on the Form Status will show all forms in the operational period and how many of each form is a part of the operational period. In addition, the number of SIGNED forms by form number illustrates whether there are any forms that need to be signed (before downloading). The following is an example of the Form Status:

Form Status

Type	Total	Signed
^ FORM 201	1	1

Created By	Signed By	Last Updated
Activation GSup	george carlen	12/05/2022, 11:48

Type	Total	Signed
⌄ FORM 203	1	0
⌄ FORM 204	1	0
⌄ FORM 205	1	0
⌄ FORM 206	1	0
⌄ FORM 211_214_LAPD	1	0
⌄ FORM 214	1	0

CLOSE

Form Actions

When a user selects a form to view or edit, the operations of all forms contain, at a minimum, the following actions:
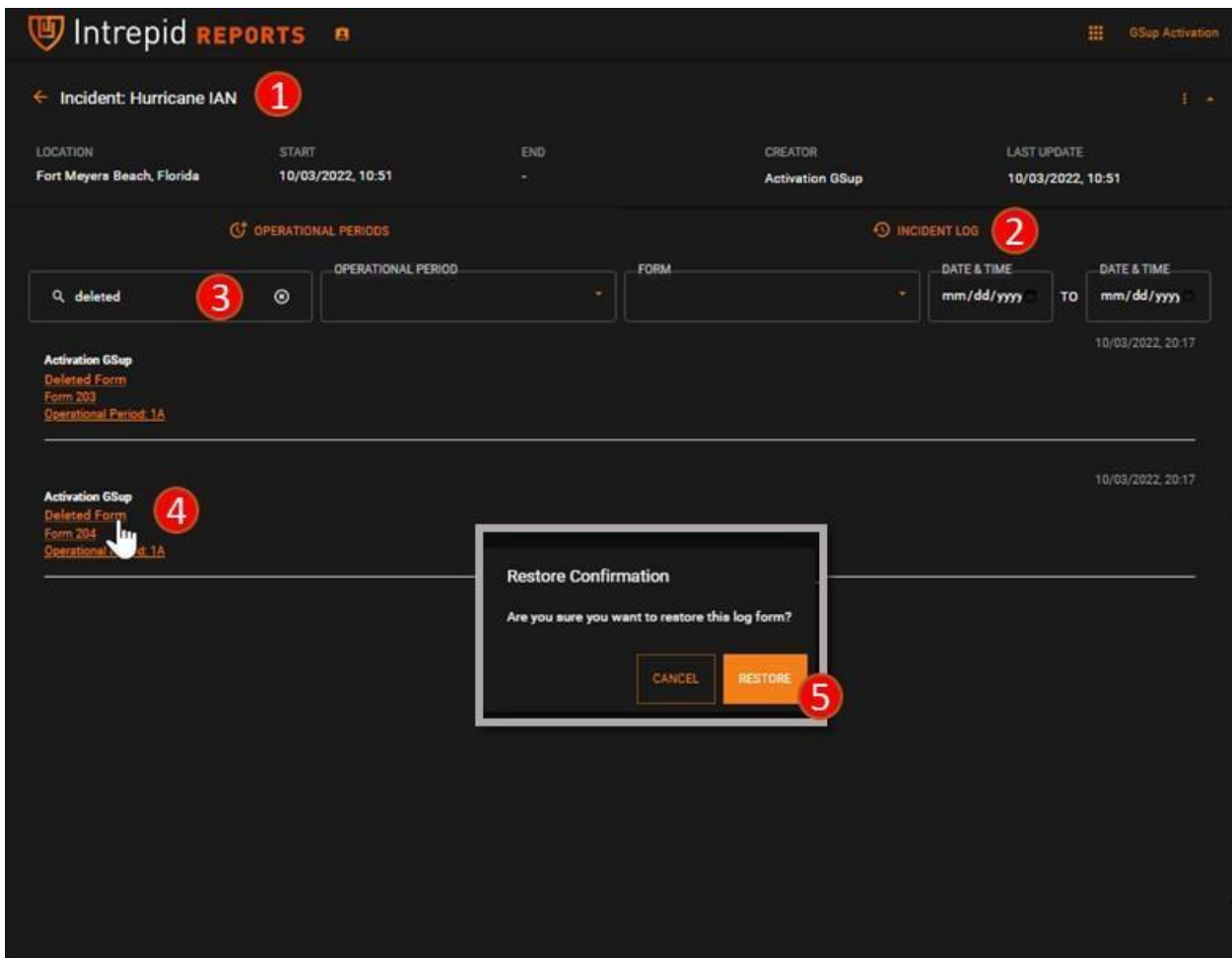
1) Return to Form Section; Clicking this arrow will take the user out of the form and back to the operational period form listings for the incident.
2) Kebab Form Menu: Clicking on the Kebab provides the user with the following choices:
   a. Edit: this will allow the user to edit all fields in the form.
   b. Form Log: this displays the audit log for the form: who created the form and each user that saved the form.
   c. Sign Form: users sign the form electronically to indicate that they have completed filling out the form. NOTE: FEMA requires 'wet' signatures from the print of each form. Digitally signing a form allows the command staff to know when the form has been completed.
   d. Download Form: a PDF of the form will be created in ICS FEMA format. This PDF can be distributed via email or printed.
   e. Delete Form: Deleting the form will make the form disappear from the Operational Period. It can be restored if it was deleted by mistake if the incident has not been archived.
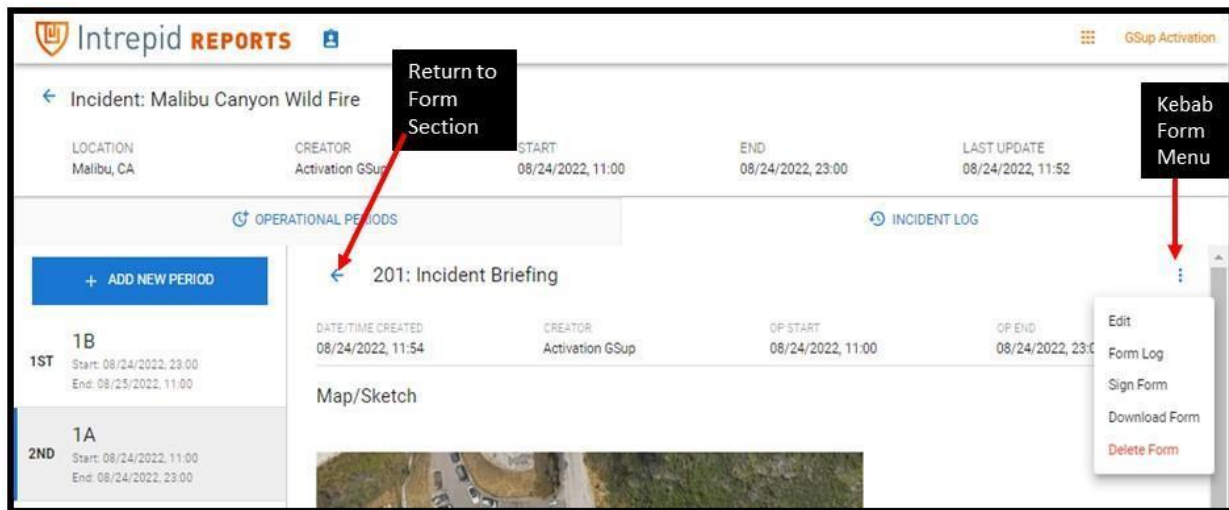
Restoring a Deleted Form

To restore a form that has been deleted:

1) Go to the Incident that the form is to be restored to;
2) Click on the Incident Log;
3) In the Search bar, type in 'deleted', this will show all of the forms that have been deleted for the incident;
4) Click on the form that is to be restored;
5) Confirm the Restoration of the form by clicking on 'RESTORE'.

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Unlocking a Form Being Edited

When an ICS user enters an existing form that is being edited, the form will be shown to the user with a heading that shows who is editing the form and the duration of the edit (see below).
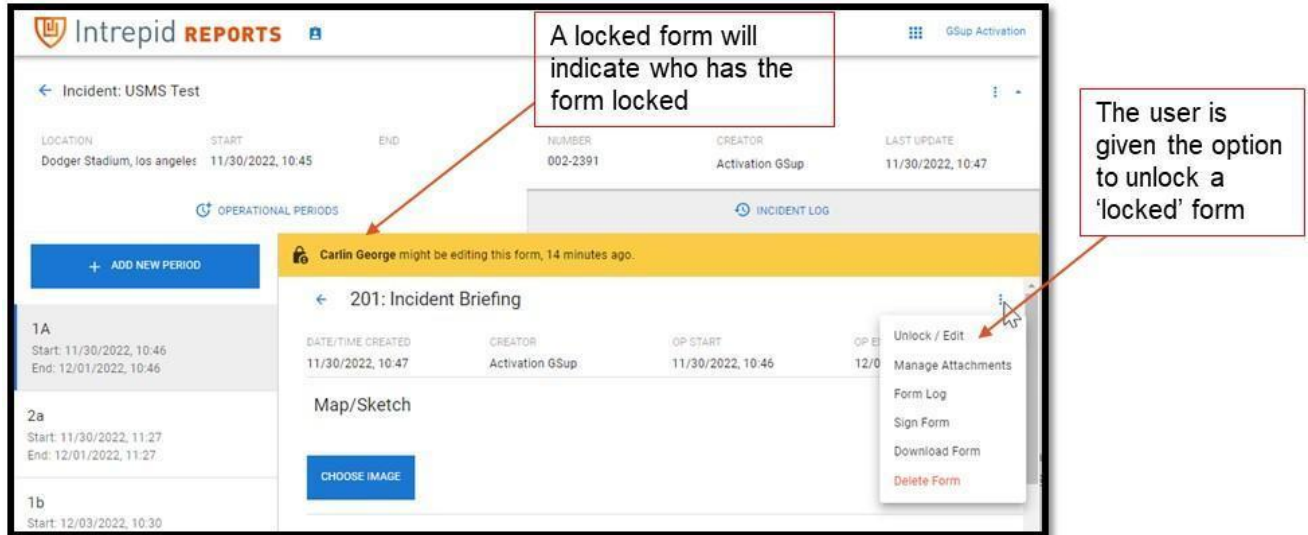
When the user clicks on the form kebab menu the edit form menu item indicates that the user can 'unlock/edit' the form. When the user selects this action the user will be presented with a confirmation dialogue (as shown below).
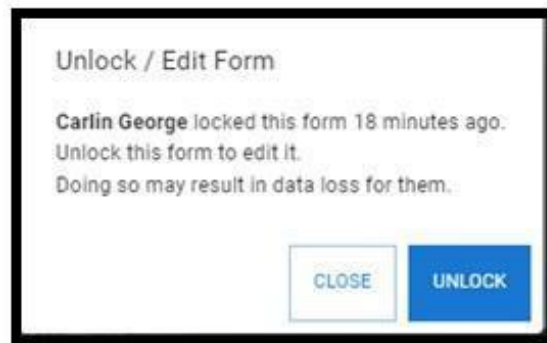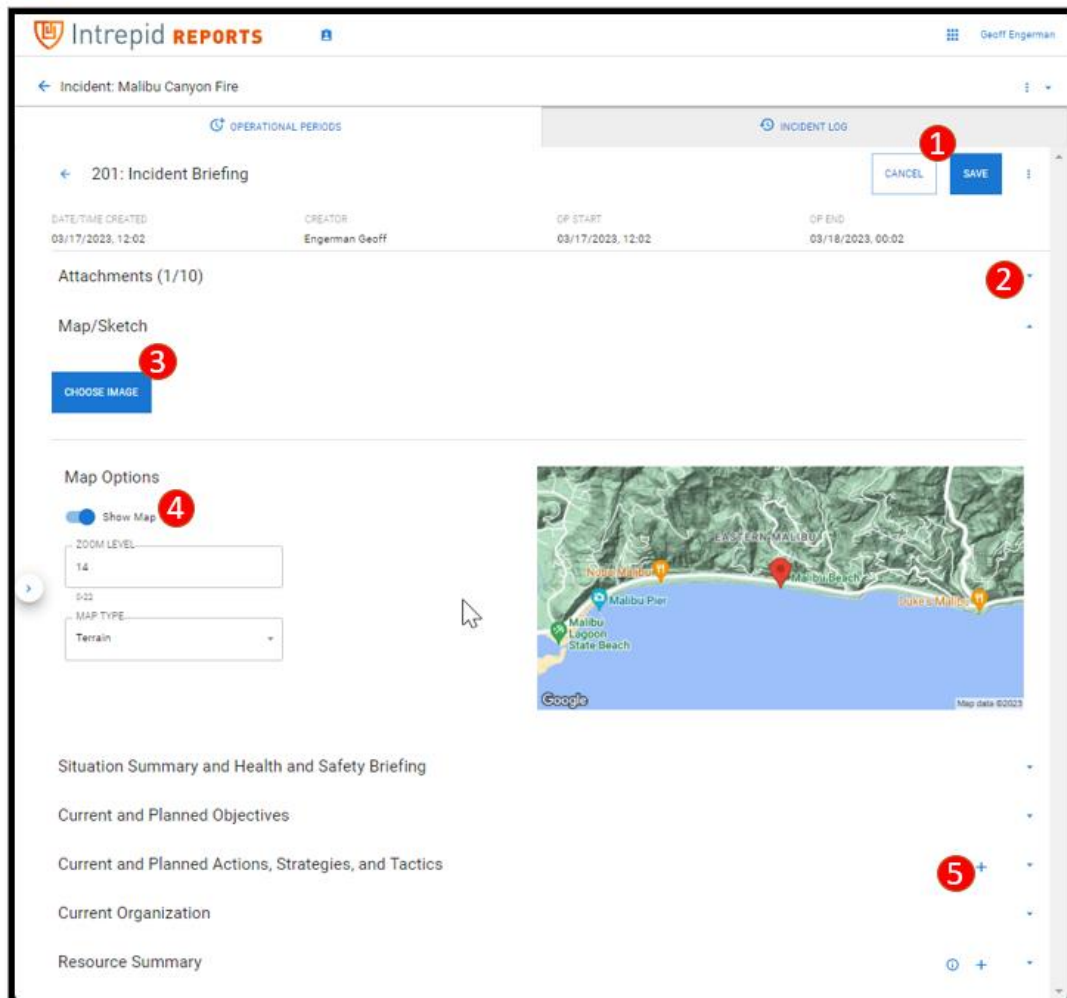
Clicking 'Unlock' will give the user editing capability for this form. Note that data can be lost between the two users who are editing the form. The ability to unlock a form while another user has it locked will be audited. Unlocking a form is an action to allow the form to be edited in case a user has a network error and has the form locked.

Form 201 – Incident Briefing

The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

The creation of the 201 will place the user into the newly created 201 as shown below. Information to point out:

1) When the user enters 'Edit' mode from the Kebab Menu, the 'SAVE' and 'DISCARD' buttons appear so the user can save their changes or discard their changes. The application will warn the user if they are exiting the form without saving their changes;
2) The arrows on the right side will expand and collapse each section (the Map/Sketch section is collapsed in this diagram);

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3) Up to 10 images can be attached to ICS 201 form. Images must be .jpg or .png formats and can be up to 5MB in size. The images will print before the standard 201 form and will contain the description entered in by the user.
4) The ICS 201 defaults to displaying a Google map image of the incident location. The user can turn it off as well as adjust the 'zoom level' of the map.
5) Clicking on '+' will add an entry to the section.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

• The ICS 201 can serve as part of the initial Incident Action Plan (IAP).

• If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

ICS Form 201 Image Attachments

ICS Form 201 supports up to ten (10) image attachments. Select 'Manage Attachments' from the Kebob menu for the 201 form.

The attachments are printed in the 201 form, one page per each attachment.
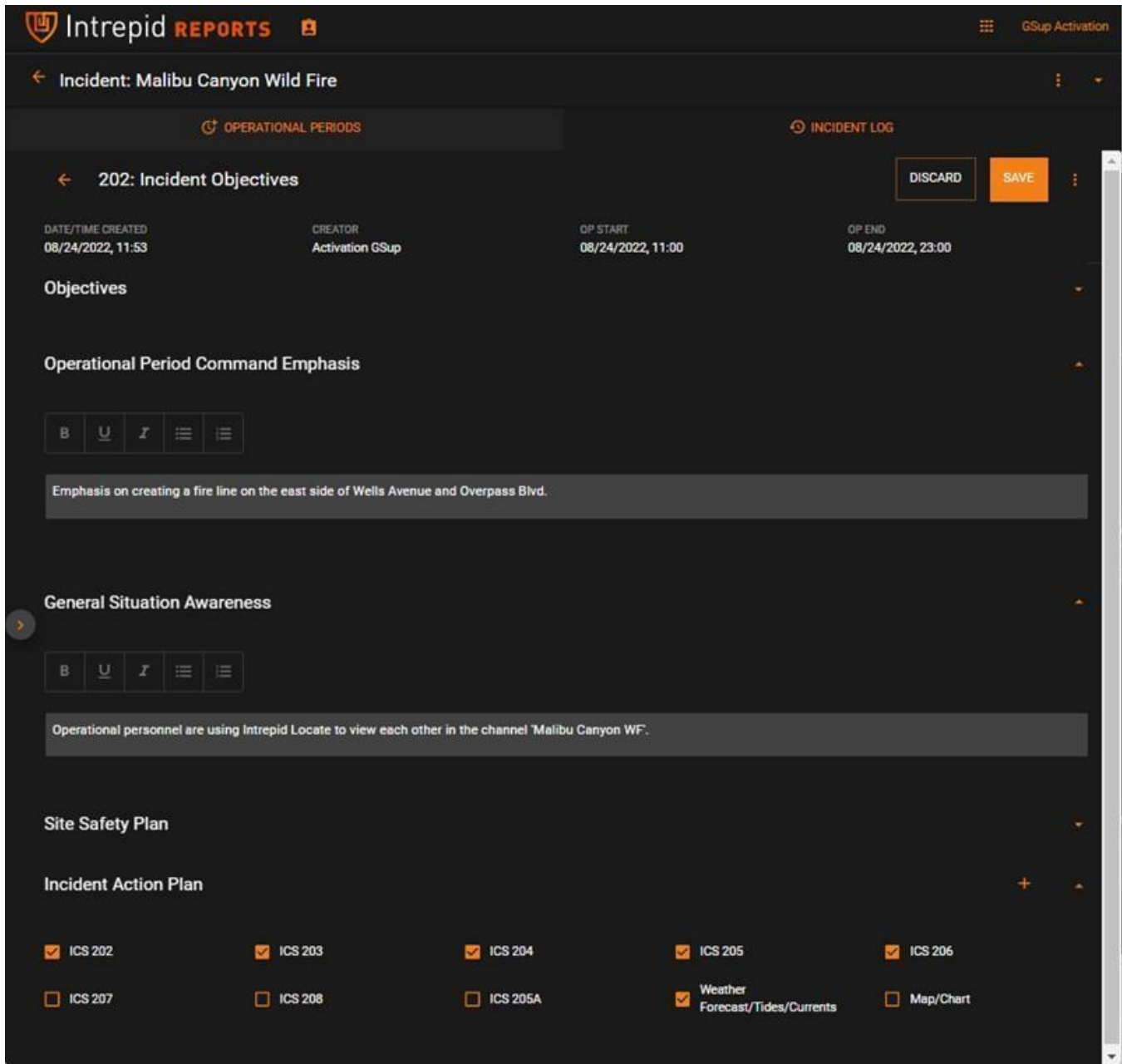
201 Form Sections and Data Descriptions

Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. North should be at the top of page unless noted otherwise.
Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
Prepared by ● Name ● Position / Title ● Signature ● Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
Current and Planned Actions, Strategies, and Tactics ·Time ·Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
Current Organization (fill in additional organization as appropriate) ·Incident Commander(s) ·Liaison Officer ·Safety Officer ·Public Information Officer ·Planning Section Chief	Enter on the organization chart the names of the individuals assigned to each position. ·Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.

·Operations Section Chief ·Finance/Administration Section Chief ·Logistics Section Chief	·If Unified Command is being used, split the Incident Commander box. ·Indicate agency for each of the Incident Commanders listed if Unified Commandis
Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4),and adjust page numbers accordingly.
· Resource	Enter the number and appropriate category, kind, or type of resource ordered.
· Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
· Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
· ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hourclock).
· Arrived	Enter an "X" or a checkmark upon arrival to the incident.
· Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

Form 202 - Incident Objectives

The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Reports: ICS Forms User Manual

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:
· The ICS 202 is part of the IAP and can be used as the opening or cover page.
· If additional pages are needed, use a blank ICS 202 and repaginate as needed.

202 Form Sections and Data Descriptions
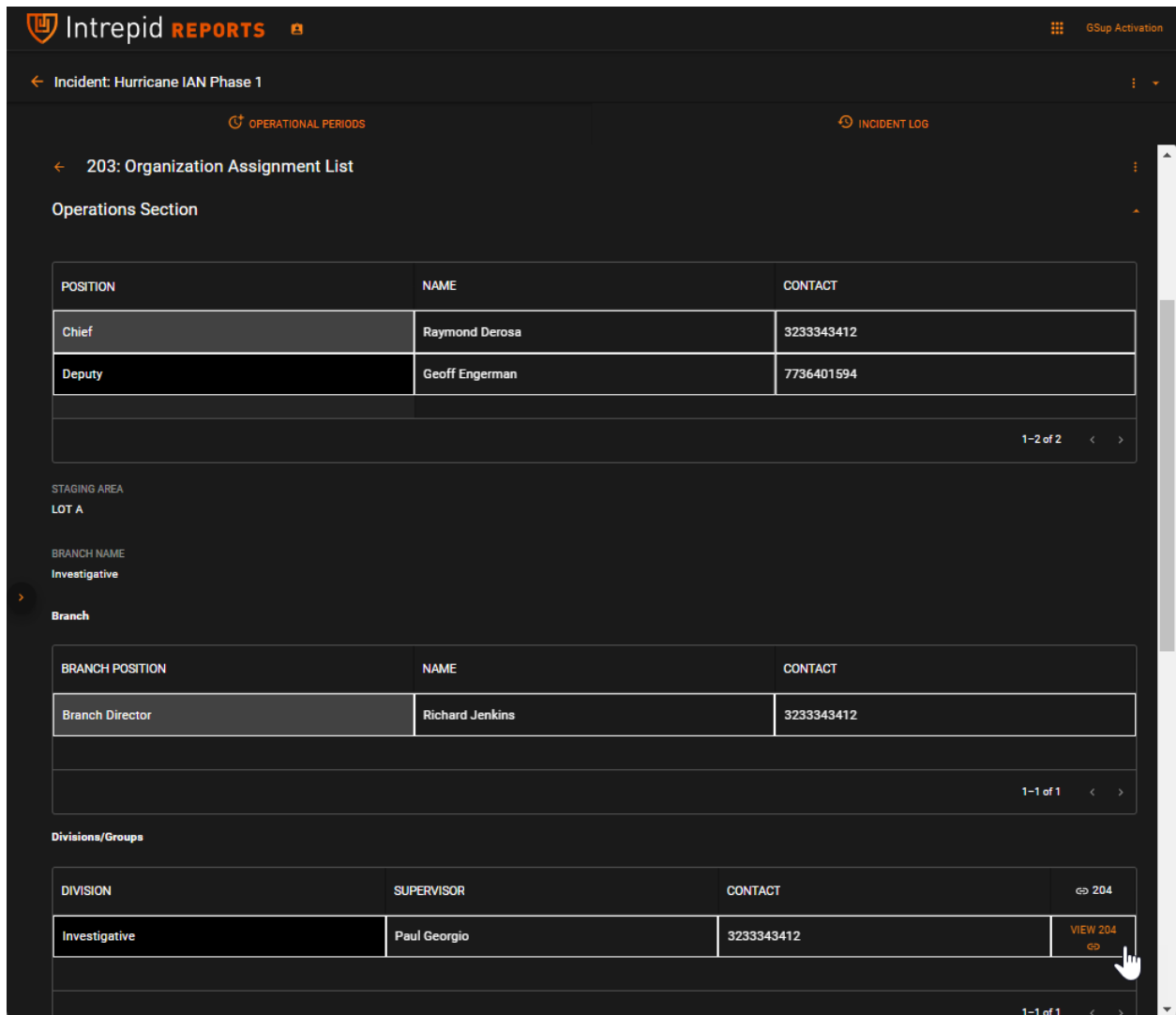
Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: Specific – Is the wording precise and unambiguous? Measurable – How will achievements be measured? Action-oriented – Is an action verb used to describe expected accomplishments? Realistic – Is the outcome achievable with given available resources? Time-sensitive – What is the timeframe?
Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).

Site Safety Plan Required? Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
Incident Action Plan (the items checked below are included in this Incident Action Plan): □ ICS 202 □ ICS 203 □ ICS 204 □ ICS 205 □ ICS 205A □ ICS 206 □ ICS 207 □ ICS 208 □ Map/Chart □ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. □ ICS 202 – Incident Objectives □ ICS 203 – Organization Assignment List □ ICS 204 – Assignment List □ ICS 205 – Incident Radio Communications Plan □ ICS 205A – Communications List □ ICS 206 – Medical Plan □ ICS 207 – Incident Organization Chart □ ICS 208 – Safety Message/Plan

Form 203 - Organization Assignment List

The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

The Operations Section is illustrated below.   Many operational branches are capable of being named to organize the operation. With each branch added the user can create an ICS 204 form (Assignment List) from this form. See below:

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

The ICS form 203 contains organizational assignments by section. The sections are:

- Incident Command and Command Staff
- Agency / Organization Representatives
- Planning Staff
- Logistics Staff
- Operations Staff
- Finance / Administrative Staff

203 Form Sections and Data Descriptions

Incident Commander(s) and Command Staff ·IC/UCs ·Deputy ·Safety Officer ·Public Information Officer ·Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
Agency/Organization Representatives ·Agency/Organization ·Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
Planning Section ·Chief ·Deputy ·Resources Unit ·Situation Unit	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list
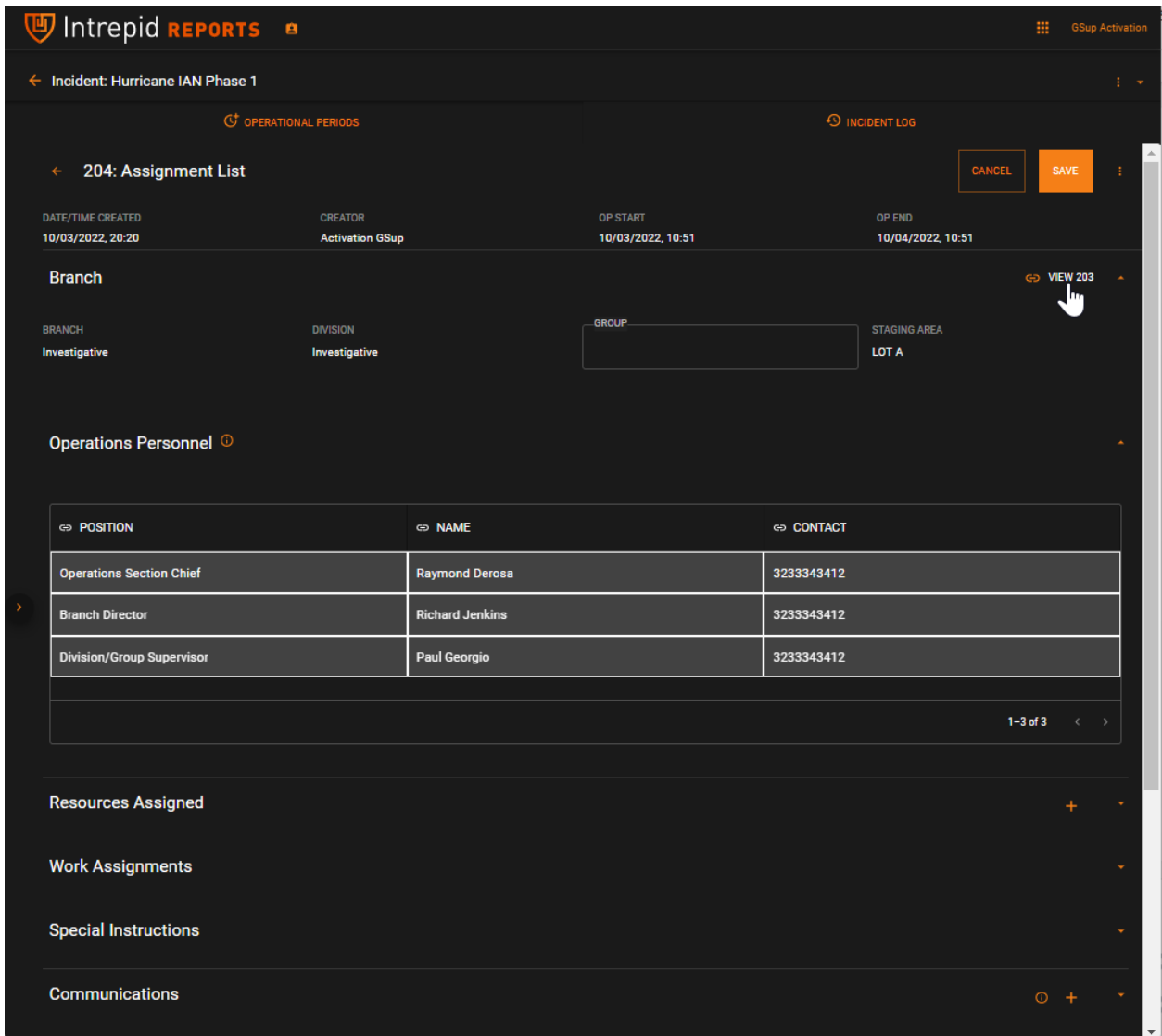
·Documentation Unit ·Demobilization Unit ·Technical Specialists	both names, separated by a slash. For all individuals, use at least the first initial and last name
Logistics Section ·Chief ·Deputy **Support Branch** ·Director ·Supply Unit ·Facilities Unit ·Ground Support Unit **Service Branch** ·Director ·Communications Unit ·Medical Unit ·Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals use at least the first initial and last name.
Operations Section ·Chief ·Deputy ·Staging Area **Branch** ·Branch Director ·Deputy ·Division/Group **Air Operations Branch** ·Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals
Finance/Administration Section ·Chief ·Deputy ·Time Unit ·Procurement Unit ·Compensation/Claims Unit ·Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Reports: ICS Forms User Manual

Form 204 – Assignment List

The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), and the Operations Section Chief. It must be approved by the Incident Commander but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

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Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.
- The ICS 204 links back to the: 1) 203 (organization Assignment List) and to the (2 Radio Communication form (ICS 205).

For each operational branch, the user should fill out a 204 Assignment List which is used to clarify the mission of the branch and who is in charge of the branch. The user fills out the following sections to complete the ICS 204:
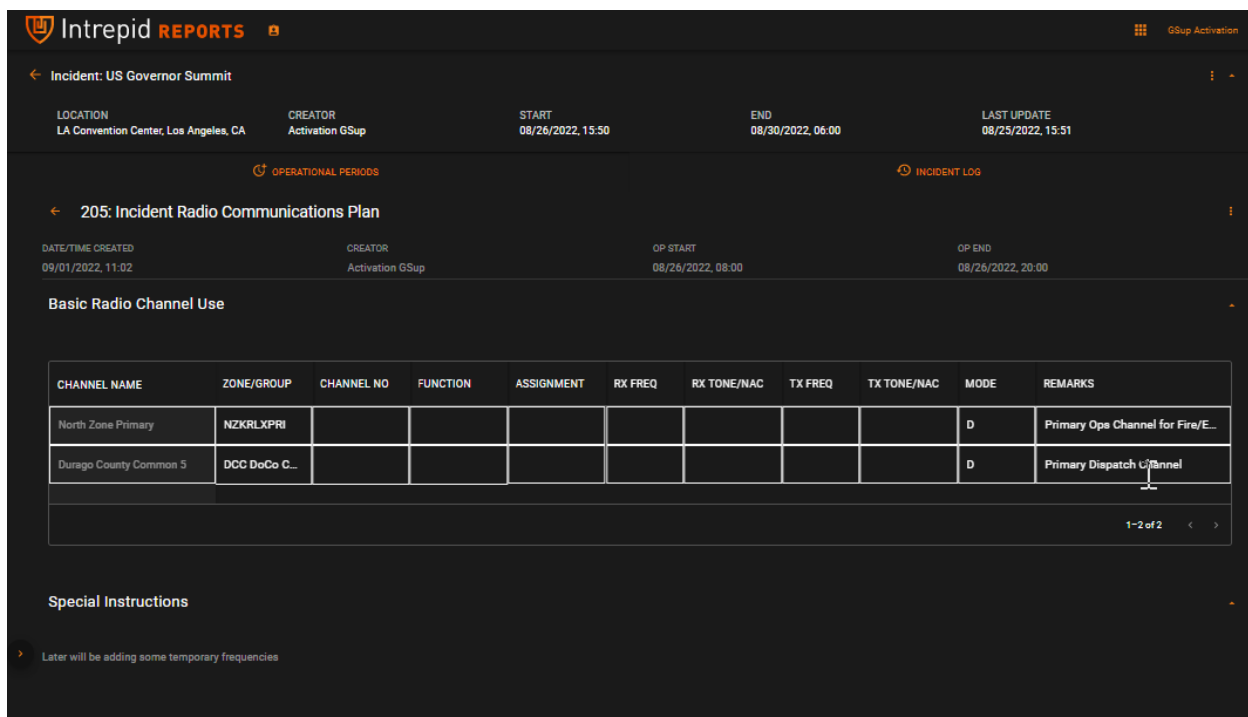
204 Form Sections and Data Descriptions

Branch **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
Operations Personnel · Name, Contact Number(s) – Operations Section Chief – Branch Director – Division/Group Supervisor	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
· Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
· Leader	Enter resource leader's name.
· # of Persons	Enter total number of persons for the resource assigned, including the leader.
· Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include

	the area code when listing a phone number.
· Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
Communications (radio and/or phone contact numbers needed for this assignment) · Name/Function · Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. Considering potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.

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Form 205 Radio Communications

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talk group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talk group assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:
• The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.

• The ICS 205 serves as part of the IAP.
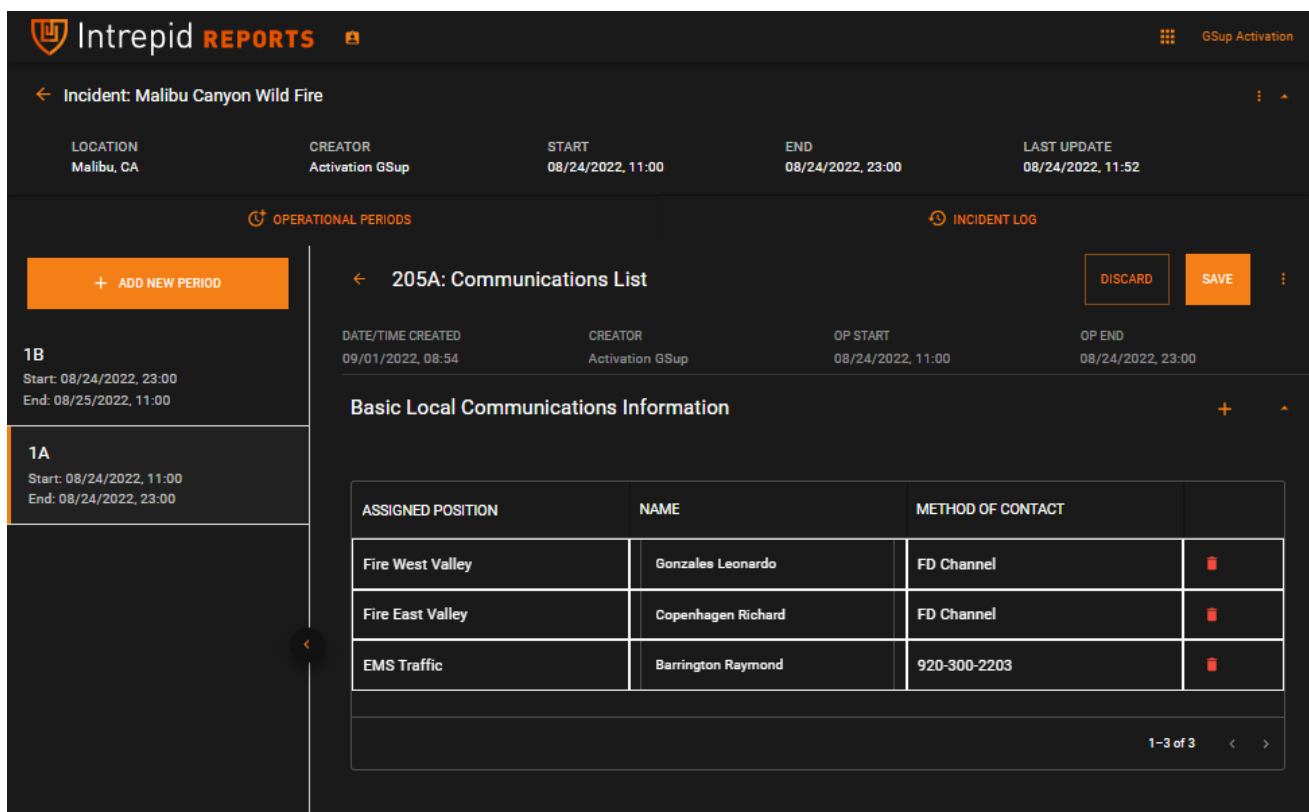
205 Form Sections and Data Descriptions

Basic Radio Channel Use	Enter the following information about radio channel use:
Zone Group	
Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information
RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.
T X (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.

TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.

Form 205a – Communications List

The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Reports: ICS Forms User Manual

Notes:

· The ICS 205A is an optional part of the Incident Action Plan (IAP).

· This optional form is used in conjunction with the ICS 205.

205A Form Sections and Data Descriptions
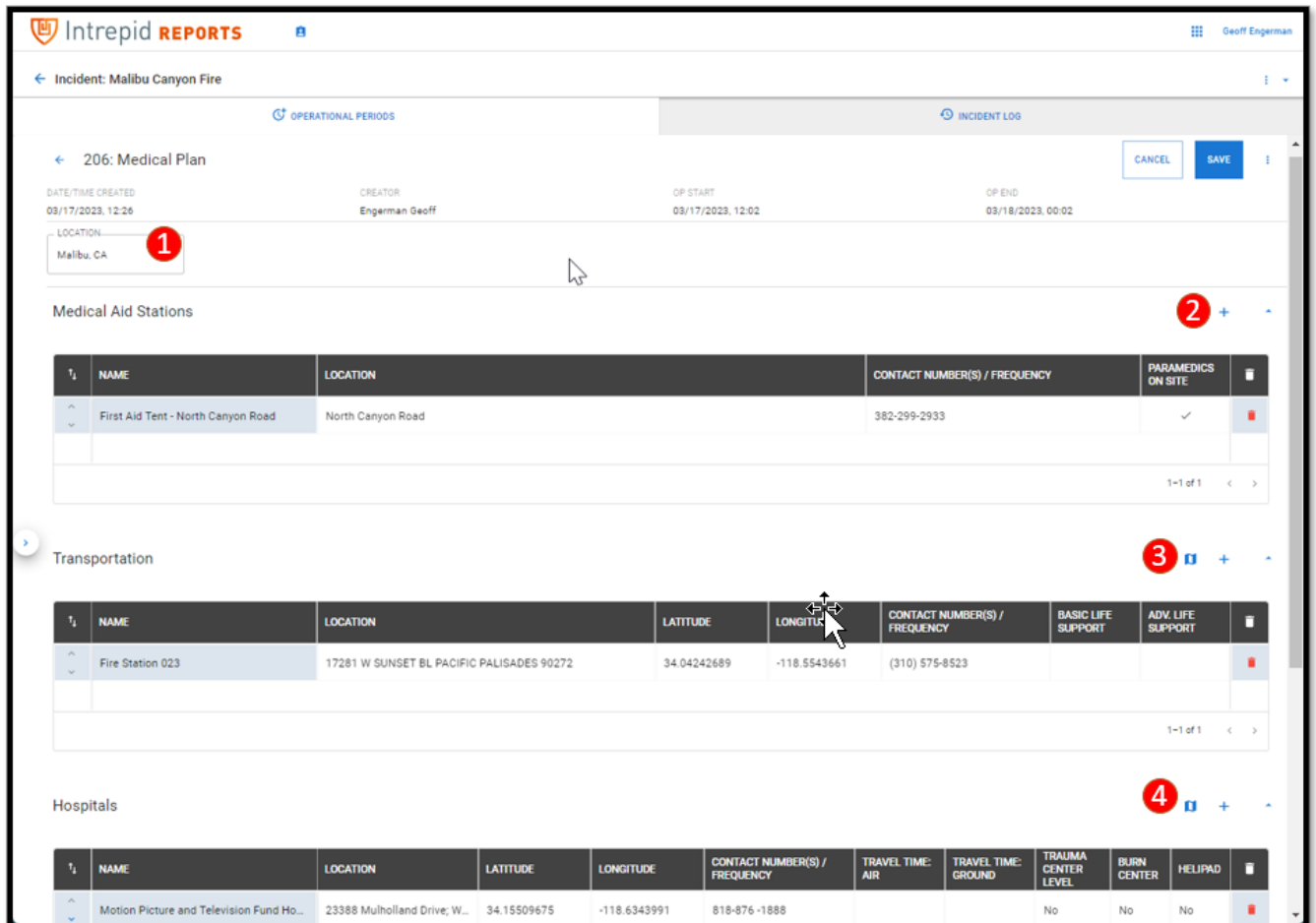
Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
• Incident Assigned Position	Enter the ICS organizational assignment.
• Name	Enter the name of the assigned person.
• Method(s) of Contact **(phone, pager, cell, etc.)**	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).

Form 206 – Medical Plan

The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. The ICS form makes extensive use of the Ambulance and Hospital upload files and serves the users of the form best with time spent providing GPS coordinates of these facilities so that the choice of ambulances and hospitals to serve the incident are geographically desirable.

Information to point out:

1) More than one ICS 206 form can be filled out for an incident as in the case of the incident affecting a large geographic area (such as a hurricane, etc.). The user should fill in the Location field so that the 206 forms can be distinguished from each other.
2) The Medical Aid Stations section does not have a mapping capability. To add information about each station, click on the '+' icon.

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3) Ambulance Information can be added either through the mapping function or by text row entry. Clicking on the map will open a map display of the ambulances closest to the incident (shown after general layout).

4) Hospital information can be added either through the mapping function or by text row entry. Clicking on the map will open a map display of the hospitals closest to the incident.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- The Transportation (1) and Hospitals (2) information can be created by an 'Upload' for the organization so that they can be easily filled in by the user (see Appendix A).

206 Form Sections and Data Descriptions

Medical Aid Stations	Enter the following information on the incident medical aid station(s):
· Name	Enter name of the medical aid station.
· Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
· Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
· Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
· Ambulance Service	Enter name of ambulance service.
· Location	Enter the location of the ambulance service.
· Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
· Level of Service ☐ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Hospitals	Enter the following information for hospital(s) that could serve this incident:
· Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
· Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
· Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
· Travel Time · Air · Ground	Enter the travel time by air and ground from the incident to the hospital.
· Trauma Center ☐ Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
· Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
· Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
▫ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory.

ICS 206 Medical Transportation Mapping

If the 'Ambulance' table was uploaded for the organization, the mapping function of ICS form 206 is a powerful method to select the medical transportation used for the incident (see: Upload Personnel, Vehicle, Hospital, Ambulance and Radio Tables). When the mapping icon for the Transportation section of the ICS 206 form is clicked on, a map will display for selection of Transportation entries.

Functionality to note:

1) The Incident name is shown in the upper right hand corner of the map. Clicking on the icon will recenter the map to the location of the incident (useful when the user has moved around the map).

2) To find a specific transportation service by address or name, the filter can be entered into and the transportation associated with the address or name will appear (if transportation exists within the upload table).
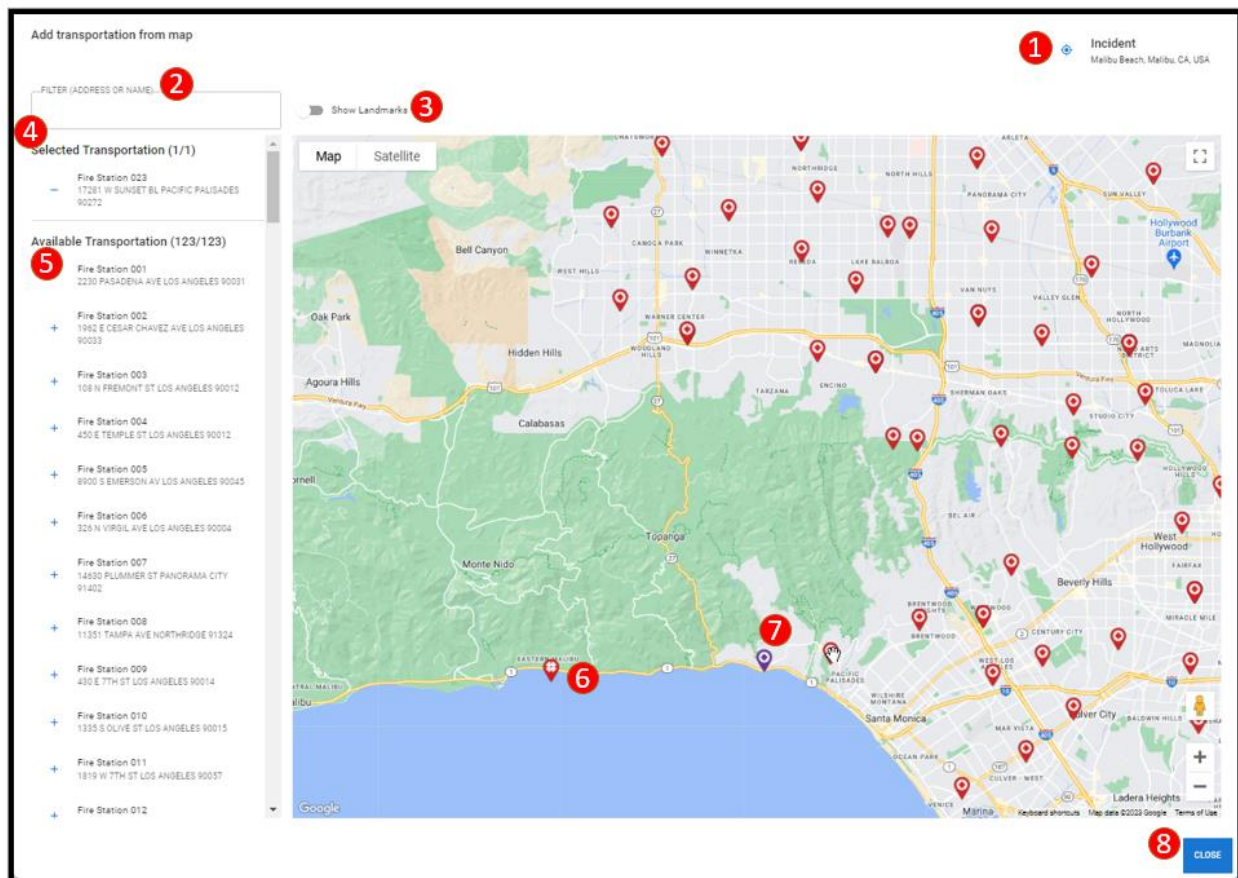
3) Show landmarks will display the landmarks in the map when selected.
4) Selected Transportation are the entries that are currently in the ICS 206 Transportation section table. Note: clicking on the '-' will remove the entry from the transportation table and place it back into the Available Transporation (5).
5) Available Transportation is a list of transportation available for selection. Placing your cursor over an entry will highlight the entry on the map if the entry is within map focus. Clicking on the '+' icon will add the entry to the Selected Transportation.
6) The location of the incident is displayed on the map.

7) Transportation that is selected will show on the map in the color purple. Note: rolling over on any of the markers in the map will display information about the entry.
8) The Close button will return the user to the ICS 206 form with the Transportation table updates in place.

## ICS 206 Hospital Mapping

If the 'Hospital' table was uploaded for the organization, the mapping function of ICS form 206 is a powerful method to select the hospitals used for the incident (see: Upload Personnel, Vehicle, Hospital, Ambulance and Radio Tables). When the mapping icon for the Hospital section of the ICS 206 form is clicked on, a map will display for selection of Hospital entries.

Functionality to note:

1) The Incident name is shown in the upper right hand corner of the map. Clicking on the icon will recenter the map to the location of the incident (useful when the user has moved around the map).
2) To find a specific hospital by address or name, the filter can be entered into and the hospital associated with the address or name will appear (if the hospital exists within the upload table).

Reports: ICS Forms User Manual
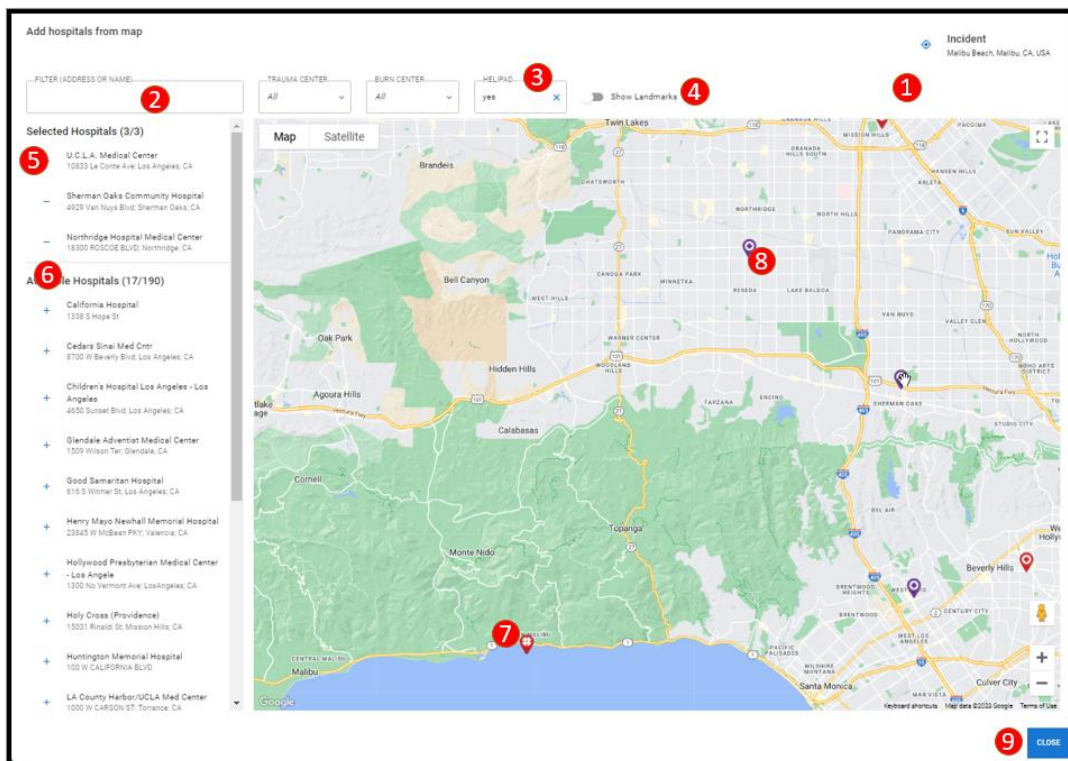
3) Hospitals contain facilities that are desirable for selection during incidents: Trauma Center; Burn Center and Helipad. These facilities can be selected so that only hospitals that have the selected facilities will display on the hospital map. In the example the Helipad was selected and it reduced the hospitals to only those that have a Helipad available.

4) Show landmarks will display the landmarks in the map when selected.

5) Selected Hospitals are the entries that are currently in the ICS 206 Hospital section table. Note: clicking on the '-' will remove the entry from the Hospital table and place it back into the Available Hospitals (6).

6) Available Hospitals is a list of hospitals available for selection. Placing your cursor over an entry will highlight the entry on the map if the entry is within map focus. Clicking on the '+' icon will add the entry to the Selected Hospital.

7) The location of the incident is displayed on the map.

8) Hospitals that are selected will show on the map in the color purple. Note: rolling over on any of the markers in the map will display information about the entry.

9) The Close button will return the user to the ICS 206 form with the Hospital table updates in place.

Form 207 – Organization Chart

The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.
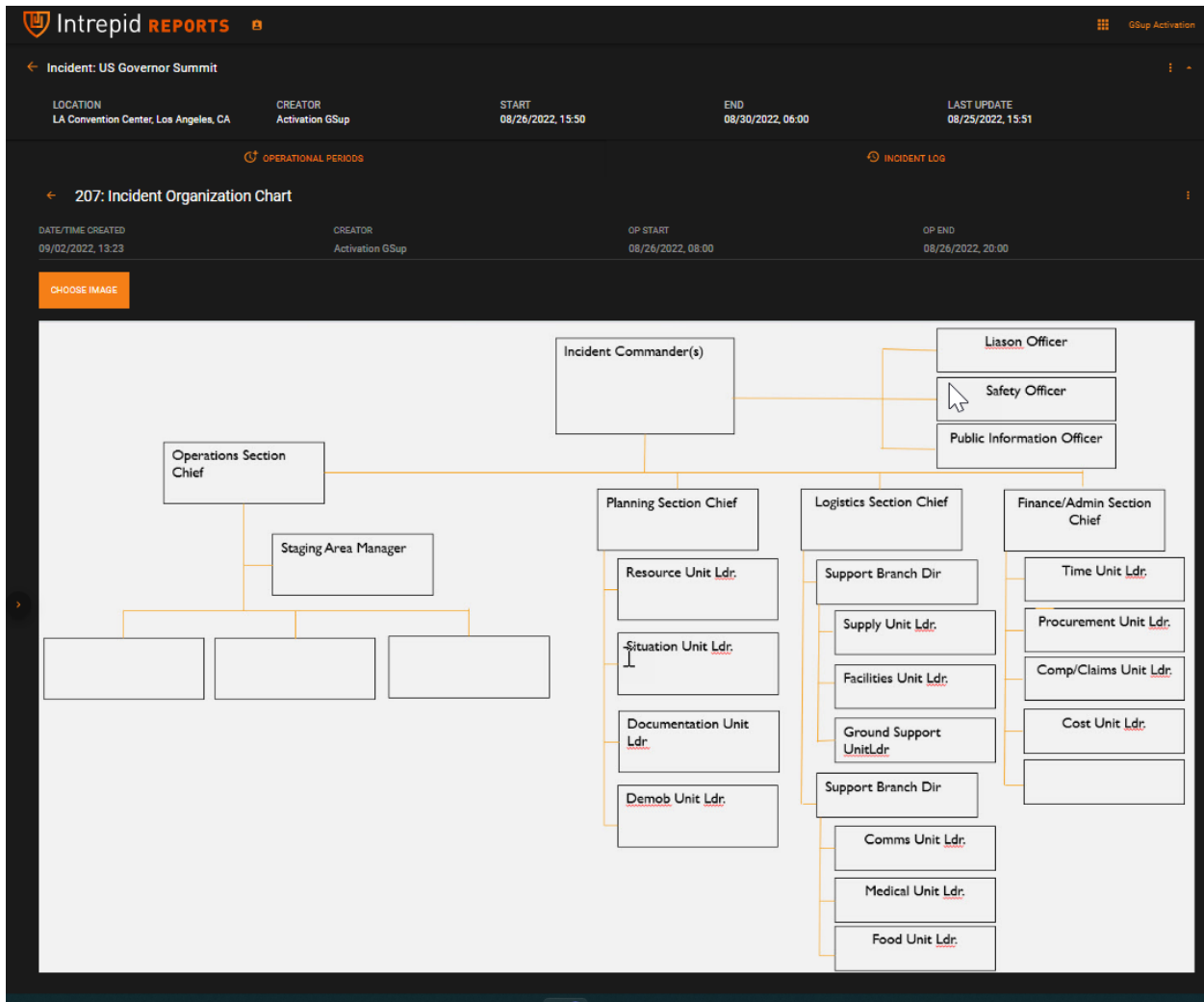
Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been

Reports: ICS Forms User Manual

activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

The org chart is uploaded through the 'Choose Image' button.
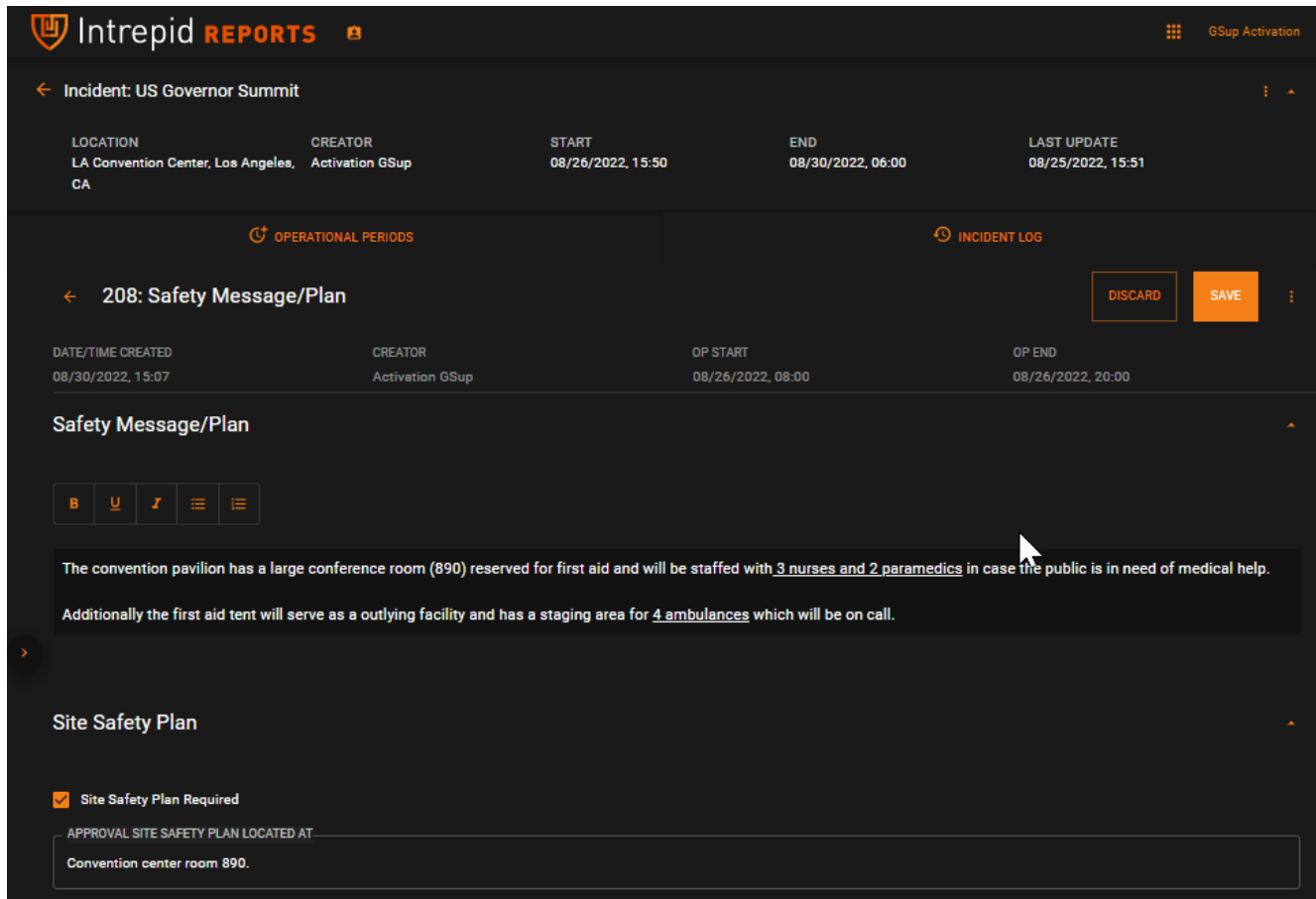
• The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.

• ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.

• Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

207 Form Sections and Data Descriptions

Organization Chart	
	Complete the incident organization chart.
	For all individuals, use at least the first initial and last name.
	List agency where it is appropriate, such as for Unified Commanders.
	If there is a shift change during the specified operational period, list both names, separated by a slash.

Form 208 – Safety Message Plan

The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

· The ICS 208 may serve (optionally) as part of the IAP.

· Use additional copies for continuation sheets as needed, and indicate pagination as used.
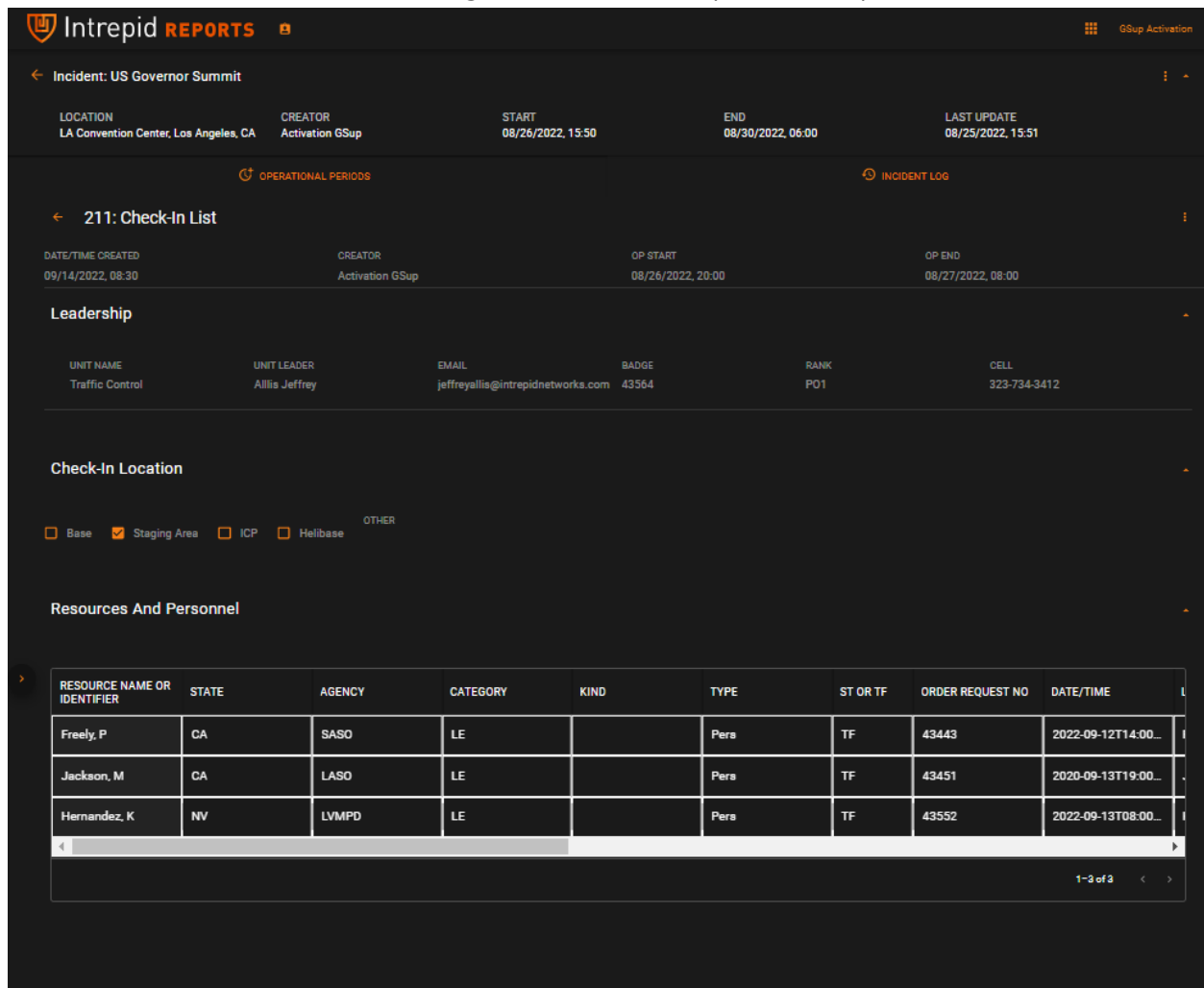
208 Form Sections and Data Descriptions

Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
Site Safety Plan Required? **Yes ☐ No ☐**	Check whether or not a site safety plan is required for this incident.
Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.

211 Incident Check-In List

Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

The Intrepid ICS Form 211 varies from the FEMA ICS 211 as it contains a 'Leadership' section that, when filled out, assigns the form to a person responsible for its entries.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it

to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP.

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

211 Form Sections and Data Descriptions

Leadership	This section assigns a resource to be responsible for the completion of the 211 form and for the transfer of knowledge to members.
● Unit Name	The Unit Name is the 'Designator' or 'Mission' of the Unit.
● Unit Leader	The person assigned to responsibility for the unit.
● Email	The email of the Unit Leader
● Badge	The badge of the Unit Leader
● Rank	The Rank of the Unit Leader
● Cell	The Cell Phone of the Unit Leader
Check-In Location ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include…
List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
● State	Use this section to list the home State for the resource.
● Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
● Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
● Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.

Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
Order Request Number	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Date/Time Check-in	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader's Name	• For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead).
Total Number of Personnel	Enter total number of personnel associated with the resource. Include Leaders.
Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.

Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
Incident Assignment	Enter the incident assignment at time of dispatch.
Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

211/214 Hybrid Law Enforcement Web Form

Selecting the 211/214 Hybrid Mission and clicking the 'CREATE' button will create the 211/214 Hybrid Web form. When the form is created, the form will be loaded and a form header will be displayed in the beginning of the form.
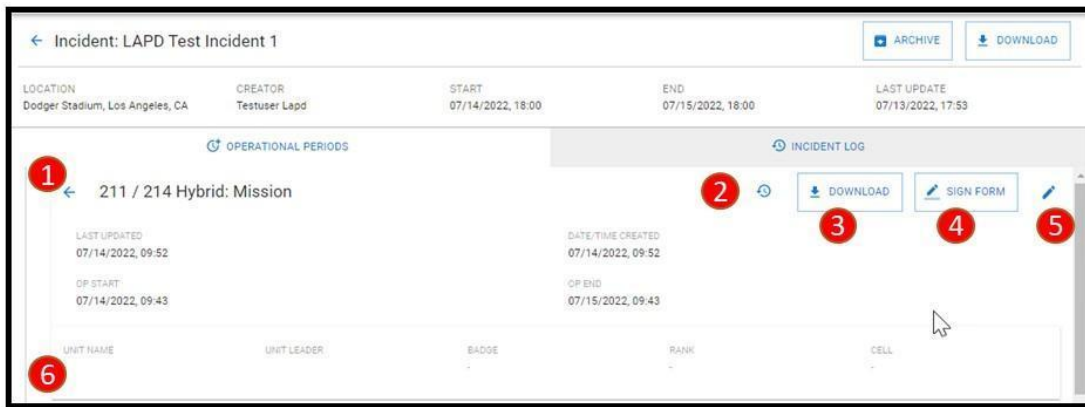
211/214 Form Sections

The 211/214 consists of 4 sections:

1) Resources Assigned
2) Assigned Vehicles
3) Less Lethal
4) Activity Log

Note: when the Activity Log 'Status' field is set to 'Demob' a fifth section 'Demobilization' will appear.

Clicking on the section will expand or contract the section. (All sections shown in the illustration are contracted).
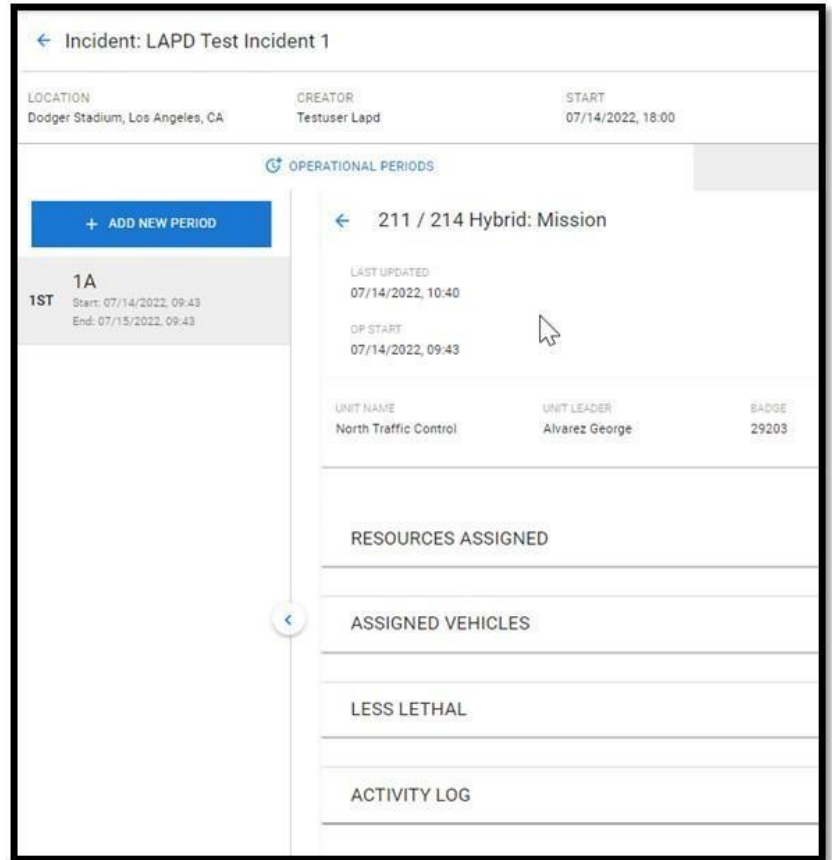
Resources Assigned Section

The Resources Assigned section should be filled in first (although the user can add, edit, and delete resources at any time).

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Functions of the Resources Assigned section include:
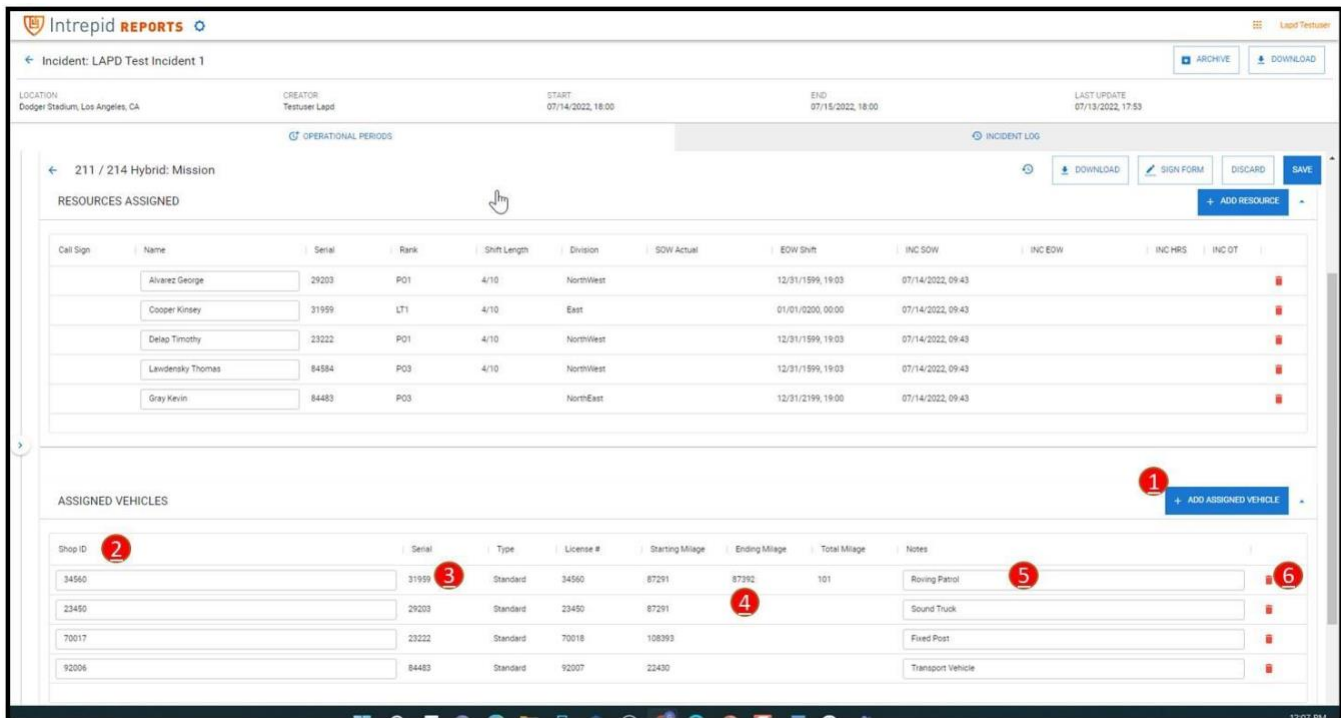
1) The Unit Leader, if added into the form header, the unit leader will be the first resource in the Resources Assigned list;
2) To add resources, click on the '+ ADD RESOURCE' button;
3) SOW Actual is a field to be filled out for calculating the time spent on the Incident (regular and OT)
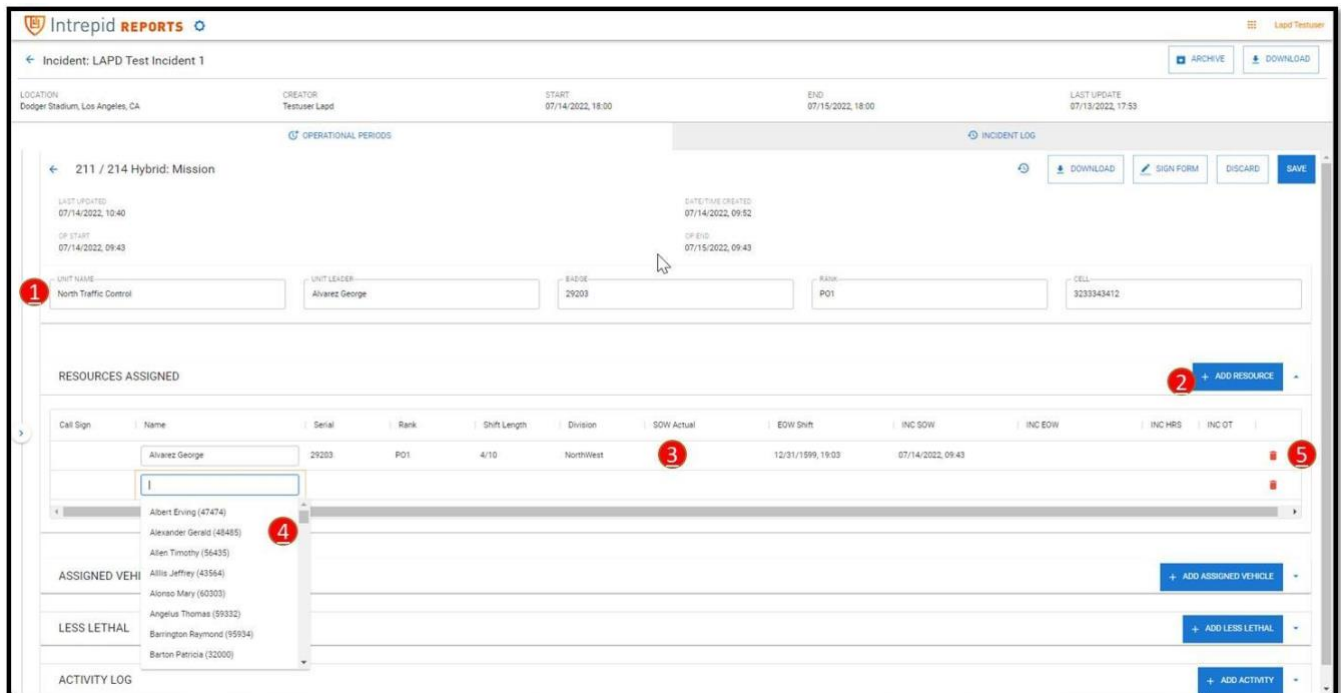4) The resources assigned to the form can be entered by their last name or Badge # in this field. Typing in a number will perform a lookup by badge. This table is updated by importing the Personnel table from the Reports Landing page.
5) To delete a resource, the delete icon can be clicked on.

When a Resource is added, the resource is added to the Less Lethal section automatically (with a firearm of 'N/A' not applicable).

Time calculations are automatically performed when all the time columns have been filled in for a row.

Assigned Vehicles Section

The Assigned Vehicles Section is used to document the vehicles assigned to resources for the unit.

Functions of the Assigned Vehicles section include:

1) To add a vehicle, click on the '+ ADD ASSIGNED VEHICLE' button;
2) Vehicles are looked up in the Vehicle table by 'Shop ID'. This table is updated by importing the Vehicle table from the Reports Landing page.
3) Serial number is one of the resources assigned.
4) Ending mileage is entered and will calculate Total Mileage.
5) Notes is a pull-down menu.
6) To delete a row, the delete icon is clicked on.

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Less Lethal Section

The Less Lethal section is supplied so that resources can record the weapons and ammunition they checked out. Each time a resource was added to the Resources Assigned section a row entry was added in the Less Lethal section for the resource.
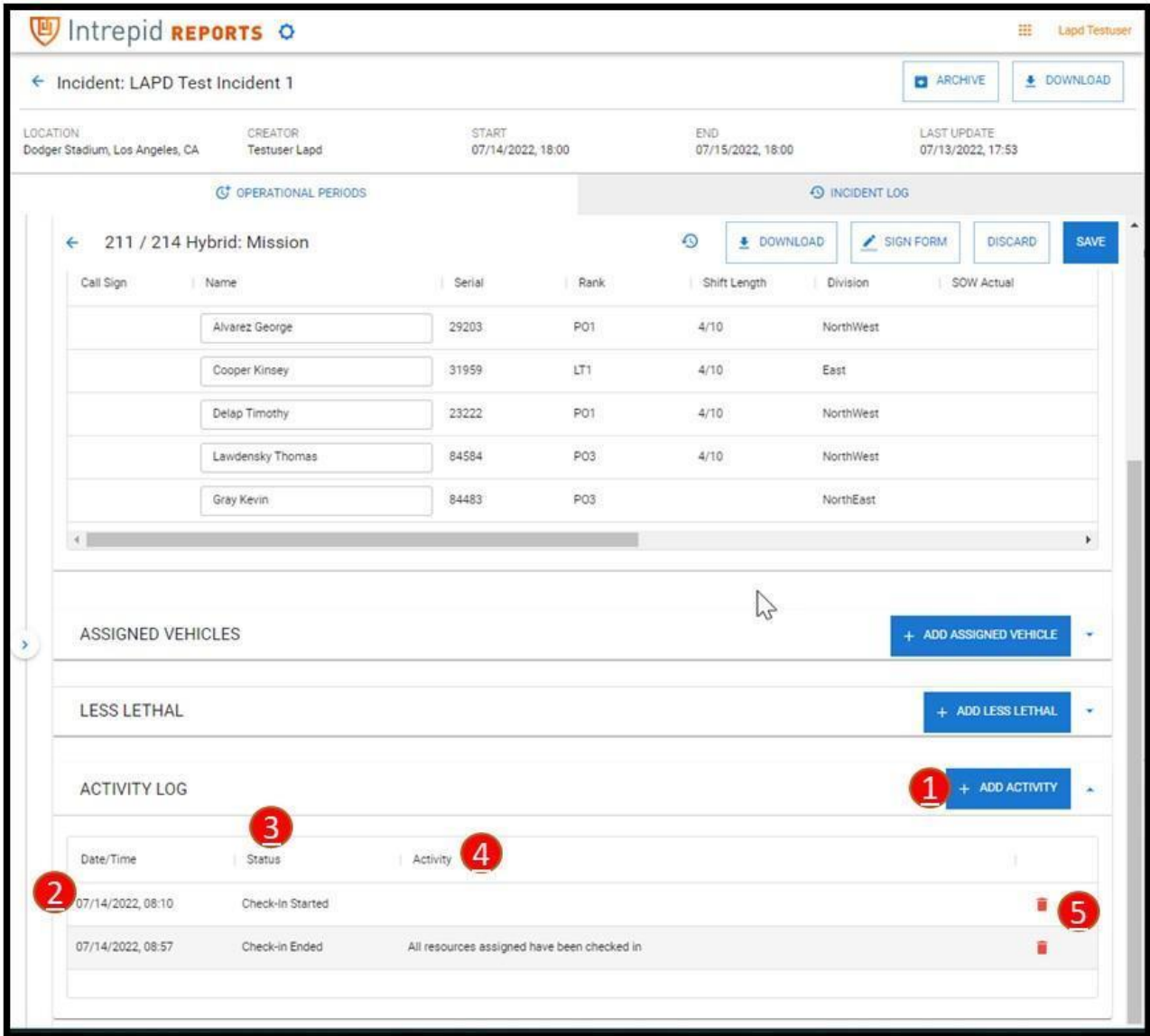
Noteworthy of the Less Lethal section:

1) To add a Less Lethal row, this button is used.
2) For each resource listed in the Resources Assigned section a resource row is automatically entered in the Less Lethal section. When a resource is automatically entered, the Less Lethal weapon is filled in as 'N/A' – not applicable. The user can pull down a list of the valid weapons and click on the type of less lethal weapon used.
3) The number of rounds taken out is filled in next to the less lethal weapon.
4) To delete a weapon row for the user, the delete icon is clicked on.
5) To add an additional weapon for the user click on this '+' icon.

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Activity Log Section

The Activity Log section is used to record the activities of the mission.

The Activity Log section is used to record all events that are encountered by the unit. To use the Activity Log:

1) Click on the '+ ADD ACTIVITY' button to add a row to the Activity Log.
2) The Date/Time can be edited from the current date and time filled in.

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3) The Status field is a pull down of values that create an update of the mission's status to the ICS Control / Monitoring staff. To start, the Check-In Started button should be clicked on.
    The drop down list of 'Status values are:

    Check-in Started : Active
    Check-in Ended : Active
    In Transit : Active
    Onsite: Active
    Relieved: Active
    Out Transit: Active
    De-mobilization: Demob
    Mission Complete: Demob
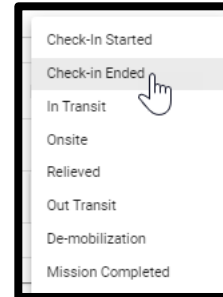
    The Unit status is considered in a 'Planned' status until one of the status' are added to the Activity Log. When the status is a 'Demob', the Demobilization Section will appear as a part of the 211/214 (and will show up on the PDF Report on the 221 Demobilization form).
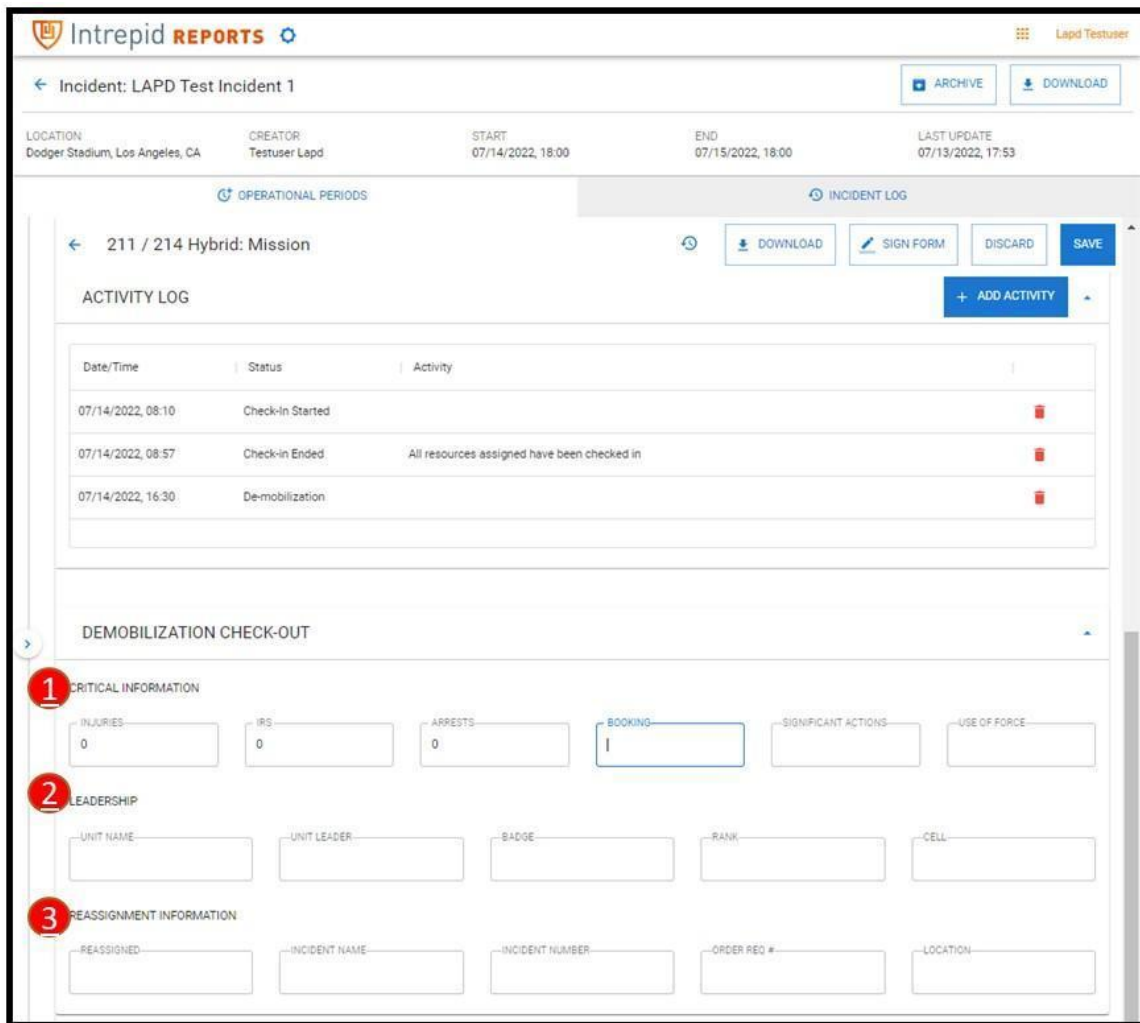
4) The Activity field is entered as free form notes about the mission and status.
5) To delete the Activity field row, click on the delete Icon.

Hybrid Demobilization Section

The Demobilization section is added when the user has entered a status of Demobilization into the Activity Log section status field.

The user will enter in the following information:

1) Critical information: a count of the number of conflicts/injuries encountered during the mission;
2) Leadership: this information is entered if for any reason the unit leader was changed during the mission;
3) Reassignment Information: this information is entered if the unit was reassigned during the mission.

Form 213 RR – Resource Request

The Resource Request (ICS 213RR) is utilized to order resources and track resource status.

Preparation. The ICS 213RR is initiated by the resource requestor and initially approved by the appropriate Section Chief or Command Staff. The Logistics and Finance/Administration Sections also complete applicable sections of the form.

Distribution. This form is maintained to track resource status and assist with determining incident costs.

213RR Form Sections and Data Descriptions

Resource Request Number	Related Request Number Assigned request number. If the request is related to another request put that request number here.
ORDER	Information about what is or was requesting including specific details.
Quantity	Specify quantity, item description, date needed and estimated date of release. LOGISTICS or OPS
Kind	If the requestor knows the Kind, fill in
Type	If the requestor knows the Type, fill in
Description	Fill in a detailed description of the item requested to avoid discrepancies.
Arrival Requested	Requestor to fill in date and time of when the resource is requested to be delivered
Arrival Estimated	To be filled in by Logistics
Cost	To be filled in by Finance
Requesting Delivery Reporting Location	Location Name or Address/City/Zip Address of location where resource is to be delivered.
Suitable Substitutes Suggested Resources	This can be filled in by the requestor or logistics personnel
Requested By Name/Position	Name of person making the request and their title
Priority	Low, Normal, High
Section Chief Approval	Name of approver
Logistics	
Logistics Order Number	Purchase Order # Fill in if using a purchase order.
Supplier Phone/Fax Email	Phone number of the contact responsibly for delivery of the resource(s).
Name of Supplier POC	Provider Name of the company supplying resource(s).
Notes	Note special instructions or directions about the delivery. LOGISTICS or OPS
Approval Signature of Auth Logistics Rep	Approval Signature of Logistics Section Chief, or designated approver.
Approval Signature Date/Time	Date and Time of approval.
Order Placed By	Name of person placing the order
SPUL / PROC	
Finance	
Reply Comments From Finance	Reply/Comments from Finance Notes from Finance.
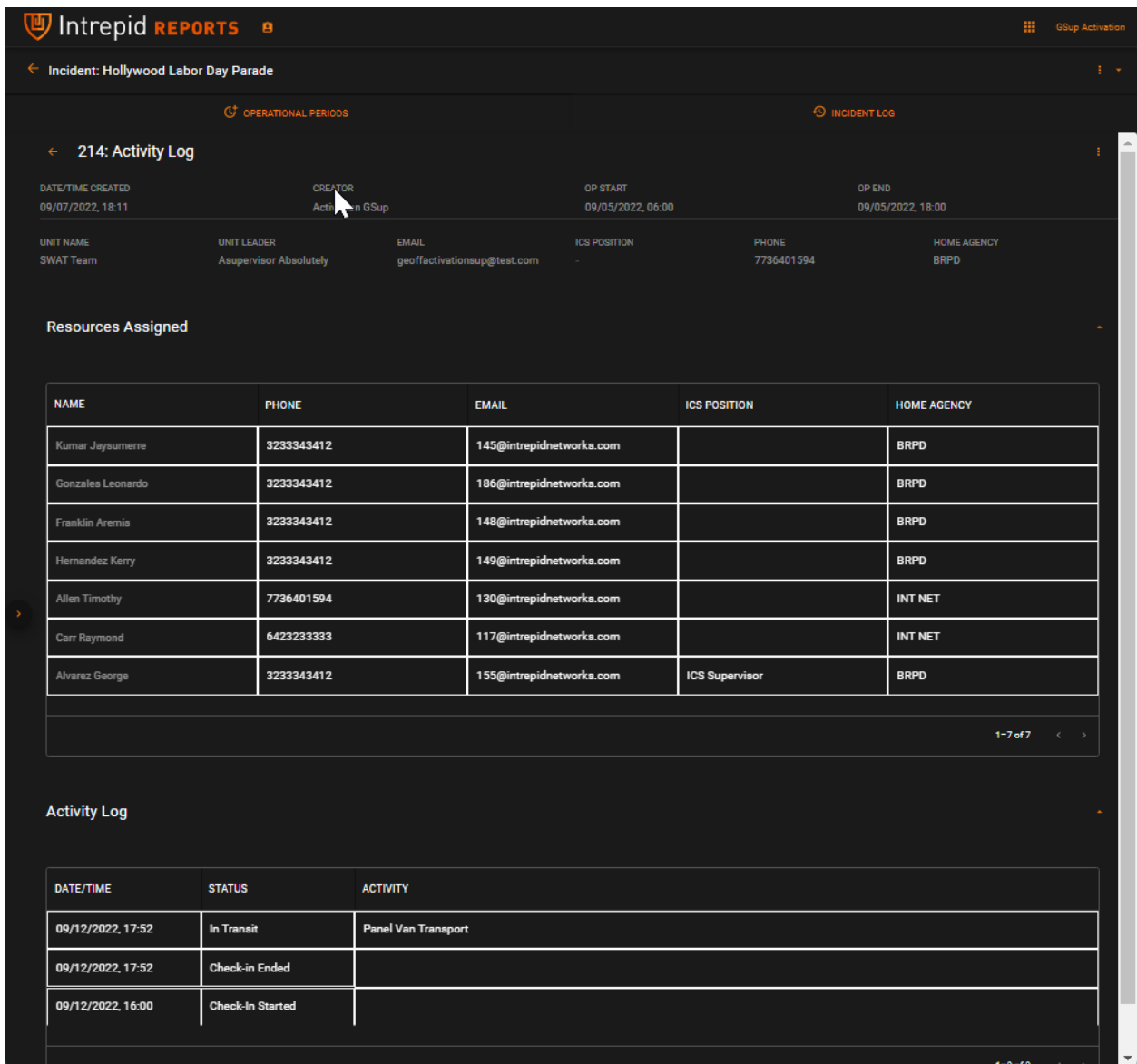
Finance Section Signature	Signature of Finance Section Chief, or designated approver.
Finance Signature Date/Time	Date and Time of approval.

Form 214 – Activity Log

The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

The ICS 214 form varies from the 'standard' FEMA form in two areas: 1) the form can be assigned a Unit Name and a Unit Leader which when entered will be found through the 'My Missions' function; 2) the Activity Log has a 'Status' field that when used will update the status of the Unit.

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Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.
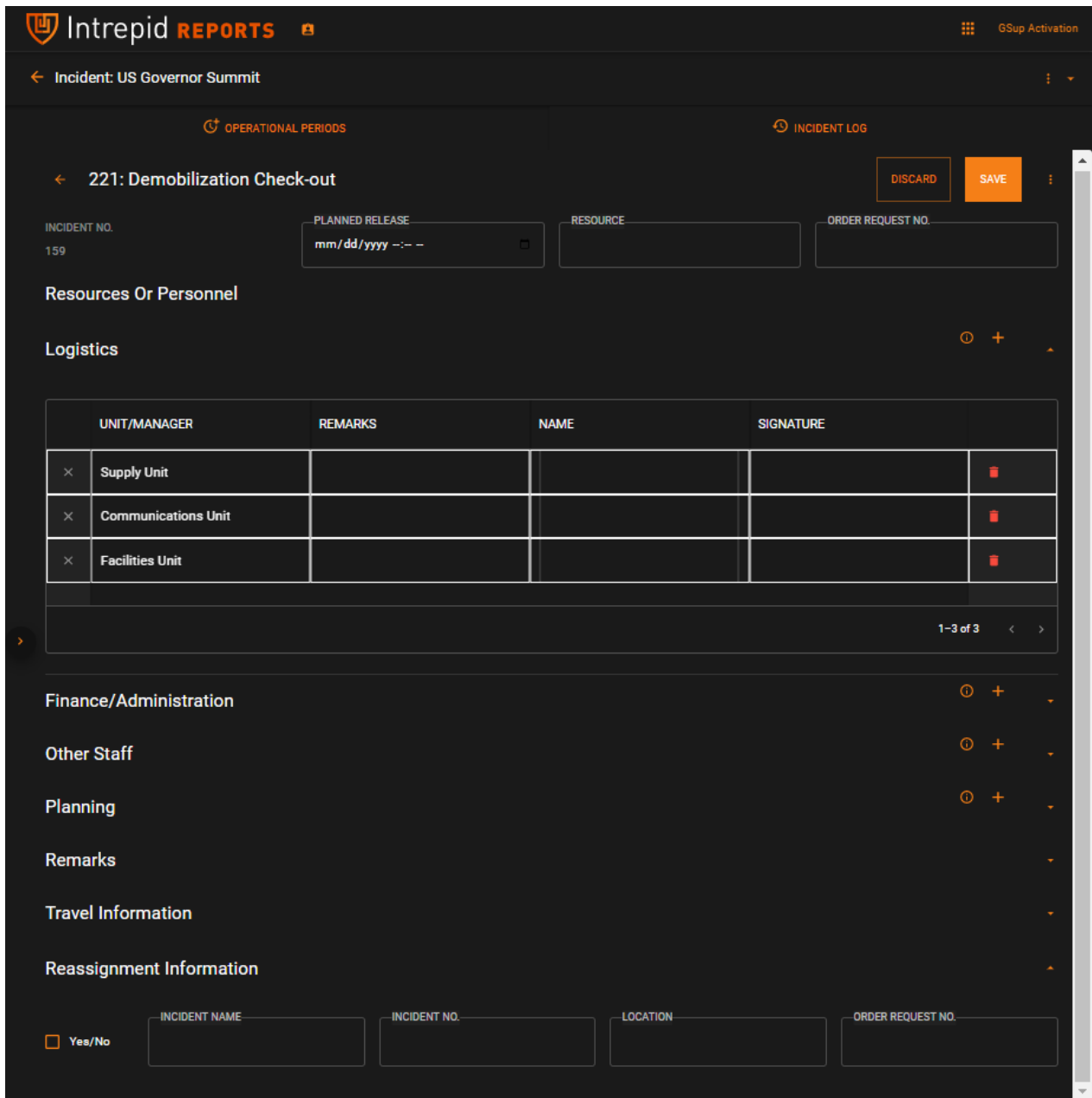
214 Form Sections and Data Descriptions

Resources Assigned	Enter the following information for resources assigned
Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
Activity Log	
Date/Time	Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.
Status	This is a pull down list of status'. A user can enter a custom status of the unit as well. The following are pull down values: Check-in Started Check-in Ended In Transit Onsite Relieved Out Transit De-mobilization Mission Complete

Notable Activities	· Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. · This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.

Form 221 – Demobilization

The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

• Members are not released until form is complete when all the items checked in Block 6 have been signed off.

• If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

221 Form Sections and Data Descriptions

Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
Resource or Personnel Released	Enter name of the individual or resource being released.
Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

☐ Security Manager	
Finance/Administration Section ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
Travel Information	Enter the following travel information:
Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit
Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
Destination	Use this section to enter the resource's or personnel's destination.
Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name

	(first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
Reassignment Information ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

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Appendix A – Organization Data Uploads

Each organization can upload data that is unique to their organization to facilitate the rapid entry of data. All uploads consist of data in Comma Separated Value (CSV) format. Data uploading is performed from the ICS Landing Page. To assist users, templates of all upload files are available by clicking on the desired template and the file will be downloaded to the user's computer.
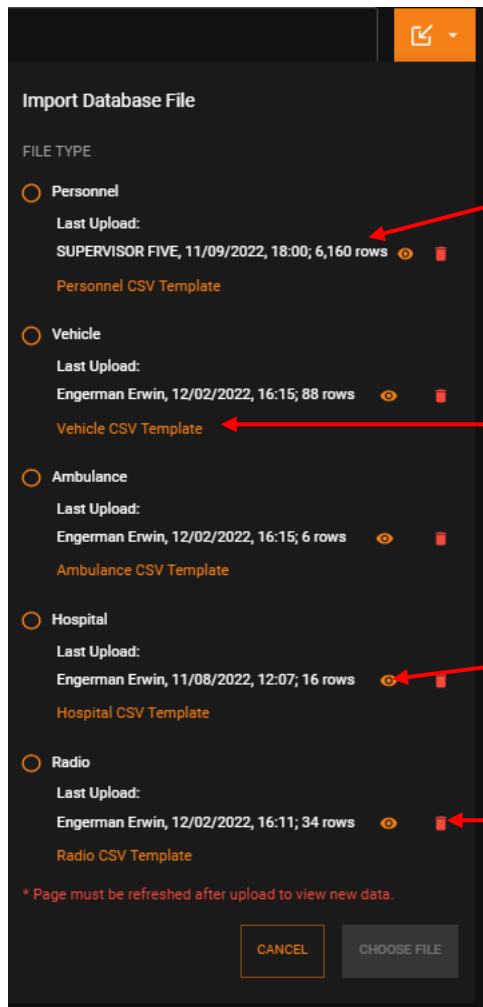
When files are uploaded this information describes: who, when and how many rows were added

For each file type that can be uploaded, the user can download the CSV template which describes the order of the data columns for each row

To view the contents of the uploaded table data, click on the view icon

To delete the contents of the uploaded table data, click on the trash can icon

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Personnel Data Upload Template

The most important file to upload to ICS forms for an organization is the Personnel Data Upload. The CSV Template allows the following data elements to be uploaded for each person that will be participating:

Field Name	Description	Maximum Length
Email	Email address of person	60
Last Name	Last Name of person	30
First Name	First Name of person	30
Badge	Badge or Serial Number of person	6
Rank	Rank of person	20
ICS Role	ICS Role of person	20
Division	Division person is a part of	20
Section	Section person is a part of	20
Branch	Branch normally served by person	20
Group	Group normally served by person	20
Shift	Shift Designation or Name person normally serves	10
Agency	Public Safety Agency person belongs to	10
Phone	Phone number of person	10
State	State person operates in normally	2
Category	Category is free form	20
Shift Length	This is free form, can be 410, etc. to describe length	8
Shift SOW	Start of Watch, the military time the person's shift starts	4
Shift EOW	End of Watch, the military time the person's shift ends	4
Rate	Hourly rate of resource	

Personnel are easily typed into a field by either using a number, which looks up the badge number, or a letter which causes the search to be by name.

Vehicle Data Upload Template

The ability to enter in vehicle information into the 211 / 214/ 221 transportation section is available by providing a vehicle database upload. The Unit Number/ Shop ID is the key to looking up data for the associated data entry. The following fields can be filled out about each vehicle:

Field Name	Description	Maximum Length
Unit No	This is the number normally associated with the 'key set' sometimes called the Shop Number	6
Status	'Active', 'In-Repair', etc.	20
Year	Year of vehicle	4
Make	Vehicle Manufacturer (Dodge, Ford, etc.)	20
Model	Model of Vehicle (Charger, E350, etc.)	20
Class4	Enter the vehicle class (1-4)	6
Oper Class	Standard Operating Class	20
Assigned	Division or Group vehicle is assigned to	20
Where	Location vehicle normally resides	20
Meter	Vehicle Mileage	6
In Serv DT	Date Vehicle placed in service	10
LicPerm No	License Plate Number	10
LicPerm Type	Type of Plate	20

Hospital Data Upload Template

The Hospital file upload is used to populate the Medical Plan (ICS form 206) with information about the hospitals in the area that are to be considered for medical emergencies.

Field Name	Description	Maximum Length
Hospital Name	Name of the hospital	40
Address	Complete address of the hospital (Use ';' instead of ','	40
Longitude	Text number of the map location based longitude	12
Latitude	Text number of the map location based latitude	12
Contact Phone Number 1	Hospital telephone number	10
Contact Phone Number 2	Hospital telephone number	10
Frequency	If radio is used for contact, the frequency and channels should be entered in this field	20
Trauma Center Level	If the hospital has a trauma center, enter the level number in this field	20
Burn Center Facility	Value of 'Yes' or 'No', can be left blank if unknown	3
Helipad Availability	Value of 'Yes' or 'No', can be left blank if unknown	

Ambulance Data Upload Template

The Ambulance file upload is used to populate the Medical Plan (ICS form 206) with information about the transportation available in the area that are to be considered for medical emergencies.

Field Name	Description	Maximum Length
Ambulance Name	Name of Ambulance service -can include location reference	40
Air or Ground	Type of service (air or ground)	10
Address	Full address (use ';' instead of ',')	40
Logitude	Text number of the map location based longitude	
Latitude	Text number of the map location based latitude	
Contact Phone 1	Phone number of Ambulance/ Transportation service	10
Contact Phone 2	Phone number of Ambulance/ Transportation service	
Frequency	Radio frequency and channel information if used	20
Basic Life Support	Yes if provides Basic Life Support	3
Advanced Life Support	Yes, if provides Advanced Life Support	3

Radio Channels

The Radio file upload is used to populate the Communications plan (ICS form 205) with information about the Radio channels the agency uses and the ones that are shared between agencies.

Field Name	Description	Maximum Length
Zone Group	Group ID for Zone	12
Channel #	Channel number used on frequency	8
Function	Use of Channel	20
Channel Name	Name of Channel, used to lookup the Radio Entry	20
Assignment	If there is an assignment of the channel, group assigned	20
RX Freq	Receive Frequency	8
RX Tone	Receive Tone	8
TX Freq	Transmission Frequency	8
RX Tone		8
Mode	M or D	1
Remarks	Additional information about the Channel	80

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