

# SLOECC ARES®/RACES Training Plan

Training Module 5.4.3. Correctly fill out and/or process appropriate forms.

# Training Plan: Skills-based Task

- 5.4.3. Correctly fill out and/or process appropriate forms
  - ICS-309 Communications Log , ICS-214 Activity Log
  - ICS-213 General Message Form

# Why use ICS forms?

- The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid.

# ICS Forms (most recent Book 502-02)

<b>ICS Form #:</b>	<b>Form Title:</b>	<b>Typically Prepared by:</b>
• ICS 201	Incident Briefing	Initial Incident Commander
• ICS 202	Incident Objectives	Planning Section Chief
• ICS 203	Organization Assignment List	Resources Unit Leader
• ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
• ICS 205	Incident Radio Communications Plan	Communications Unit Leader
• ICS 205A	Communications List	Communications Unit Leader
• ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
• ICS 207	Incident Organization Chart	Resources Unit Leader
• ICS 208	Safety Message/Plan	Safety Officer
• ICS 209	Incident Status Summary	Situation Unit Leader
• ICS 210	Resource Status Change	Communications Unit Leader
• ICS 211	Incident Check-In List	Resources Unit/Check-In Recorder

# ICS Forms (most recent Book 502-02)

<b><u>ICS Form #:</u></b>	<b><u>Form Title:</u></b>	<b><u>Typically Prepared by:</u></b>
• ICS 213	<b>General Message</b> <i>(3-part form)</i>	Any Message Originator
• ICS 214	<b>Activity Log</b> <i>(optional 2-sided form)</i>	All Sections and Units
• ICS 215	<b>Operational Planning Worksheet</b>	Operations Section Chief
• ICS 215A	<b>Incident Action Plan Safety Analysis</b>	Safety Officer
• ICS 218	<b>Support Vehicle/Equipment Inventory</b>	Ground Support Unit
• ICS 219-1 to -10	<b>Resource Status Card (T-Card)</b>	Resources Unit
• ICS 220	<b>Air Operations Summary Worksheet</b>	Operations Section Chief or Air Branch Director
• ICS 221	<b>Demobilization Check-Out</b>	Demobilization Unit Leader
• ICS 225	<b>Incident Personnel Performance Rating</b>	Supervisor at the incident

# Forms for Amateur Radio RACES/ARES®/Public Service

## **RACES/ARES®/PS ICS Forms**

[ICS-205AR - Communications Plan](#)

[ICS-309AR - Communications Log](#)

[ICS-211Ap-AR - Sign In Form, Personnel, ICS-211Ap-AR Instructions](#)

[ICS-211Ae-AR - Sign In Form, Equipment](#)

[ICS-211Ae-AR Instructions](#)

[ICS-213 - Message Form & Information on use](#)

[ICS-214-AR - Unit/Individual Log](#)

[ICS-214-AR - Log Instructions](#)

[ICS-205AR - Alternate Communications Plan - May be more suitable for Amateur Radio Use](#)

[AR 320 - Staging Area Resource Qualifier](#)

[AR 322 - Communicator Resource Planning Sheet](#)

Several NIMS ICS forms modified for Amateur Radio use.

Forms starting with "AR" are Amateur Radio unique. Forms ending with AR are modified ICS forms.

### INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b> SLO Ultra Marathon and MTB				<b>2. Date/Time Prepared:</b> Date: 18JUL17 Time: 2200				<b>3. Operational Period:</b> Date From: 09SEP17 Date To: 10SEP17 Time From: 0500 Time To: 2200			
<b>4. Basic Radio Channel Use:</b>											
Zone Gr p.	Ch #	Function	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)	Remarks	
	H1	Ham Primary Repeater	Tassajara		146.67W	127.3	146.07 W	127.3	A	Primary Ham VHF Be ready to go reverse as well.	
	H2	Ham Simplex	Simplex		146.57W	CSQ	146.57W	CSQ	A	Simplex backup	
	H3A	Ham UHF	Tass UHF		444.050W	127.3	449.050W	127.3	A	UHF Linked	
	H3B	Ham UHF	Rocky UHF		444.100W	127.3	449.100W	127.3	A	UHF Linked	
	H3C	Ham UHF	Lopez UHF		443.975W	127.3	448.975W	127.3	A	UHF Linked	
	H3D	Ham UHF	Black Mnt		444.150W	127.3	449.150W	127.3	A	UHF Linked	
	H4	Ham UHF	Local Repeater		444.625W	127.3	449.625	127.3	A	Bald Mnt Repeater	
	H5	Ham Xband	Net to Tass Xband		446.500W	127.3	146.07W	127.3	A	One way xband for Net Control	
	C1	Staff	Command Rpt		451.800	123.0	456.800W	123.0	A	Command Staff Repeater	
	C2	Staff2	Command Altl		451.825	156.7	456.825	156.7	A	Command Alternate Rpt Freq	
	S1	Search/Rescue	BlackChannel		155.160	100.0	156.180N	??	A	SAR Black Channel	
	S2	Search/Rescue	SAR 2		158.805	123.0			A	SAR channel 2	
	F1	Cal Fire Disp	Fire Dispatch		154.385	82.5			A	Cal Fire Dispatch	
	F2										
	F3										

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[illegible][illegible]

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## COMMUNICATIONS LIST (ICS 205A)

[illegible]

# Incident Command System

## ICS-213 FORM TRAINING



CENTRAL IDAHO AMATEUR RADIO CLUB

\*\*\*\*\* Modified by R. Watts for SLOECC Training \*\*\*\*\*

# OUR GOAL

- To provide guaranteed delivery of data with 100% fidelity of data in a timely manner

# About the ICS-213 Form

- General Message (Inter-Office Memo)
- Used where hard-copy is required (Formal Message)
- Supports all levels of incident management
- No routing or addressing information (TO: Name, Position)
- No routing or delivery history (REPLY: Name, Position)
- FEMA version often modified for target agency or organization
  - Some groups have modified the ICS-213 to include word count checks, similar to the ARRL Radiogram. Keep in mind that it will facilitate radio operations by the radio operators trained in the use of the modified forms, but will limit the effectiveness and cause confusion when attempting to use it with other agencies.

# ICS-213 Form

- Single Page Form with Two Parts
  - MESSAGE: Request for Information (RI)
  - REPLY: Response to Request for Information (RRI)
- Served Agency or Organization Content Only
  - **No Station or Station Operator Content**
  - **Editing is NOT your job**
- If you find you have to send an ICS-213 message to another person not familiar with message handling ...
  - Instruct that person to write down each word, phrase or punctuation mark as you say it.
  - Instruct them to read back the phrase to ensure that they copied it accurately. After a few sentences, the receiving person will catch on.

# Two Part ICS-213 Form

PART 1 (RI)  
REQUEST FOR INFORMATION

PART 2 (RRI)  
RESPONSE TO  
REQUEST FOR INFORMATION

GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

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# ICS-213 Form RI Header

<b>1. Incident Name (Optional):</b>		
<b>2. To (Name and Position):</b>		
<b>3. From (Name and Position):</b>		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>

- TO and FROM
  - Full names for recipient and/or originator, or plain language address
  - ICS functional positions (Incident Commander, Strike Team Leader, etc.)
- Descriptive concise subject
- Date and Time:
  - MM/DD/YY
  - Include the time zone (24 hr, PDT, PST)

## ICS-213 Form RI Signature Block

8. Approved by: Name: _____ Signature: _____ Position/Title: _____
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## ICS-213 Form RRI Signature Block

10. Replied by: Name: _____ Position/Title: _____ Signature: _____
ICS 213 _____ Date/Time: _____

- THE SIGNATURE BLOCKS CONTAIN THE NAME AND POSITION OF THE PERSON APPROVING THE MESSAGE.
- SINCE A MESSAGE CONVEYED OVER RADIO BY VOICE CANNOT CONVEY A SIGNATURE, **THE SIGNATURE FIELD IS SIMPLY SET TO THE SAME VALUE AS THE NAME.**



# ICS-213 Form “On the Radio”

- Voice Radio Ops
  - Have blank forms available and ready
  - Message content is conveyed using field reference numbers (some ICS-213 do not have field numbers)
  - PROWORDS and phonetics may be used to clarify the message

# PROWORDS

OVER	USED TO TERMINATE A TRANSMISSION WHERE A RESPONSE IS REQUIRED
OUT	USED TO TERMINATE A TRANSMISSION WHERE NO RESPONSE IS REQUIRED
ROGER	CONFIRMS RECEIPT (DO NOT REPEAT MULTIPLE TIMES)
ALL BEFORE	USED TO REQUEST FILLS ON ALL CONTENT BEFORE QUOTED TEXT
WORD BEFORE	USED TO REQUEST FILLS ON A SINGLE WORD BEFORE QUOTED TEXT

# PROWORDS

ALL AFTER	USED TO REQUEST FILLS ON ALL CONTENT AFTER QUOTED TEXT
WORD AFTER	USED TO REQUEST FILLS ON A SINGLE WORD AFTER QUOTED TEXT
FIGURES	USED PRECEDING A NUMERAL TO INDICATE THAT A NUMERAL IS BEING READ (e.g. 4 and not FOUR)
I SPELL	USED INLINE WHEN SWITCHING TO PHONETICS TO CLARIFY A WORD.
PERIOD	USED TO DENOTE A PERIOD OR DECIMAL POINT

# PROWORDS

SLANT	USED TO DENOTE A “/” CHARACTER
WAIT OUT	USED TO INDICATE THAT A PAUSE WILL OCCUR AND ALL STATIONS SHOULD STANDBY
CORRECTION	USED WHEN AN ERROR OCCURS AND INDICATES TRANSMISSION WILL RESUME, STARTING WITH THE LAST CORRECT WORD.

# ICS-213 “Best Practices”

- The content of the message is **relayed in sequence**: top to bottom, left to right.
- **It takes longer to write a message than it does to read it.** Therefore, the sending station needs to pace the reading of the message so that the receiving station has the time to cleanly and accurately write the message down.
- The receiving station writes in **block print, capital letters. Do not use script**, as it can be very unreadable when the receiving operator is fatigued,
- Each exchange on the radio consists of the originating operator reading **one** item or sentence from the form over the air, the receiving operator writing down the item or sentence then reading the item or sentence back over the air, and if the copy is correct the originating station moves on to the next item or sentence.
- The originating operator should make an effort to **spell out unusual names** and words. He can do that by saying "I spell" followed by the spelling.
- Punctuations are important! In the message, the originating operator should say **(pronounce) each punctuation, such as a period, comma or question mark**. Do not say "X-ray" as a replacement for the period at the end of the sentence.
- The end of message is marked by the originating operator saying the procedural phrase "**End of message**".

## ICS-213 Form “Begin Radio Protocol”

- The exchange begins with the originating station creating a partial entry in the outgoing message log.
- The originating station (**O**) then contacts the receiving station (**R**).
- **O: “ECC5 this is EOC, over”** (use tactical call sign if possible)
- **R: “EOC this is ECC5, go ahead”**
- **O: “ECC5 please copy a message. ICS-213 format. Advise when ready to copy, over”**
- **R:** The receiving station creates a partial log entry in the incoming message log and a blank ICS-213. *“EOC, ECC5 is ready to copy, over.”*

## ICS-213 Form “Example Message”

1. Incident Name (Optional): <u>MICA FIRE EXERCISE</u>		
2. To (Name and Position): <u>Jane Reynolds, Red Cross Evacuation Shelter Manager</u>		
3. From (Name and Position): <u>Diana Smith, Supply Unit Manager</u>		
4. Subject: <u>Water and bedding requirements</u>	5. Date: <u>06/15/17</u>	6. Time: <u>1330 MST</u>
7. Message:  <u>ZA Mccall High School Red Cross Evacuation Shelter.</u>  <u>ZA.1 Advise how many cots and blankets are needed at Mccall High.</u>  <u>ZA.2 Advise how many bottles of water are needed at Mccall High.</u>  <u>ZA.3 Advise how many evacuees are currently being housed at Mccall High.</u>		
8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Manager</u>		

# ICS-213 Form “Over the Air”

**O: “ECC5, EOC  
ICS-213 MESSAGE FOLLOWS**

**Figures 1 period MICA I spell Mike India Charlie Alfa FIRE EXERCISE, over”**

*R: “Figures 1 period Mica Fire Exercise over”*

**O: “Figures 2 period JANE REYNOLDS comma RED CROSS EVACUATION SHELTER MANAGER over”**

*R: “Figures 2 period Jane Reynolds comma Red Cross Evacuation Shelter Manager over”*

**O: “Figures 3 period DIANA SMITH comma SUPPLY UNIT MANAGER over”**

*R: “Figures 3 period Diana Smith comma Supply Unit Manager over”*

*. ...O to continue reading message lines with R repeating back as above*

*. ...*

*. ....*

**O: “Figures 7 period Letters Alpha period Figures 3 period ADVISE HOW MANY EVACUEES ARE  
CURRENTLY BEING HOUSED AT MCCALL HIGH over”**

*R: “Figures 7 period letters alpha period Figures 3 period Advise How Many Evacuees Are Currently Being Housed At  
Mccall High over”*

**O: “Figures 8 period DIANA SMITH comma SUPPLY UNIT MANAGER over”**

*R: “Figures 8 period Diana Smith comma Supply Unit Manager over”*

**O: “END OF MESSAGE ANY FILLS? over”**

*R: “EOC, No fills. ECC5, AF6MP out”*

**O: “ECC5, Roger, EOC, KK6JRA Out”**



## ICS-213 Form “Reply”

<b>9. Reply:</b>		
<b>9.A Mccall High School Red Cross Evacuation Shelter.</b>		
<b>9.A.1 Request 22 cots and blankets.</b>		
<b>9.A.2 Request 60 bottles of water.</b>		
<b>9.A.3 Currently housing 14 evacuees.</b>		
<b>10. Replied by: Name: <u>Jane Reynolds</u> Position/Title: <u>Jane Reynolds</u> Signature: <u>Red Cross Evac. Mgr.</u></b>		
<b>ICS 213</b>	<b>Date/Time: <u>06/15/17 1422 MST</u></b>	

## ICS-213 Form “Reply”

- An Reply needs to have a binding to the original Message
  - Can be done externally by using a message number
    - Perhaps helpful if first Line of Message
    - Who’s numbering system to use?
  - Can be done by referencing the RI by date, time and recipient

## ICS-213 Form “Reply”

**O: “EOC, This is ECC5, over”**

*R: “ECC5, This is EOC, go ahead”*

**O: “EOC, ECC5, I HAVE ONE ICS-213 RESPONSE. REFERENCE YOUR REQUEST FOR INFORMATION ADDRESSED TO JANE REYNOLDS ON 06/15/17 AT 1330 MST. ADVISE WHEN READY TO COPY. OVER.”**

*R: “ECC5, EOC  
READY TO COPY ICS-213 RESPONSE. OVER.”*

## ICS-213 Form "Requesting Fills"

ECC5, EOC,  
REQUEST FILLS ALL AFTER FIGURES 9 PERIOD, LETTERS ALPHA,  
PERIOD, FIGURES 3  
OVER.

EOC, ECC5,  
FIGURES 9 PERIOD, LETTERS ALPHA, PERIOD, FIGURES 3  
CURRENTLY HOUSING 14 EVACUEES.  
OVER.

# ICS-213 Form Desired Result

In Theory, the Message should be delivered to the TO: party which will then write a reply to the message in Field 9 and deliver it back to the communications station for “on-air delivery”.

In practice, this is unlikely. Multiple message forms are likely to happen and must be collected and consolidated (staple together?) on the single subject line in the end.

This is where digital (e-mail, packet, PSK31) transfer of the message becomes a better alternative to voice.

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GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional): <u>MICA FIRE EXERCISE</u>		
2. To (Name and Position): <u>Jane Reynolds, Red Cross Evacuation Shelter Manager</u>		
3. From (Name and Position): <u>Diana Smith, Supply Unit Manager</u>		
4. Subject: <u>Water and bedding requirements</u>	5. Date: <u>06/15/17</u>	6. Time: <u>1330 MST</u>
7. Message: <u>7A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.</u> <u>7A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH.</u> <u>7A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH.</u> <u>7A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH.</u>		
8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Mgr.</u>		
9. Reply: <u>9.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER</u> <u>9.A.1 REQUEST 22 COTS AND BLANKETS.</u> <u>9.A.2 REQUEST 60 BOTTLES OF WATER.</u> <u>9.A.3 CURRENTLY HOUSING 14 EVACUEES.</u>		
10. Replied by: Name: <u>Jane Reynolds</u> Position/Title: <u>Jane Reynolds</u> Signature: <u>Red Cross Evac. Mgr.</u>		
ICS 213	Date/Time: <u>06/15/17 1422 MST</u>	

## ICS-213 Form Documentation

- Save ICS-213 forms that are part of an ICS managed event
- At the end of an ICS managed event, turn all ICS-213 forms into the Documentation Unit

# ICS-213 Form - Avoid Introducing Panic

- Exercises & Training Events
  - Clearly indicate at both the beginning and end of a transmission that an exercise is in process by stating the phrase:

**EXERCISE EXERCISE EXERCISE**

- Always use a calm voice and cadence

# OUR GOAL

- To provide guaranteed delivery of data with 100% fidelity of data in a timely manner



# List of ICS Forms

- [ICS Forms from FEMA](#)