United States Coast Guard

Incident Command System

Communications Unit Leader

- COML -
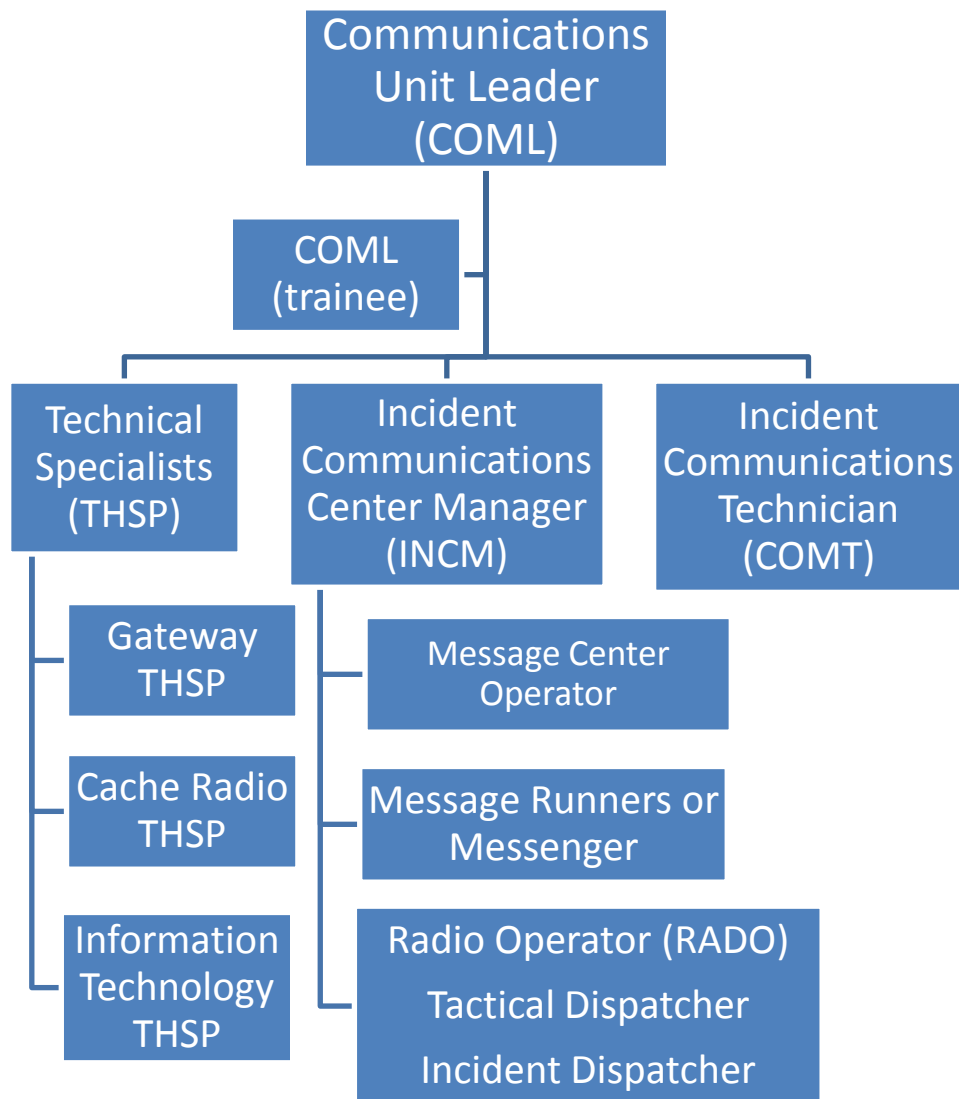
Job Aid

Communications Unit Leader (COML)

COML (trainee)

Technical Specialists (THSP)

Incident Communications Center Manager (INCM)

Incident Communications Technician (COMT)

Gateway THSP

Cache Radio THSP

Information Technology THSP

Message Center Operator

Message Runners or Messenger

Radio Operator (RADO)

Tactical Dispatcher

Incident Dispatcher

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Chapter 1: Overview

1.1 Intended User

The user of this Job Aid will be anyone assigned as Communications Unit Leader (COML) within the National Incident Management System (NIMS) Incident Command System (ICS).

- Personnel assigned to this position should have a good operational background and experience working with people in other organizations
- Since this is a key position in the response organization, assignment should be based on experience level versus rank

1.2 When to Use

This document is intended as a reference Job Aid to assist the COML in understanding the complex tasks and processes they may face when the ICS is used. It is not a policy document, nor intended to act as or replace official policy, required training or direction from higher authority. It is rather guidance for response personnel requiring application of judgment.

DISCLAIMER: This Job Aid is intended to provide guidance to Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside of the Coast Guard.

1.3 References

The following sources were used in the compilation of this publication:

- Incident Management Handbook (IMH) COMDTPUB P3120.17 (The IMH is available on the Coast Guard ICS web pages at **http://homeport.uscg.mil/ics/**)
- USCG Communication Unit Leader Course (ICS 358), Rev 11/13.
- DHS National Interoperability Field Operations Guide (NIFOG) Version 1.5
- USCG Unit Leader Part A and Logistics Unit Leaders Performance Qualification Standard (PQS)

1.4 Major Responsibilities

The COML is responsible for developing plans, obtaining, distributing, and supporting operation of computer and radio incident communications equipment and the data management infrastructure to support information flow.

The Communications Unit plans for and supports the effective use of incident communications equipment and facilities. All forms of communication (e.g. faxes, phones, cells, radio, VTC) are the responsibility of the Communications Unit.

The COML is responsible for the duties of any unfilled subordinate positions (INCM, COMT, RADO/Tactical Dispatcher) until delegated.

Basic responsibilities include:
- Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident
- Determine Unit personnel needs - request and manage Unit personnel & equipment
- Supervise Communications Unit activities
- Support development and implementation of the Information Management Plan
- Prepare and implement the Incident Radio Communications Plan (ICS 205-CG)
- Participate in incident action planning / attend the Tactics and Planning Meetings
- Obtain communications equipment and data management infrastructure
- Develop contingency communications.
- Ensure the ICC and Message Center are established, if required.
- Establish appropriate communications distribution and maintenance locations within the Incident Base
- Ensure communications systems are designed, installed, tested, and maintained (Test, Test, and Test!)
- Ensure an equipment accountability system is established - Maintain accountability of assigned communications equipment
- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan (ICS 205-CG)

- Establish and maintain the data management infrastructure to include hardware, software, and data to support information management
- Establish and maintain automatic data processing computer information technology (IT) services for all facilities when available
- Coordinate with the incident sections, appropriate communications personnel (e.g., communications coordinators), and other agencies to assist in accomplishing the overall incident objectives
- Provide technical information as required on:
  1. Adequacy of communications systems currently in operation
  2. Geographic limitation on communications systems
  3. Equipment capabilities and limitations
  4. Amount and types of equipment available
  5. Anticipated problems in the use of communications equipment
- Recover equipment from Units being demobilized
- Plan for the orderly demobilization or transition of unit personnel and resources
- Maintain unit documentation including the Unit Log (ICS 214-CG) and forward to DOCL for disposition

Communications Unit Major Accomplishments and Tasks

Deployment Ready	Ready for Operational Tasking	Comms Requirements Supported	ICS Planning Process Supported	Personnel Managed	Demobilization Complete

ASSEMBLE Deployment Kit

COMPLETE Pre-deployment Familiarization

DETERMINE Comms / IT Requirements

PROVIDE Comms / IT information during mtgs/briefings

MANAGE Comms Unit Staff

BRIEF Replacement

VALIDATE Personal Readiness

PREPARE for Incident Deployment

REQUEST Comms / IT Resources

COMPLETE ICS-205

EVALUATE Staff Performance

COMPLETE Comms Unit Demobilization

VALIDATE Certification

DEPLOY to the Incident

TRACK Comms / IT Resources

MITIGATE Risks for Comms Unit Staff

COMPLETE Return Travel

CHECK-IN at designated location

COMPLETE Documentation

ASSESS Incident Ops Applicable to position

COLLECT Guidance from Supervisor

ACTIVATE COMMS Unit

1.5 ICS Forms

Various ICS forms are either the responsibility of, or used by the COML. Familiarity with these forms will reduce frustration and increase productivity of the Communications Unit.

Those forms in **bold** are included in the IAP. Those forms in bold with asterisk (*) are used as needed or optional in the IAP:

- ICS 201   Incident Briefing
- **ICS 202   Incident Objectives**
- **ICS 202A Command Direction** *
- **ICS 202B Critical Information Requirements** *
- **ICS 203   Organization Assignment List**
- **ICS 204   Assignment List**
- **ICS 204a Assignment List Attachment** *
- **ICS 205   Incident Radio Communications Plan**
- ICS 205a Communications List
- **ICS 206   Medical Plan**
- **ICS 207   Incident Organization Chart** *
- **ICS 208   Site Safety and Health Plan** *
- ICS 209   Incident Status Summary
- ICS 210   Status Change Card
- ICS 211   Check-in List
- ICS 213   General Message
- ICS 213RR Resource Request Message
- ICS 214   Unit Log
- ICS 215   Operational Planning Worksheet
- ICS 215A Incident Action Plan Safety Analysis

- ICS 217A   Communications Resource Availability Worksheet
- ICS 218   Support Vehicle/Vessel Inventory
- ICS 219   Resource Status Card
- **ICS 220   Air Operations Summary ***
- ICS 221   Demobilization Check-out
- ICS 225   Incident Personnel Performance Rating
- ICS 230   Daily Meeting Schedule
- ICS 232   Resources at Risk Summary
- ICS 232a   ACP Site Index
- ICS 233   Incident Open Action Tracker
- ICS 234   Work Analysis Matrix
- ICS 235   Facility Needs Assessment Worksheet
- ICS 237   Incident Mishap Reporting Record
- ICS 261   Incident Accountable Resource Tracking Worksheet

Chapter 2: Deployment Readiness

2.1 Assemble COML Deployment Kit

Recommend the COML have a Deployment Kit ready before deployment.

A personal deployment kit contains your personal items needed for the deployment and includes items like: medications, uniforms and/or appropriate clothing, etc.

_____ Uniforms
_____ Personal hygiene Kit
_____ Government Travel Card
_____ Qualifications, Certifications & PQS
_____ Current versions of manuals, forms and guides
_____ Blank ICS forms and logs
_____ Orange Vest with COML Insert
_____ Local TICP and or Pre-Populated ICS 217A(s)
_____ USCG IMH & NIFOG
_____ COML Mobilization Guide
_____ Lists of local caches and equipment with POCs
_____ Contact info for local technicians and specialists
_____ Admin Supplies
_____ Phone charger
_____ Radio Cloning/Programming equipment
_____ Multi Purpose Knife/Duct Tape/Flashlight
_____ First Aid Kit/Sunscreen
_____ Cash
_____ Water bottle with filter
_____ "Rite in the Rain" All Weather ICS 214 Unit Log
          (www.riteintherain.com)

2.2 Validate Personal Readiness

Medical/Dental Readiness
- For military this means you are in the "green" in CGBI
- For Civilians and Auxiliarists, have no issues preventing you from deployment

Uniforms/Clothing
- Ensure you have enough of the right clothing and uniforms for where you are going

Financial Readiness
- Check your Government travel credit card limit
- Arrange for bills to be paid while deployed
- Update your SATO & TPAX accounts

Family Readiness
- Have a Dependent Care/Pet Care plan (check http://www.militaryonesource.com for assistance)

2.3 Validate COML Certification

Ensure COML certification is current (as per COMDTINST(s) and PQS).
- Complete needed ICS training (e.g. ICS-300)
- Incident specific training (e.g. area familiarization, HAZWOPR, etc.)

Chapter 3: Pre-Deployment Actions

Once you receive an assignment as the COML there are several actions you should take to be ready for operational tasking.

3.1 Complete Pre-Deployment Incident Familiarization
- Upon receipt of assignment, gather as much information about the incident type and size.
- Gather Information About the Incident You are Going to
  - Gather info on the type, and size of incident
  - Ask what position will you be filling
  - Know where the Incident is

3.2 Prepare for Incident Deployment

Verify reporting location, date and time
- Obtain order number & Incident Command Post (ICP) contact numbers for assistance with check-in.

Finalize personal readiness for assignment
- Review pre-assignment check list to ensure personal, dependent and financial readiness
- Notify chain of command of any readiness issues; this may mean delaying deployment to resolve.

Receive Travel Orders and Order Number
(Remember these are NOT the same thing)
- As per Joint Federal Travel Regulations (JFTR) U2115.A a written order issued by a competent

authority is required for reimbursement of travel expenses; however U2115.B states that an urgent or unusual situation may require that travel begin before a written order can be given.
- Refer to the JFTR to ensure all conditions are met when traveling under oral orders.
- The order number will be used at check-in to verify the position that you will be filling
- Order Numbers generally follow this format:
  o O-374 (O is for Overhead, and the 3 digit number is assigned by Logistics).
- Obtain counseling on entitlements and responsibilities from a travel authorizing official and review the JFTR as necessary.
- Request cash advances as required.
- Make travel arrangements using approved CG travel method.

Verify/update personal mobilization kit
- A personal mobilization kit contains your personal items needed for the deployment).
  o Medications
  o Uniforms and/or appropriate clothing
  o Special PPE or special weather clothing required
  o Verify if any special PPE will be provided by the incident

Verify/update COML Deployment kit
- Ensure manuals, forms and guides are current versions (electronic and paper)
- Ensure supplies are restocked

Deployment Checklist:

____Gather info on the type, and size of incident

____ Ask what position will you be filling

____ Know where the Incident is

____ Double check family & financial readiness

____ Verify reporting time/date and location

____ Determine Travel method

____ Determine when you are returning

____ Let your "day job" know what is going on

____ Consider bringing cash

____ Make sure your go-kit is stocked up

____ Verify medications, uniforms, special PPE, &

　　　 personal hygiene items to last 1.5 times your

　　　 expected stay

Chapter 4: Incident Check-in

Once you deploy to the incident, there are several actions you need to take when you check-in at the incident.

4.1 Check-In at Designated Location

Upon arrival at the incident, check-in at the Incident Command Post on the ICS 211.

- Ensure you have your Order Number available; the Check-in Recorder (CHKN) will validate your assignment to the incident
- On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in
- The incident will want a number where you can be reached, your home base, how you got to the incident as well as any additional qualifications you may have
- The check-in recorder should be able to tell you where you will be working within the incident.

Check in with Finance/Admin Section

Leave a copy of orders or other travel documents with FSC or Admin Officer. Travel to an incident **may** take place on a unit TONO with the understanding that the incident will correct this when you arrive. Confirm if this is the case!

Check in with Logistics Section

Obtain Berthing assignment
- The incident is responsible for ensuring you have adequate berthing, unless you are locally based. Logistics tracks where personnel are berthed

Obtain Meal schedule
- Determine how, where and when to get meals

Obtain Consumables
- Determine where to obtain necessary materials for the unit (e.g. copy paper, pens, markers, etc.

Obtain Incident Credentials
- If the incident is creating credentials, you should receive them when you check-in

Review the Site Safety Plan
- All overhead personnel and Operations personnel must review the incident specific Site Safety Plan and sign the Worker Acknowledgement Form

Incident Check-in Checklist

_____ Find a Check in area (ICP, Staging, Base, etc.)

_____ Have your Order Number for the SCKN

_____ Ensure your info is correct on the ICS 211

_____ Verify your assignment

_____ Check in with Finance (if established)

_____ Check in with Logistics (Berthing; Food)

_____ Obtain credentials (if required)

_____ Provide emergency contact info

_____ Review Site Safety Plan

Chapter 5: Situation Awareness & Work Assessment

The following tasks should be accomplished after checking-in to the incident. Regardless of when you arrive at an incident there is usually very little time for someone to brief you.

5.1 Assess the Incident

Review the ICS 201 and/or IAP
Review the current ICS 201 and/or IAP to acquire additional background on the incident prior to starting your assignment. You must learn the Who, What, When, Where of the incident:

What type of incident is it?
(SAR, oil/hazmat, LE, natural disaster, etc.)
This gives you an idea of the resources that should be operating in theatre as well as an idea of who may be en route. The more complex an incident is (multiple functions), the greater the interoperability challenge.

Who are key players?
(Federal, State, local, industry, Fire, EMS, LE)
This can give you an idea of what communications equipment and frequencies/ channels will be in use as well as who needs to talk to whom.

When did the incident take place?
This can help you determine how much staff, equipment and supplies to request. Is the incident winding down or

expanding? The stage of an incident can affect communications needs.

Where did the incident take place?
Know the Area of Responsibility (AOR). This helps you know the working relationships, geography, terrain, infrastructure, communications challenges (buildings, mountains, valleys) as well as common frequencies used in this area.

What is the incident organization?
Knowing what resources are on scene and how they relate will help you determine communications paths (who needs to talk to whom and how).
- You must know who your boss is and who you are directly and indirectly supporting
- Establish positive working relationships early

When is the next meeting or briefing that should be attended?
- Obtain a copy of the meetings and briefing schedule (ICS 230) from the PSC
- Get permission from your boss to attend key meetings

Determine the size and complexity of the incident
- What is the incident make up (IC, UC, AC)?
- Is the incident expanding or contracting?
- What is the press interest?
- Are there any political considerations to the incident?

5.2 Receive Initial Brief

This is the chance to receive additional details about your assignment. Depending on operations, you may or may not get a chance to spend time with the Logistics Section Chief (LSC) before you start working.

If you are NOT able to have this brief, you may be able to be briefed by other Logistics Section personnel who are on scene.

5.3 Receive Guidance from Your Supervisor

Receive Tasking/Expectations and Define Your Role
- What are your supervisors Expectations?
- Is there any initial tasks they want you to accomplish?
- Are you filling the role of COML & another unit leader (i.e. multi-tasked)?
- Can you work directly with the OSC?
- Do you have authority to request required resources?
- Does command and/or LSC want a briefing from you on the process and procedures you typically use as COML?
- How often does the LSC want to be updated?
- What are their trigger points?
- What are the Critical Information Thresholds?

Determine Experience Level
- Do you have the experience for the role you are playing (need help)? If you don't, request personnel with that experience to serve as Assistant COML

LSC/COML's come with many different levels of expertise and experience. In a multi-hazard, multi-jurisdictional incident it is possible that the LSC does not have expertise in Communications unit activities.

Your experience with a specific type of incident gives you insight on information requirements, methods, and resources necessary to fulfill those expectations.

Chapter 6: Manage Personnel and the Communications Unit

Building the Communications Unit from nothing can be a daunting task. Break it down into steps and manageable parts, and above all, get some help.

Things that need to be done to manage the Communications Unit and Personnel include (in no particular order):

- **Determine Staffing Requirements**
- Organize and brief your people
- **Establish a work location**
- Order/acquire work materials and supplies
- **Establish Unit Operating Procedures**
- Assign collateral responsibilities within unit
- Evaluate the need for Technical Specialists (THSP)
- **Establish a property and supply management system**
- **Unit Safety**
- **Unit and Personnel Management**
- **Complete Unit Documentation**

(Bold items are expanded upon in this Job Aid)

6.1 Determine Staffing Requirements

The table below refers to the USCG IMH Organizational Guides found in Chapter 12 to establish a baseline staffing requirement. Keep in mind, recommendations are based on 12 hour work schedules and may need to be doubled for round the clock response.

	Size of incident (# of Divisions/Groups)				
Position	**2**	**5**	**10**	**15**	**25**
Asst. COML			1	1	2
INCM	1	1	1	1	2
Incident Dispatcher	1	2	3	3	4
Message Center Operator		1	1	2	2
Messenger		1	2	2	2
COMT		1	2	4	4
RADO		1	2	2	4
THSP	As needed				

- Personnel needed may increase or decrease based on the IMT information demand
- Consider an Assistant COML for Span of Control
- Consider Technical Specialists to provide services beyond your expertise (Gateway, IT, phone, supply, etc.)
- Submit ICS 213 RR(s) in accordance with the incident resource requesting process
- Account for 24 hour operations if necessary (i.e. double the table numbers for 24 hour operations)

6.2 Establish work location(s)

Ensure adequate work space for number of personnel and equipment including the possibility for expansion.
- A tool to determine space needs can be found on the ICS 235 Facility Needs Worksheet
- The Facilities Unit Leader (FACL) and Logistics Section Chief (LSC) can help you establish a physical locale to set up shop, whether a tent, room in a hotel, mobile unit, etc
- The Communications Unit should be located near the Incident Command Post (ICP), so that you are better able to support the field personnel
- If possible, locate close to the Resources Unit and the Operations Section, as you will be working closely with both of them in order to do the best job possible
- The Incident Communications Center will be set up as well and the location will be based on the communications capabilities
- Assess Incident Command Post phone load and request additional lines if needed
- Assess ICP internet capabilities & connectivity

6.3 Establish Unit Operating Procedures

Establish Standard Operating Procedures (SOP) for your Unit early and communicate them to your personnel. You must set the standard for the Unit.

Some things to consider are:
- Your expectations of unit personnel
- Conduct of the watch & relief procedures
- Watch schedule/rotation/work hours
- Establish unit time frames and schedules
- Accident or Injury procedures
- Resolution of personnel conflicts
- Report of communications outage
- Internal Incident procedures
- Interaction with other entities (i.e. EOC)
- Unit ordering procedures
- Command and COML/Unit EEIs
- Ground rules for the Unit
- Publish the Meeting Schedule
- Procedures for Internal Incidents (save a channel for incident emergencies!)
- Demobilization considerations
- Time off/duty rotations

Sample Communications Unit Organization
(See also inside cover of Job Aid)

The Communications Unit
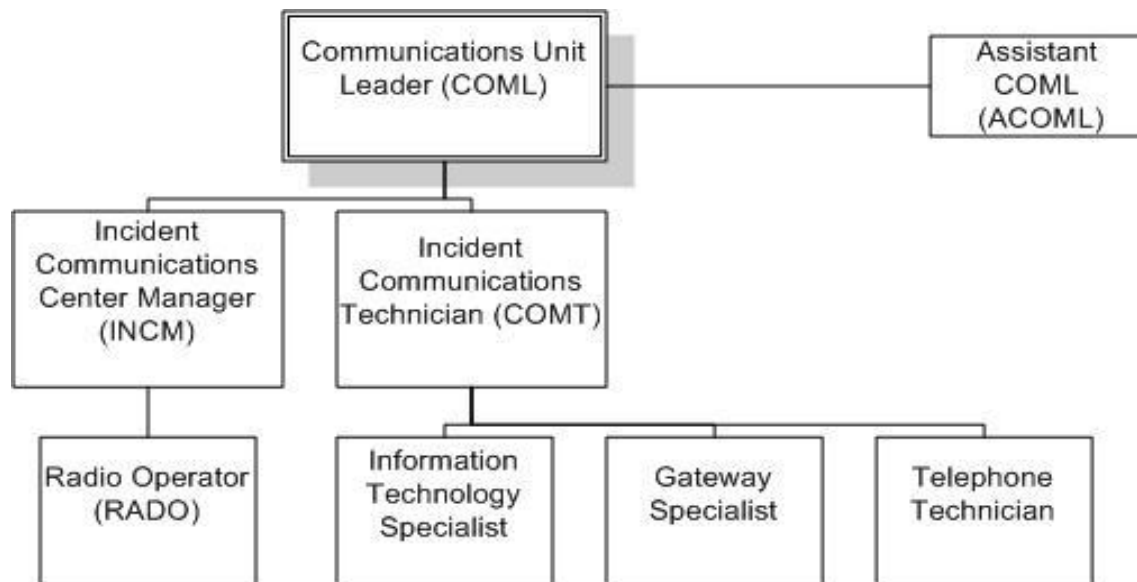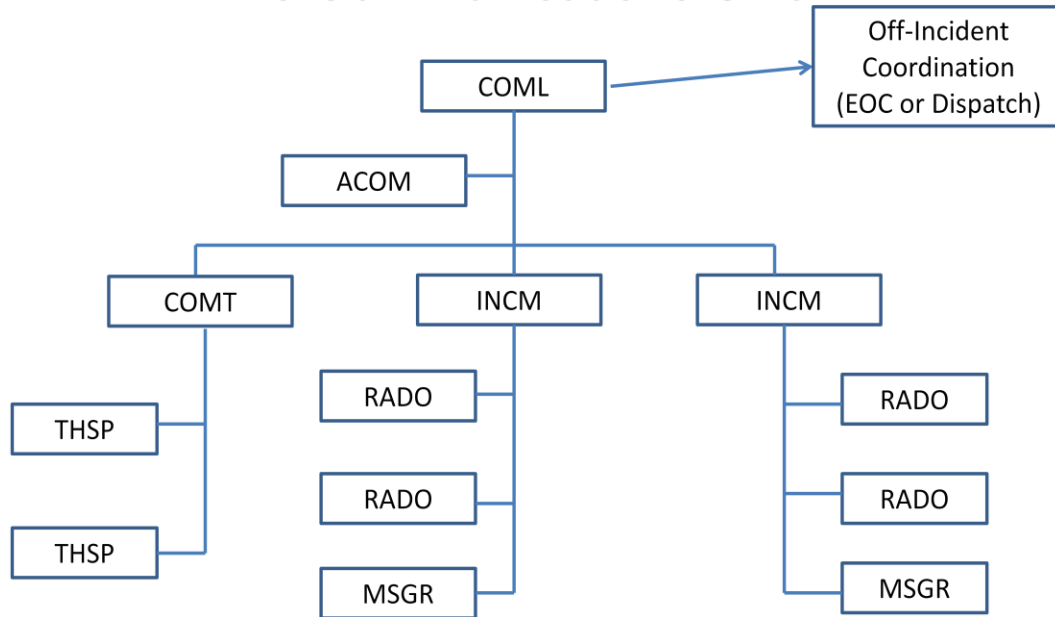
6.4 Establish a Property and Supply System

Property accountability is one job that must be started early. COML's must maintain accurate records of all communications equipment. Whether you are issuing cache radios or other equipment, knowing where they are at all times is vital.

- Successful COMLs develop a spreadsheet tracker to account for property. The ICS 261 Accountable Property Worksheet can be used to track accountable property
- Consider adding a Store Keeper or dedicated property person to your staff to help you
- Establish accountability system for issuing hand-held radio resources
- One simple way to track communications resources is to use an ICS 219-9 (Property T-Card) for each piece of gear you are responsible for (see next page for example)
- As the equipment is issued, the receiver signs the card. The card can then be placed in a T-Card rack according to its location (or Group, Division, etc.) on the incident
- Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal)
- Establish an equipment transfer process. (Do not allow personnel to transfer equipment in the field!)

- Establish a positive working relationship with the Supply Unit Leader (SPUL) to ensure all ordered/arriving communications equipment is delivered to the COML
- Work with LSC and SPUL to allow for COML review of all Incident Command Post (ICP) requests for comms capabilities or equipment
- Keep records for local and national resources to ensure return to proper locations

ICS 219-9 Property T-Card Primer

Common name of item

Description of item

Date/time item issued

Date/time returned to Logistics or transferred to new person

Reassignment information

Order number from block 4g of ICS 213 RR

Unit/Agency that owns equipment; if purchased with incident funds, place name of incident here.

Name & home unit/agency of person item issued to.

Location person assigned in incident; e.g., ICP, Division, Group

T-Card content:

1. KIND OF PROPERTY	2. CACHE/UNIT NAME	3. I.D. NO.
Gas AlertMicro	Sector Hiatusport	E125

4. SIZE/CAPACITY
Handheld multi-gas detector.

ASSIGNMENT RECORD

5. DATE/TIME	6. OPERATIONAL PERIOD
4/7/07 1000	0600-1800

7. NAME
George Schwartz

8. HOME BASE
CGC SEA OTTER

9. INCIDENT ASSIGNMENT
HAZMAT GROUP

10. RETURNED DATE/TIME   OR   11. TRANSFERRED TO   4/7/07 1700

5. DATE/TIME	6. OPERATIONAL PERIOD
4/7/07 1700	1800-0600

7. NAME
Don Montoro

HOME BASE
CGC ORCAS

9. INCIDENT ASSIGNMENT
HAZMAT GROUP

10. RETURNED DATE/TIME   OR   11. TRANSFERRED TO

5. DATE/TIME	6. OPERATIONAL PERIOD

7. NAME

8. HOME BASE

9. INCIDENT ASSIGNMENT

10. RETURNED DATE/TIME   OR   11. TRANSFERRED TO

ICS 219-9 Primer (back of card)

INCIDENT MAINTENANCE RECORD

12. SPECIAL MAINT. REQUIREMENTS—PARTS:

Requires two AA
batteries.
Runs 16 hrs on
batteries, change at
end of each op period.

Maintenance
& servicing
instructions

13. MAINTENANCE PERFORMED AND DATE:

Maintenance
record

14. NOTE:

Detects: H2S, CO, O2,

SO2 & combustibles.

Additional
information
about item

6.5 Unit Safety

As a member of the Incident Management Team you are responsible for the safety of your personnel.

✓ Organize your personnel, equipment and tactics to minimize risk

✓ Provide for the safety and welfare of assigned personnel during your watch

✓ Recognize potentially hazardous situations (RF, Tower Climbing, Electrical)

✓ Inform subordinates of hazards

✓ Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks

✓ Ensure that special precautions are taken for extraordinary hazards (Hi-Power RF)

✓ Ensure adequate rest, hydration, and nutrition is provided to all unit personnel

✓ Recognize any special medical needs of all unit personnel

✓ Reporting mishaps if they occur use ICS 237 (CG MISHAP Reporting Record)

✓ Provide feedback – Make sure that everyone has an opportunity to learn about mishaps or near-mishaps

6.6 Unit and Personnel Management Tips
Not all Incidents are the same, but many have similar requirements. Not all of these tasks will be required 24/7 and some not at all.

Unit Management
- Evaluate the ICS 205 each Op Period
- Evaluate & maintain unit needs (supplies & materials)
- Establish a "Help Desk"
- Make sure you have the personnel you need
- Work with participating agencies for interoperability resources
- Assess communications equipment needs such as power sources for extended operations
- Participate in incident meetings as the technical expert for communications
- Provide operational and technical information on communications equipment, systems capabilities and restrictions
- Coordinate with other Communications Unit Leaders (Area Command or next level up) to share information/assure interoperability

Evaluate & monitor unit performance
You should continually monitor Unit performance. Here are some things to look for that can indicate a well-running Communications Unit.
- Span of Control is within acceptable limits
- Property is accounted for
- Communications Plan is being followed

- Supplies (batteries, admin, etc.) are adequate
- Division of labor within unit is even
- The Chain of Command is being followed
- Messages are routed promptly and accurately
- Unit documentation is being completed
- There is good cooperation with other Unit Leaders
- People are coming to you for assistance
- Other agencies are integrated and interoperable
- You are holding Unit Meetings with your team
- You are asked/allowed to attend IMT Meetings

People Management
- Keep subordinates informed (Unit Meetings)
- Communicate your expectations
- Establish & monitor work assignments
- Foster Teamwork
- Provide counseling & discipline as needed
- Report inappropriate actions – do not tolerate hazing or harassment
- Establish & maintain positive interagency working relationships
- Create a work environment that provides equality for your personnel
- Discuss EEO, civil rights, sexual discrimination, sensitive issues, with personnel
- Monitor & evaluate progress based on expected work standards
- Work with the LOFR to ensure other agency policies are followed

- Provide On the Job Training (OJT) as appropriate

Evaluate performance of subordinates
Evaluate subordinates as required by agency policy and/or permitted by agreement.
- Set expectations for your personnel
- Discuss performance evaluations with individual(s) using ICS 225-CG, Individual Performance Evaluation.
- Maintain accuracy and fairness
- List training if needed or desired
- Submit unit/personnel for recognition

6.7 Maintain Unit Documentation

All unit documentation should be appropriately maintained. Original copies of all forms and documentation should be given to the Documentation unit when ready for filing.

Documenting Unit Activities (ICS 214)

The ICS 214 Unit Log will be kept current, legible, and will document all major activities. Below is a general list of activities that should be documented on the ICS 214:

- List all personnel in attendance
- Document key activities
- Attending meetings/briefings
- Arrival on-scene
- Equipment breakdowns
- Equipment locations
- Medical evacuations
- Personnel changes
- System / Equipment failures or repairs
- Personnel injuries
- If it is important to you, keep a copy for yourself
- DON'T count on the incident keeping track of your specific work products
- Turn the original of the ICS 214 into the Documentation Unit daily

Chapter 7: Support Communications Requirements and ICS Planning Process

Supporting the incident communications needs can be confusing. Break it down into steps and manageable parts, and above all, get some help.

Things that need to be done to Support the Communications requirements and ICS Planning Process (in no particular order) include:

- **Determine Incident Communications Needs**
- **Develop the Communications Plan (ICS 205)**
- Establish communications systems
- Establish internal and external reporting requirements

(Bold items are expanded upon in this Job Aid)

7.1 Determine Initial Incident Communications Needs

Upon arrival, one of your first tasks is to assess the current radio and/or phone communications and determine the adequacy of what is being used.   Do the best you can with what you have.

Document the current situation on an initial ICS 205.

1. Answer the following questions:
- What resources and agencies are currently on scene?
- What communications methods are being used now?
- Can those that need to speak to one another do so?
- What is the simplest way to get those people talking?

2. Obtain current Organization Chart: Consult with the Resources Unit Leader (RESL) to learn the resources that are on scene and those that are en route. The RESL can show you the operations organization currently in use.

3. If you cannot meet with the RESL, use pages 3 and 4 of the ICS 201 to visualize what is on scene.

4. Diagram the incident to include all agencies and units so that you know who/what is out there.

5. Determine the channels currently in use. Get this from your 217A, a local TICP or ask an agency rep.

Determine Initial Incident Communications Needs

6. Document the frequencies or channels (or phone numbers) each resource is using on this diagram.

7. Examine your diagram to determine where communications gaps are.

8. Look for easiest solution or common denominator so that those who need interoperability will have it. (E.g. if everyone in a Group has a VHF Radio except for one team, provide a hand held VHF).
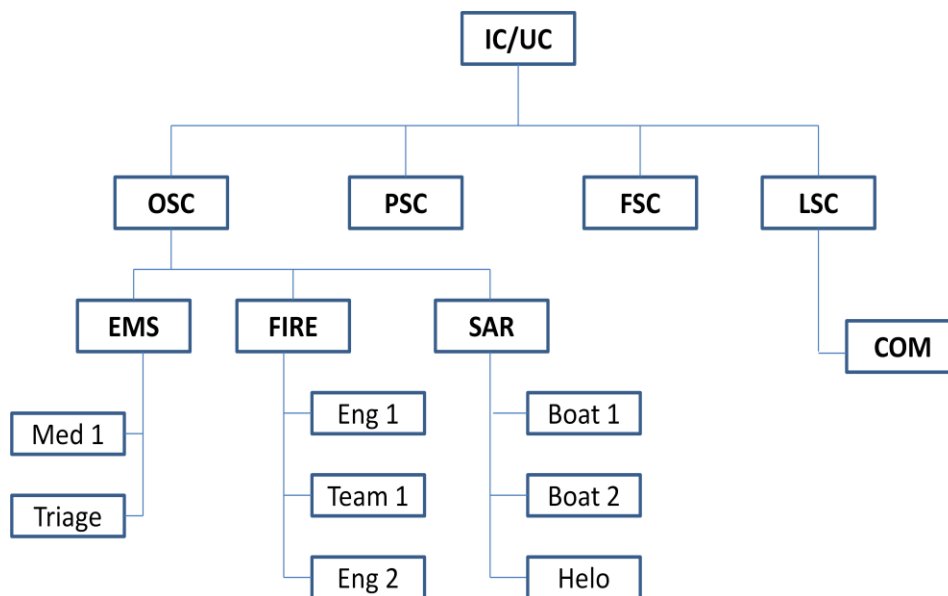
"Who needs to talk to whom…and how can they do it?"

7.2 Develop the Communications Plan (ICS 205)

After the Tactics Meeting, the Communications Plan, ICS 205 must be developed/revised to support the proposed organizational structure for the next OP Period.

This is the written plan for who is going to be on what channel and who is going to have interoperability. Not everyone needs to talk to everyone!!!

According to NIMS, there are five networks that may be deployed on any given incident (*this is the "**Function**" block of the ICS 205*):

- **Command Network**: Used by C&G Staff but it can be a coordination network for the Operations Section
- **Tactical Networks**: Used by the Operations Section to execute incident response. Normally several of these.
- **Air-to-Ground Network**: Coordination of air support
- **Air-to-Air Network**: For communication between aircraft. (This is typically not within the purview of the COML- **get a THSP**)
- **Logistics Network** (sometimes known as the Support Network) is used by the Logistics Section to coordinate functions such as supply and data transmission

The following is the methodology to develop the Communications Plan (ICS 205):

Obtain a copy of the ICS 215

This shows how the OSC has organized tactical units. You can also see the types and numbers of tactical resources that will make up each Division or Group.

- Knowing how the incident is organized (Divisions, Groups, etc) will help you determine who should talk with whom. Consult with the RESL to learn what agencies these resources are from

Block 4 contains the Groups and/or Divisions (how OSC has organized the tactical resources)

Block 6 will tell you what resources comprise each Group or Division

- Next, we will transfer the information on the ICS 215 to a "wire" diagram. Make sure the resources in Block 6 are captured

Diagram and Color-Code the incident

A basic principle for interoperability is that each key member of the organization is able to talk with the level immediately above and immediately below them. This is called **Hierarchical Interoperability.**

- Color code the key IMT positions, Branches, Groups and/or Divisions & resources to link who needs to talk to whom.
- Do not assign frequencies or channels yet, just establish the communications pathway for the incident.
- The chain of command principle (*hierarchical interoperability*) is used to direct operations and minimize radio chatter and confusion.

Establish Pathways ("Comms Mapping")
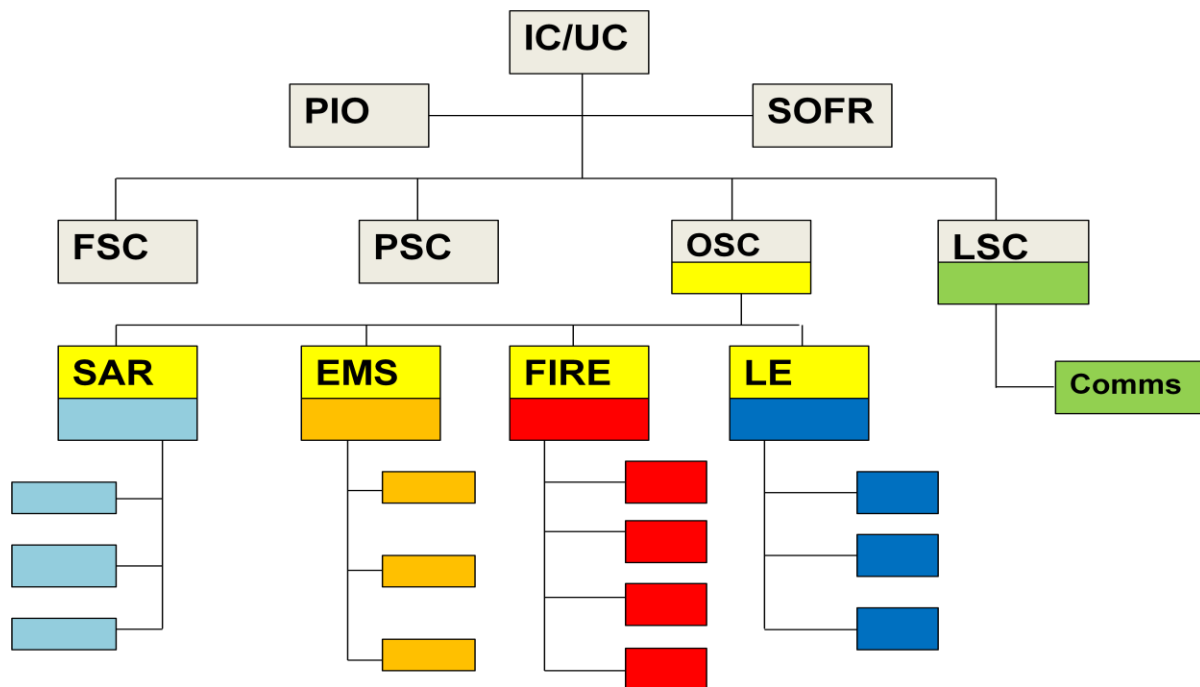
With this type of organization chart, it is apparent where resources are working and what the chain of command is. We next need to link who needs to talk to whom.

- The OSC can speak with the Command and General Staff and each DIVS below (one up/one down).
- The DIVS can speak to OSC, each other, and also to the leaders of each resource (individual resources, Strike Team Leaders, etc.) in their respective Groups/Divisions. There is usually no need for the OSC to speak with individual tactical resources.
- Radio channels or talk groups are indicated by the use of color. The same color means the same radio talk path.
- Two colors indicate the need for that individual to carry two radios (or two methods of communication).

Special considerations:
- Ensure hazardous tactical activities receive top priority
- Allow any special teams (Dive, EOD, Fire) to use their organic communications methods (just know what it is)
- Provide for other operational functions including volunteers
- The SOFR or LOFR may require a dedicated Net for their activities (ask ahead of time)

Assigning channels
Now that you know the required communications path for the incident, you must assign the most appropriate channels or frequencies to each pathway (color).

Knowing what resources comprise each Group/Division and the frequencies/radios systems they have is vital! Try to work with what is already there.

For example:
The SAR Group, composed of 2 USCG boats and a 110 foot cutter can all be assigned to a common VHF- FM channel. Fire teams may have interoperability using a mutual aid channel, etc.

- Sources of available frequencies and channels/talk groups are the TICP, an ICS 217A for the AOR, local plans such as an ACP or even the EOC or dispatch
- Determine the most prevalent channel, frequency, or system present in each Group/Division
- Assign a channel that the majority of resources have; provide radios where required

Keep it simple! Complex solutions can create complex problems. Find the common denominator of communications!

Now Document your plan on the ICS 205.

Complete the ICS 205 Communications Plan

The following example shows how to transfer technical data about the frequency you have selected from an ICS 217A to an ICS 205.

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

		Frequency Band	Description
		VHF HIGH BAND	**Interoperable Tactical Channels**

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
Simplex	**VCALL10**	Any Public Safety	155.7525 N	156.7	155.7525 N	156.7	A	Calling/Hailing
Simplex	**VTAC11**	Any Public Safety	151.1375 N	156.7	151.1375 N	156.7	A	Tactical Simplex

1. Incident Name		2. Operational Period Date/Time	INCIDENT RADIO COMMUNICATIONS PLAN
ICS 351 Incident		0600 DD/MM/YY to 1800 DD/MM/YY	ICS 205-CG

3. Basic Radio Channel Use

	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
1	Tactical	VTAC11	Fire Group	151.1375 N	156.7	151.1375 N	156.7	A	Non-Federal Interop Channel

Determined from your color chart: "who is using it and how"

Tips:
- "Function" is what type of network it is (i.e. Command)
- Channel names: what would be displayed in the user's radio (ensure involved agencies have same naming convention!)
- Assign separate tactical channels for each Group, Division and Branch
- Double check Frequencies, Tones & NACs

Chapter 8: Other Duties & Responsibilities

There are other duties and responsibilities that need to be accomplished to support the incident.

8.1 Design communications systems to meet operational needs.

- Consult with the OSC to determine communications needs for the next Op Period (Utilize the ICS -215 and new Org Chart)
- Prepare/revise ICS 205, Incident Radio Communications Plan
- Request specialized communications capabilities from vendor services; (e.g., telephone, satcom, microwave, VTC)
- Coordinate with the IMT before installing equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc)
- Order frequencies following the proper procedures
- Create diagrams (Org Chart) of current communication system(s)
- Consider future expansion of communications equipment using topographical maps to evaluate elevation and separation needs

8.2 Install communications equipment, as necessary

- Obtain equipment from supply unit
- Install and test all communications equipment to ensure the incident's systems are operational:
  - Command or Logistics repeaters

- o Links (radio and wire-based)
- o Remotes & Gateways (these must be managed)
- o Aircraft & other special needs (close coordination with aviation TSHP)
- o Video Teleconference equipment
- o Computer systems/ WiFi/Internet
- Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics
- Clone/program radios

8.3 Assign communications equipment
- Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan
- Provide appropriate equipment based on the ICS 205
- Provide training on equipment being fielded
- Maintain equipment inventory to provide accountability

8.4 Establish Incident Communications Center (ICC), if required
- Coordinate location of ICC with Facilities Unit Leader. Locate ICC close to the incident command post and away from high traffic areas and noise
- Locate ICC away from radio frequency and electronic noise
- Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements

- Coordinate watch turnover times around operations requirements
- Obtain necessary supplies for ICC to function properly

8.5 Manage operations of the ICC, as required

- Document radio/telephone activities on appropriate forms
- Set up filing system for ICC documentation
- Direct radio/telephone traffic to proper destinations
- Establish notification procedures for emergency messages
- Identify system problems and determine appropriate solutions

8.6 Coordinate frequencies, activities, & resources with communications resource coordinators outside of the incident (e.g. the EOC).

- Contact communications coordinators and notify them of incident frequencies, talk-groups, mutual aid channels
- Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts
- Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations

8.7 Perform operational tests of communications systems regularly

- Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment
- Monitor all gateways in use
- Plan for battery replacement
- Act decisively to minimize interruptions in system operation

8.8 Best Practices for Phones at the ICP/ICC

- Assess anticipated Phone Load (talk with the Command & General Staff about needs)
- Determine who needs a phone
- Determine which facilities require phones (JIC, Liaison area, Press Area, Logistics, etc.)
- Request additional lines and support personnel.
- Assign specific numbers for incoming calls (provide this to staff and off-site concerned agencies)
- Assign cell phone numbers to IMT positions, NOT individuals by name
- Include cell phones on the ICS 205A & control its distribution
- Ensure you establish a phone line with the local EOC
- Do not publicize OUTGOING phone lines
- Ensure phone logs are available and utilized

8.9 Interact and coordinate with appropriate unit leaders and operations personnel

- Coordinate with operations regarding system coverage and needs
- Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan)
- Coordinate with special units (air ops, EOD, SWAT, etc.) for special frequency needs
- Participate in planning meetings and briefings
- Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.
- Maintain Liaison with the Local EOC and/or Dispatch Center

8.10 Identify for release any excess unit resources.
Coordinate with unit managers and provide a list of excess personnel and facilities.

- Who or what is excess
- Time and date of excess
- The list will be reviewed daily for accuracy
- Follow the established demobilization process, including notification to communications resource coordinators

Chapter 9: Demobilizing the Unit and Personnel

Considerations for demobilizing your personnel and for the Communications Unit include:

- Time on scene, statutory limitations, etc.
- Identify unit personnel ready for demobilization in accordance with plan
- When determined by Command, demobilize unit in accordance with plan (coordinate with IC/UC for Network shutdown)
- Final disposition of documentation
- Breakdown of unit spaces/rehabilitation of your area
- Return of accountable property
- Lead times required for demobilization
- Equipment release considerations
- Participate in IMT debriefing and/or close out session
- Brief replacement if necessary
- Provide Supply Unit Leader with a list of supplies to be replenished/returned
- Forward all appropriate documentation to Documentation Unit
- Return all equipment to others in the Logistics section as appropriate
- Complete ICS 221, Demobilization Check-out sheet
- Follow Demobilization Plan
- Ensure DMOB has you listed as a "sign-off" on the ICS 221

- Document status of equipment when demobilized (i.e. condition, damage, etc.)
- Have your property and accountability information ready as personnel check out with you

* As COML, you will be one of the Units that a person must check out with prior to release from an incident. This is to ensure all communications equipment is properly returned and documented.

Chapter 10: Example ICS Forms

Most of the ICS Forms the COML will use are included here. Instructions are provided with forms the COML may complete.

For more examples of ICS forms, see Homeport ICS Library, forms (http://homeport.uscg.mil/ics/).

ICS 201 Incident Briefing
ICS 201 Page 1

1. Incident Name **SUNCRUZ**	2. Prepared by: B. Nelson, IC	INCIDENT BRIEFING
	Date: 10 May 20XX Time: 0800	ICS 201-CG

3. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)

Legend:
- Incident Command Post
- Helispot
- Incident/Vessel Location
- Staging Area
- Principle Roads
- Oil Spill

4. Current Situation   At 0410 hours today the M/V Sun Cruz VIII, a 500 passenger, 23 crew, 350 ft casino ship reported an explosion aboard and remains on fire. The following key points are known at this time.

- Fire is spreading on board below secondary muster area
- The vessel is located in the Hiatusport main channel between entrance buoys 4 and 6.
- An oil slick has been observed in vessel vicinity and is moving in a northwest direction
- Evacuation has been ordered and is underway
- Other vessels are in the area and offering assistance
- There are injuries among the passengers and crew
- Some passengers are in life rafts and are drifting in a northerly direction
- Media helicopters have been observed over the area

INCIDENT BRIEFING   [EX-3.1-1a-1]   ICS 201-CG (pg 1 of 4)

ICS 201 Page 2

1. Incident Name **SUNCRUZ**	2. Prepared by: B. Nelson, IC Date: 10 May 20XX Time: 0800	INCIDENT BRIEFING ICS 201-CG

5.   Initial Response Objectives, Current Actions, Planned Actions

Initial Response Objectives:
- Provide for the safety and welfare of the passengers and nonessential crew.
- Secure scene and immediate area surrounding incident site.
- Ensure accountability and provide temporary shelter for displaced passengers and crew.
- Initiate salvage assessment.
- Initiate efforts to mitigate effects of spilled oil.

Current Actions:
- Establishing safety zone 1 nautical mile around vessel
- Assisting vessel to evacuate passengers
- Picking up persons in lift rafts and transporting to Passenger Terminal
- Attempting to establish a system to account for all passengers and crew
- Establishing medical triage at Passenger Terminal with transport to hospital
- Requesting a Temporary Flight Restriction (TFR) from FAA

Planned Actions:
- Complete accountability of all passengers and crew
- Locate and remove all passengers from life rafts
- Complete triage of injured passengers and crew and transport to hospital
- Order additional resources to begin containment of spill
- Initiate preliminary damage assessment
- Determine extent of oil spill
- Put resources in place to establish and enforce a safety zone
- Order resources for fire suppression operations

Summary: Focus on SAR mission is beginning to phase down and focus on marine safety issues is gearing up. It appears there will need to be a multi-day commitment to mitigate this incident. Due to location of vsl and safety zone, the port remains shut down.

October 2014

ICS 201 Page 3

1. Incident Name **SUNCRUZ**	2. Prepared by: B. Nelson, IC Date: 10 May 20XX Time: 0800	INCIDENT BRIEFING ICS 201-CG

6. Current Organization (fill in additional appropriate organization)

B. Nelson (USCG)

Command

```
├── Safety Officer      _____
├── Liaison Officer     _____
└── Information Officer  S. Watkins (USCG)
```

Operations Section D. Montoro (USCG)	Planning Section RESL/ Worth (USCG) SITL/ Martin	Logistics Section	Finance Section

Staging Area Manager B. Lee

Group SAR S. Schenk (USCG)	Group Medical J. Hall (PCFD)	Group Fire Suppression	Air Group CG 6509

SAR:
- CG 47230
- Sheriff Boat 1
- CB- Pilot Boat

Medical:
- Medic 1
- Medic 2

Fire Suppression:
- Tug Boat #1

ICS 201 Page 4

1. Incident Name **SUNCRUZ**		2. Prepared by: B. Nelson, IC Date: 10 May 20XX Time: 0800			INCIDENT BRIEFING ICS 201-CG	
7. Resources Summary Resource	Resource Identifier	Date Time Ordered	ETA	On-Scene (X)	NOTES: (Location/Assignment/Status)	
	B. Nelson			X	ICP/IC	
	D. Montoro			X	ICP/OSC	
	Sheriff Boat 1			X	SAR Group	
	CG-47230			X	SAR Group	
	CB-Pilot			X	SAR Group	
	CG-6509			X	Air Group	
	S. Watkins			X	ICP/PIO	
	B. Lee			X	Thumb Point STAM	
	A. Worth			X	ICP/RESL	
	S. Schenk			X	SAR DIVS	
	K. Martin			X	ICP/SITL	
	Medic 1			X	Medical Group	
	Medic 2			X	Medical Group	
	J. Hall			X	Medical DIVS	
	Port Tug Boat #1			X	Fire Suppression Group	
	USCGC Sapelo		0800		SAR Group	
	CG 21212 (RBS)		0800		SAR Group	
	Port Tug Boat #2		0800		Thumb Point Staging	
	CC Triage Team#1		0800		Medical Group	
	SERT 1		0800		ICP/THSP	
	K. Bell		0800		Fire Suppression DIVS	
	P. Gill		0800		ICP/LSC	

INCIDENT BRIEFING   [EX-3.1-1a-4]   ICS 201-CG (pg 4 of 4)

ICS 204 Work Assignment

1. Incident Name SUNCRUZ	2. Operational Period (Date/Time) From: 10 MAY XX / 1800 To: 11 MAY XX / 0600	Assignment List ICS 204-CG
3. Branch N/A	4. ~~Division/~~Group~~/Staging~~ FIRE FIGHTING AND SALVAGE GROUP	

5. Operations Personnel	Name	Affiliation	Contact # (s)

Operations Section Chief: <u>MONTORO (OSC) 302-382-1717 / WORTHY (DOSC) 302-382-1395</u>

Branch Director: <u>N/A</u>

~~Division/~~Group Supervisor~~/STAM~~: <u>T. ALEXIS</u>   USCG   302-382-1683

6. Resources Assigned
"X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks	
ASOF (BANDAGE –CG)	-----------------	(TBD)	1	THUMB POINT STAGING / 1730	☐
USCG SERT #2	F. JOHNS	(TBD)	3	THUMB POINT STAGING / 1730	☐
HFD FIREFIGHTING CREW #1	R. TATE	(TBD)	5	THUMB POINT STAGING / 1730	☐
HFD FIREFIGHTING CREW #2	T. CASEY	(TBD)	5	THUMB POINT STAGING / 1730	☐
CORAL SALVAGE BOAT #6	B. WONG	(TBD)	4	THUMB POINT STAGING / 1730	☐
CORAL SALVAGE BOAT #7	J. SMART	(TBD)	4	THUMB POINT STAGING / 1730	☐
					☐
					☐
					☐
					☐

7. Work Assignments

ASSIGN FF TEAMS TO EXTINGUISH AND OVERHALL FIRE. REPORT TO DOSC AS EACH SPACE IS CLEARED.

ASSIGN SERT MEMBERS TO BOARD AND COMPLETE DAMAGE AND STABILITY ASSESSMENT. COORDINATE ASSESSMENT INFORMATION WITH PLANNING SECTION FOR INCLUSION IN SALVAGE PLAN. MAKE HOURLY STATUS UPDATES TO DOSC.

8. Special Instructions

PPE: ALL FF CREWS WILL WEAR APPROPRIATE FF TURNOUT GEAR. ALL SERT PERSONNEL WILL WEAR SAFETY TOE BOOTS, LONG PANTS, HARD HATS, EYE PROTECTION, AIR MONITORING EQUIPMENT, AND TYPE I PFD.
BOX LUNCHES AND BOTTLED WATER ARE AVAILABLE AT THUMB POINT STAGING.
SAFETY: WORK/REST RATIO 30/30 MINUTES. ASOF SHALL ENSURE PFDs ARE AVAILABLE FOR ALL PERSONNEL WORKING ONBOARD AND COORDINATE CONTINGENCY PLAN IF VESSEL BECOMES UNSTABLE.

9. Communications (radio and/or phone contact numbers needed for this assignment)

Name/Function	Radio: Freq./System/Channel	Phone	Cell/Pager	
Tactical – FF & Salvage	154.8300/VHF/Fire Ground3			
Command	154.9500/VHF/ DEP2			
Tactical - Staging	157.0750/VHF/81A			

Emergency Communications

Medical_____   Evacuation_____   Other _____

10. Prepared by: Date/Time Tom Jones , RESL	11. Reviewed by (PSC): Date/Time	12. Reviewed by (OSC): Date/Time

ICS 205 Communications Plan

1. Incident Name					**INCIDENT RADIO COMMUNICATIONS PLAN**
Self-Explanatory					**ICS 205-CG**
2. Operational Period Date/Time	Indicate Op Period this Plan Supports				

3. Basic Radio Channel Use

#	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
1	This indicates	Write the name	The User of	This Block lists		Special	This Block lists		Same	Analog	This space can be used to
2	the Type of	of the Channel	This Channel/Freq	**Receive Freq**		Tone that	**Transmit Freq**		As	Digital	give more info on a channel
3	Network or	here (if not sure	is Indicated here:	in Megahertz		Radio	in Megahertz		RX Tone	Mixed:	such as what another agency
4	Purpose of this	ask owning	i.e. "OSC and all DIVS"	for this Channel		Must be				How	has named it or other
5	Channel or Freq	agency)			(N or W is for	Programed				Radio	key information about it
6			Narrow or Wide)			With				Works	
7	Command	"82A"	CMD & Gen Staff	157.1250	W	None	157.1250	W	None	A	An Analog Signal must go
8	Tactical	"LE 2"	L/E Group	167.2500	N	68F	162.2625	N	68F	D	thru a MODEM to convert to
9	Tactical	"VFIRE22"	Fire Fighting Grp	154.2650	N	None	154.2650	N	None	A	a Digital Signal & vice-versa
10	Tactical	"MED-22"	EMS Group	463.0375	N	67.0MHz	468.0375	N	67.0MHz	D	
11	Air To Air	"CG Air Primary"	All Rotary Wing	123.025	W	None	123.025	W	None	A	Helo air to air: AM
12	Air to Ground	"Foley Tower"	All Rotary Wing	123.075	W	None	123.075	W	None	A	
13	Logistics	"GMRS 14"	All Logistics Section	462.7125	N	None	462.7125	N	None	A	"Talk-About" handheld radio
14											
15	**NAC**	is "Network Access Code"	A 12-bit Digital ID	programmed into		a P25	radio. Minimizes		interference		P25 is a special type of radio
16	If RX and TX	Freqs are same,	radio is **Simplex**	(When you key up		no one else can talk until you	release		mic)		
17	If RX and TX	are different,	this indicates	use of a radio		repeater	system				
18	**Narrow Band**	indicates a	frequency that has	a bandwidth of		12.5MHz					*NB and WB are not very
19	**Wide Band**	indicates a	frequency that has	a bandwidth of		25.0MHz					interoperable!
20											

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

4. Prepared By (Communications Unit)	5. Date/Time	
O. L. Sparky, COML	25 Oct XXXX - 1445	ICS 205-CG (Rev. 09/12)

INCIDENT RADIO COMMUNICATIONS PLAN

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205-CG)

Special Note. This form, ICS 205-CG, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-CG is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.).

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS 204-CG).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief.

Distribution. The Incident Radio Communications Plan is included in the Incident Action Plan and duplicated and given to others requiring incident communications information including the Incident Communications Center. All completed original forms MUST be given to the Documentation Unit.

Block #	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the time interval for which the form applies.
3	Basic Radio Channel Use	Enter the following information about radio channel use:
	Channel #	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	Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talkgroup 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 (e.g., Branch I, Division A, Hazmat group).
	Rx Freq 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 either an "N" or a "W", depending on whether the frequency is narrow or wide band. 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.
	Tx Freq N or W	Enter Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band.
	Tx Tone/NAC	Enter Transmit 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.
	Mode A, D or M	Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. and narrative information regarding special situations.
4	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
5	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

ICS 205A Communications List

1. Incident Name: Sun Cruz	2. Operational Period (Date / Time) From: 1800 10 May 12 To: 0600 11 May 12	COMMUNICATIONS LIST ICS 205A-CG

3. Basic Local Communications Information

Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)
IC	Brad Nelson	VHF channel "DEP2" / 302-382-9998. Double Tree hotel
OSC	Peter Montoro	DEP2 – 302-382-1717 / Double Tree
PIO	Sam Watkins	302-382-1027 / Double Tree
RESL	Alan Worth	302-339-2155 / Double Tree
SITL	Kevin Martin	302-339-6505 / Double Tree
COML	Jolene Barnes	302-382-0028 / Double Tree

4. Prepared by: (Communications Unit) J. Tomlin	Date / Time 10 May 12- 1545

COMMUNICATIONS LIST	ICS 205a-CG (Rev. 07/04)

COMMUNICATIONS LIST (ICS 205a-CG)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS 205-CG. Whereas the ICS 205-CG is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS 205a-CG, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Local Comms Information	Enter the communications methods assigned and used for each assignment.
	Assignment	Enter the ICS Organizational assignment.
	Name	Enter the name of the contact person for the assignment.
	Method(s) of contact	Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

ICS 206 Medical Plan

1. Incident Name **SunCruz**	2. Operational Period (Date / Time) From: 11 MAY XX / 0600 To: 11 MAY XX / 1800	**MEDICAL PLAN ICS 206-CG**

3. Medical Aid Stations

Name	Location	Contact #	Paramedics On site (Y/N)
N/A	Thumb Point Staging - Basic First Aid Station	302-338-2165	Y
	Captain Eddies Marina Staging Area	302-338-2767	Y

4. Transportation

Ambulance Service	Address	Contact #	Paramedics On board (Y/N)
HP CLINIC	Thumb Point Road. Hiatusport, DE	407-783-7000	Y
HPFD	Various locales in Hiatusport	911	Y
First Medic, DE	372 Ron Road, Hiatusport, DE	302-448-1200	Y

5. Hospitals

Hospital Name	Address	Contact #	Travel Time Air	Travel Time Ground	Burn Ctr?	Heli-Pad?
HP HOSP.	HP, DE	407-783-8000	10	20	Y	Y
HP Naval	NOB Hiatusport	407-785-1500	2	15	Y	Y
	(NOB has a hyperbaric chamber)					

6. Special Medical Emergency Procedures

Contact 911 for major emergencies and medical evacuation via most expedient means to the Hiatusport Memorial Hospital. Injuries requiring treatment beyond first aid available on-scene shall report immediately to the Thumb Point Staging Area for treatment by medical personnel from Hiatusport County EMS. If necessary transport to Hiatusport Memorial Hospital.

Minor injuries requiring only first aid should be treated onsite with follow-up examination at the end of the operational period with medical personnel at Thumb Point staging.

ALL injuries regardless of type or magnitude shall be reported through the chain of command to the Safety Officer as soon as possible.

7. Prepared by: (Medical Unit Leader) *P. Gill*	Date/Time 11 MAY XX/0450	8. Reviewed by: (Safety Officer) *W. Baldwin*	Date/Time 11 MAY XX /0500

MEDICAL PLAN	ICS 206-CG (Rev.07/04)

ICS 213RR

Resource Request Message

ICS-213 RR CG (12/06)

| 1. Incident Name: Mills Point | 2. Date/Time: 02 Apr 2007 1330 | | 3. Resource Request Number: B01009 |

4. ORDER Note: Use additional forms when requesting different resource sources of supply

a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location:	Date/Time:	g. Order # (LSC)	h. ETA (LSC)	i. Cost
1			R	Helicopter - able to carry a minimum of 10 passengers with gear up to 500 pounds. Contact Helibase Manager, Jeff Jones, to discuss specific flight line reporting procedures/requirements.	Helibase	4 Apr 0600	E090	4 Apr 0800	$2356.00

(Requestor)

5. Suggested source(s) of supply - POC phone number if known and suitable substitutes:

Heavy Lift Helicopters POC: Sean Kaufman 550-555-9245 or Heliqwest International

| 6. Requestor Position and Signature: Dan Brinkley | Date/Time: 02 Apr 06 1330 |
| 7. Section Chief/Command Staff Approval: Jeff Barton | Date/Time: 02 Apr 06 1345 |

(Plans)

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.	a. [X] b. [ ] Resources available as noted in block 12 c. [X] Resources not available	9. RESL Review/Signature: Kimberly Higgins	Date/Time: 02 Apr 06 1618
10. Requisition/Purchase Order #: 24-06-276HXQ016	11. Supplier Name/Phone/Fax/Email: Heliqwest International, Randy Simon 550-555-4041	13. Logistics Section Signature: David Jones	Date/Time: 02 Apr 06 2040
12. Notes: Quoted daily price includes 1 pilot, 1 aircraft mechanic, and aviation fuel.			

(Logistics)

| 14. Order placed by (check box): | SPUL [ ] PROC [X] OTHER ____ |
| 15. Reply/Comments from Finance: Contract #: FS-02HB-C-05-0001 Accounting: 2/H/SZ/105/95/0/P07001/37150/2523 | 16. Finance Section Signature: Sam Chase | Date/Time: 02 Apr 06 2100 |

(Finance)

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Tan copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

REQUESTOR: The requestor must fill in blocks 1 through 7.

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request.
Block # 3	Resource Request Number: Specific to the form & enables downstream tracking.
Block # 4a-c	Items requested: Must include quantity; Include Kind and Type if applicable.
Block # 4.d	Priority is either U – Urgent or R – Routine. Requestor: Urgent should **ONLY** be used if the resource must be checked-in and available within the specified time period or an <u>operational</u> objective will not be met. LSC: An Urgent request takes priority over all other requests. The requestor should be notified ASAP on the status of the request.
Block # 4.e	The detailed description of requirements. **BE SPECIFIC AS POSSIBLE.**
Block # 4.f	Delivery/Reporting Location and Times: This is self-explanatory and is required to ensure timely and accurate delivery of the resource.
Block #4g-i	Leave blank for SPUL/PROC to fill in.
Block # 5	Substitutes and/or Suggested Sources: Enter applicable information if known.
Block # 6	Requestor: Print name, position, sign and date.
Block # 7	Approval: This must be approved by the appropriate Section Chief or Command Staff Officer.

PLANNING SECTION: The RESL must fill in blocks 8 through 9.

Box # 8.a	RESL: Check box if request if for tactical resources
Box #8.b/c	RESL: If a tactical resource, check only one box as appropriate
Block # 9	RESL: Sign and date

LOGISTICS SECTION: Blocks 10 through 13 are filled out by the Supply Unit.

Note: Blocks 4 G and H are to be filled out by the Supply Unit or Procurement Unit upon ordering.

Block # 10	Requisition/Purchase Order Number: To be assigned by Supply Unit.
Block # 11	Supplier Point of Contact, Phone Number and Fax Number.
Block # 12	Notes: additional information on the supplier, when contacted, etc.
Block # 13	Signature: As specified by the Resource Request Process. Usually the signature of the SPUL but may also be the LSC or Deputy LSC.
Block # 14	Orderer (SPUL or PROC). Other block is checked if SPUL/PROC positions not filled. If this block is checked, fill in position.

FINANCE SECTION: Blocks 15 and 16 are filled out by the Procurement Unit.

Block # 15	Comments concerning request from FSC, Deputy FSC, or PROC.
Block # 16	Approval: This must be approved in accordance with Resource Request Process.

Note: Cost associated requests will not be ordered without approval in accordance with the Resource Request Process.

ICS 214 Unit Log

1. Incident Name	2. Operational Period (Date/Time)		UNIT LOG
	From: 10 May 13 0600 To: 10 May 13 1800		ICS 214-CG

3. Unit Name/Designators Communications Unit	4. Unit Leader (Name and ICS Position) Alex Bell

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE
Nick Tesla	COMT	Croatia
Max Smart	INCM	New York – Control HQ
Tommy Edison	RADO	Menlo Park, NJ
Ernestine Tomlin	RADO	Calumet City, IL

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS
0545	Assumed the watch. All property inventoried and accounted for. Above personnel present.
0612	Informed that fuel for Repeater 3 on Blueberry Hill will be out in 2 hours. Notified LSC. STAM for Hilton staging confirmed he will send a truck to replenish fuel tank.
0645	Gateway servicing the South Branch down. COMT enr to troubleshoot.
0706	Blueberry Hill repeater refueled
0710	South Branch Gateway back on line, COMT replaced flux capacitor.
0715	SAR Group reported possible intentional interference VHF-FM chan 81A. Requested all SRU and CG 6502 to DF signal.
0727	CG 6502 reports interference DF'd to Stoll's Marina
0728	Contacted Stoll's Marina manager IRT interference. He will investigate
0735	Stoll's Marina located 2 children keying mic on radio of P/C Minnow. Parents advised. Interference stopped.

7. Prepared by: Alex Bell	Date/Time

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

ICS 217 Communications Resource Availability Worksheet

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
					Frequency Band **VHF HIGH BAND**			**Description** **Marine Specific Channels**
Simplex	Channel 6	Maritime Use	156.3000 W	CSQ	156.3000 W	CSQ	A	Inter-ship coordination
Simplex	Channel 9	Maritime Use	156.4500 W	CSQ	156.4500 W	CSQ	A	Boat/Ship Calling
Simplex	Channel 12	Maritime Use	156.6000 W	CSQ	156.6000 W	CSQ	A	Port Operations
Simplex	Channel 14	Maritime Use	156.7000 W	CSQ	156.7000 W	CSQ	A	Port Operations
Simplex	Channel 13	Maritime Use	156.6500 W	CSQ	156.6500 W	CSQ	A	Bridge to Bridge Safety
Simplex	Channel 16	Maritime Use	156.8000 W	CSQ	156.8000 W	CSQ	A	Hailing and Distress
Simplex	Channel 17	Maritime Use	156.8500 W	CSQ	156.8500 W	CSQ	A	State & Local Gov't Use
Simplex	Channel 21A	Maritime Use	157.0500 W	CSQ	157.0500 W	CSQ	A	USCG Working
Simplex	Channel 22A	Maritime Use	157.1000 W	CSQ	157.1000 W	CSQ	A	Marine Safety
Simplex	Channel 23A	Maritime Use	157.1500 W	CSQ	157.1500 W	CSQ	A	USCG Working
Simplex	Channel 81A	Maritime Use	157.0750 W	CSQ	157.0750 W	CSQ	A	USCG Working
Simplex	Channel 82A	Maritime Use	157.1250 W	CSQ	157.1250 W	CSQ	A	US Gov't Working
Simplex	Channel 83A	Maritime Use	157.1750 W	CSQ	157.1750 W	CSQ	A	USCG Working

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A," or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

3/2007

COMMS RESOURCE AVAILABILITY WORKSHEET (ICS 217A Rev 3/07)

Purpose. This workbook is designed to be a template completed prior to or during an incident to assist in managing various communications channels and/or talkgroups. An agency's interoperable channels and/or talkgroups can be entered on the form enabling a Communications Unit Leader to have the technical information readily available to complete an Incident Communications Plan (ICS 205).
Preparation. The Communications Resource Availability Worksheet is prepared by a Communications Coordinator or Communications Unit Leader preferably in an administrative setting prior to an incident.
Distribution. All completed original forms MUST be given to the Documentation Unit. Copies of the ICS 217A Communications Resource Availability Worksheet are given to all appropriate personnel who are authorized to use the agency's communications resources during an incident.

Item #	Item Title	Instructions
1.	Frequency Band	Enter the frequency band: VHF, UHF, 700/800 MHz, etc..
2.	Description	Enter the description of the unit providing the capabilities.
3.	Channel Configuration	Enter channel configuration: Simplex, Duplex, Repeater, etc..
4.	Channel Name Trunked Radio System Talkgroup	Enter the name of the channel or talkgroup.
5.	Eligible Users	Enter the eligible users for the channel/talkgroup.
6.	Rx Freq N or W	Enter the specific receiving (Rx) frequency followed by N or W which notes whether Narrow (N) or Wide (W) band. Convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or "W."
7.	Rx Tone/NAC	Enter the Receiving Tone and/or NAC code (e.g. 141.3, 156.7, 179.9, NAC293, etc.). If none, note "none."
8.	TX Freq N or W	Enter the specific transmitting (TX) frequency followed by N or W which notes whether Narrow (N) or Wide (W) band. If using simplex, can note simplex in this block rather than repeat the frequency. Convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or "W."
9.	Tx Tone/NAC	Enter the Transmitting Tone and/or NAC code (e.g. 141.3, 156.7, 179.9, NAC293, etc.) If none, note "none."
10.	Mode: A, D, or M	Enter mode of A, D, or M which refers to Analog (A), Digital (D) or Mixed mode (M).
11.	Remarks	Enter remarks
12.	Prepared by	Enter Name of person preparing document.
13.	Date	Enter Date prepared.

ICS 225 Incident Personnel Performance Rating

INCIDENT PERSONNEL PERFORMANCE RATING ICS 225-CG	INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom. To electronically fill form, double-click on first word of each section, then enter information.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name: Rank Last, First	2. Incident Name: Enter Incident Name

3. Home Unit and Phone Number: Enter Unit or Home Office here	4. Location of Incident: City, State

5. Position Assigned: ICS Position	6. Date of Assignment: From: dd/mm/yyyy To: dd/mm/yyyy	7. Date Incident Started: dd/mm/yyyy	8. Incident Type: Type I, II, III	9. Incident Kind: (Oil/Hazmat Spill/SAR/Fire/Etc)

10. Evaluation

Rating Factors	N/A	1 - Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
A. Knowledge of the job/ Professional Competence & Using ICS:	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. ☐	☐	Competent and credible authority on specialty or operational issues. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. ☐
B. Planning/Preparedness & ability to obtain performance/results:	☐	Got caught by the unexpected; appeared to be controlled by events; routine tasks accomplished with difficulty. ☐	☐	Consistently prepared. Set high but realistic goals. Work was timely and of high quality; required same of subordinates. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Maintained optimal balance among quality, quantity, and timeliness of work. ☐
C. Adaptability/Attitude:	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. ☐	☐	Receptive to change, new information, and technology. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information and technology. ☐
D. Communication Skills:	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. ☐	☐	Effectively expressed ideas and facts in individual and group situations; non-verbal actions consistent with spoken message. ☐	☐	Clearly articulated and promoted ideas. Adept at presenting complex or sensitive issues. ☐
E. Directing Others:	☐	Showed difficulty in directing or influencing others. Unwilling to delegate authority to increase efficiency of task accomplishment. ☐	☐	Set high work standards; clearly articulated job requirements, expectations and measurement criteria; held subordinates accountable. ☐	☐	An inspirational leader who motivated others to achieve results not normally attainable. Modified leadership styles to best meet situations. Won people over rather than imposing will. ☐
F. Ability to work on/ Consideration for team:	☐	Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or others. Used teams ineffectively or at wrong times. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Cared for people. Recognized and responded to their needs ☐	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Ensured appropriate and timely recognition of others. ☐
G. Judgment/Decisions under stress:	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. ☐	☐	Combined keen analytical thought and insight to make appropriate decisions. Focused on the key issues and the most relevant information. ☐
H. Initiative	☐	Postponed needed action. Implemented or supported improvements only when directed. ☐	☐	Championed improvement through new ideas, methods, and practices; self-starter. ☐	☐	Aggressively sought out additional responsibility. A self-learner. Optimized use of new ideas. ☐
I. Adherence to safety:	☐	Failed to adequately identify and protect personnel from safety hazards. ☐	☐	Ensured that safe operating procedures were followed. ☐	☐	Demonstrated a significant commitment towards safety of personnel. ☐

11. Remarks/Potential: Type remarks here; Describe ability to assume greater leadership roles and responsibilities (e.g., rate performance, recommend incident management positions and/or ICS or other training).

12. Rated Person (signature) This rating has been discussed with me. Rank Last, First	13 Date: mm/dd/yyyy

14. Rated By (signature/print name): Rank Last, First	15. Supervisor Home Unit (address/phone): Rank Last, First	16. Supervisor Position: ICS Position	17. Date: mm/dd/yyyy

Incident Personnel Performance Rating	Page 1	ICS 225-CG (Rev 05/10)

DD-1149 Requisition and Invoice/Shipping Document

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHIPPING CONTAINER TALLY — 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)*
ESD CAPTE MAY
1 MUNRO AVE.
CAPE MAY, NJ 08204-5082

2. TO: *(Include ZIP Code)*
MIRLO IMT
C/O SECTOR HIATUSPORT
1 YEATON DR. THUMB POINT
HIATUSPORT, DE 19706

3. SHIP TO - MARK FOR
LOGISTICS SECTION MIRLO IMT
ATTN: SUPPLY UNIT
555-867-5309

SHEET NO. 1
NO. OF SHEETS
7. DATE MATERIAL REQUIRED *(YYYYMMDD)* 20110304

6. REQUISITION NUMBER
REQUISITION DATE 20110301
8. PRIORITY

9. AUTHORITY OR PURPOSE

10. SIGNATURE

11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*

12. DATE SHIPPED *(YYYYMMDD)* 20110302
b.

13. MODE OF SHIPMENT FEDEX
14. BILL OF LADING NUMBER
91029010012222213902008

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA

AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1	MOTOROLA XTS 5000 HANDHELD VHF RADIO SERIAL NMBR: H18KEF9PW6N001	EA	1				3,800.00	3,800.00
1	MOTOROLA XTS 5000 HANDHELD VHF RADIO SERIAL NMBR: H18KEF9PW6N002	EA	1				3,800.00	3,800.00
1	MOTOROLA XTS 5000 HANDHELD VHF RADIO SERIAL NMBR: H18KEF9PW6N003	EA	1				3,800.00	3,800.00
1	MOTOROLA XTS 5000 HANDHELD VHF RADIO SERIAL NMBR: H18KEF9PW6N004	EA	1				3,800.00	3,800.00
1	MOTOROLA XTS 5000 HANDHELD VHF RADIO SERIAL NMBR: H18KEF9PW6N005	EA	1				3,800.00	3,800.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING ()

	TOTAL WEIGHT	TOTAL CUBE
TOTAL		

18. RECAP OF SHIPMENT
TOTAL CON-TAINERS
TYPE CON-TAINER

19. CONTAINERS RECEIVED EXCEPT AS NOTED
QUANTITIES RECEIVED EXCEPT AS NOTED
POSTED

SHEET TOTAL 19,000.00
GRAND TOTAL 19,000.00
20. RECEIVER'S VOUCHER NO.

ISSUED BY   DATE *(YYYYMMDD)*   BY
CHECKED BY   DATE *(YYYYMMDD)*   BY
PACKED BY   DATE *(YYYYMMDD)*   BY

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DD FORM 1149, JUL 2006   PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Designer 8.0

Chapter 11: Other COML Tools

11.1 GETS

Government Emergency Telecommunications Service (GETS) is intended to be used in an emergency or crisis situation when the landline network is congested and the probability of completing a normal call is reduced.

- Identify point of contact for GETS
- GETS is only available if there is a dial-tone
- Useful over satellite phones
- For your Mob Guide, find out who in your agency has GETS and Wireless Priority Service (WPS) cards(www.gets.ncs.gov)

11.2 Cell Phone Help

- Verizon Significant Events Center (800) 981-9558
- Sprint-NEXTEL Emergency (888) 639-0020
- AT&T National Communications System-National Coordinating Center (703) 235-5080
- Ensure any and all costs are identified and approved prior to deployment

11.3 Email/Web Support

- Determine IT/Computer support required
- Do you need for portals such as HSIN?
- Do you need email accounts for key users?
- Does incident need shared file folders?

11.4 Gateway tips

No Encryption
Treat all conversations as if they are in the clear.

Inefficiencies
To prevent excess chatter, only patch those systems that really need to talk to each other for the time they need to talk.   Remember, just because you can patch someone doesn't mean you should.

When using an audio gateway with a trunked system, it's best to have a high priority talk-group on the system dedicated for gateway use in the Geographic Area.

Use simplex/direct frequencies for localized Incidents.

Setup
Gateways require special interface cables to connect to the various types of radios. If a radio must be added the requesting organization should provide a portable radio, additional batteries, charger, and the interface cable.

Frequency conflicts/interference
Coordination is the key - prior to creating a patch, know what is being patched.

11.5 Providing Communications Support for a Planned Event

(Ref: DHS publication "Interoperable Communications for Planned Events")

Meet with the involved Operations and Communication Personnel

- Obtain background information about the event & communications requirements
- Identify assisting & cooperating stakeholders and their roles in the event
- Identify / assess communications needs, resources and capabilities

Meet again with Operations and Communications personnel

- Assess communications gaps and determine solutions
- Draft initial communications plan & draft a contingency plan

Team up with partners – train on equipment - conduct "dry runs"

- Talk about "what -ifs" and unplanned events
- Identify / document what worked & what did not during practice

Resolve any gaps you identified

- Identify additional resources you have or need

- Update your communications plan based on your new solutions
- Obtain the event plan – distribute to communications personnel
- Conduct the event – execute your plan
- Document successes and shortfalls
- Meet with team after the event
- Develop AAR
- Share your lessons learned
- Document for future reference

11.6 Coast Guard Communications Contacts

Field Spectrum Management Personnel
District 1/9:   (617) 223-8699
District 5:   (757) 628-4020
District 7:   (305) 415-7137
District 8:   (504) 671-2028 or 253-4604
District 9:   (216) 902-6141
District 11/14:   (510) 637-5454
District 14:   (808) 535-3452
District 13/17:   (206) 220-7152
District 17:   (907) 463-2202

Spectrum Management Field Support
- Frequency authorizations & 5-year reviews
- Coordinate spectrum use for interoperability
- District/Sector/Airsta frequency plans
- Sector visits – site/emitter surveys, spectrum awareness training, radio users briefs and frequency plan development/review
- Experimental & temporary frequency authorizations
- Maintain CG-wide Radio Frequency Plan
- Assist Field units and C3CEN with Interference Resolution
- Contingency Communications Support

C4IT SC Norfolk VA
(757) 628-4017 or (757) 628- 4092

C4IT SC Oakland CA:
(510) 637-5455 or (510) 637- 5486

COMDT CG-652 Personnel

JR10-1305	(202) 475-3553
7S17-04	(202) 475-3554
7S17-06	(202) 475-3552
7R19-17	(202) 475-3558
2I16-20	(202) 372-4001
Spectrum Mgmt	(757) 628-4063
C4ITSC FSD	(757) 628-4460

LANT-63 Operational Communications

LANT-63 Contingency Communications can be of great assistance at an incident or event that requires communications assistance. They maintain a large cache of equipment to support interoperable communications. C3 assets include:

- HF, VHF, UHF and SATCOM equipment
- Handheld radios
- Base stations
- Cryptographic equipment & support
- Communications vehicles & trailers

CAMSLANT maintains a database of all communications equipment within Atlantic Area. Notify LANT-63 by phone, email or message to have your request evaluated.

Chapter 12: Acronym List

A	Analog Mode
AAR	After Action Report
AM	Amplitude Modulation
APCO	Association of Public Safety Communications Officials
ARES	Amateur Radio Emergency Service
BLM	Bureau of Land Management
CAI	Common Air Interface
CASM	Communications Survey and Mapping Tool
CDO	Communications Duty Officer
CFR	Code of Federal Regulations
CO	Central Office (POTS)
COLTs	Cellular on Light Trucks
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
COW	Cellular on Wheels
CSSI	Console Sub-System Interface
CST	Civil Support Team (National Guard)
CTCSS	Continuous Tone Coded Squelch System
D	Digital Mode
DHS	Department of Homeland Security

DMAT	Disaster Medical Assistance Team
DMIS	Disaster Management Interoperability Service
DPL	Digital Private Line
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOD	Explosives Ordinance Disposal
ESF2	Emergency Services Function 2 (Comms)
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
FD	Fire Department
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FM	Frequency Modulation
FOG	Field Operations Guide
FSE	Full Scale Exercise
FSI	Fixed Station Interface
GETS	Government Emergency Telephone Service
GIS	Geographical Information System
GPS	Global Positioning System
HSEEP	Homeland Security Exercise and Evaluation Program

IAP	Incident Action Plan
ICC	Incident Communications Center
ICS	Incident Command System
ICTAP	Interoperable Communications Technical Assistance Program
IMT	Incident Management Team
INCM	Incident Communications Center Manager
ISSI	Inter-RF Subsystem Interface
IST	Incident Support Team (IST)
JFO	Joint Field Office
LAN	Local Area Network
LE	Law Enforcement
M	Mixed Mode
MARS	Military Amateur Radio Service
MCC	Mobile Communications Center
MERS	Mobile Emergency Response Systems (FEMA)
N	Narrow-Band Channel Spacing
NAC	Network Access Code
NASTD	National Association of State Technology Directors
NECP	National Emergency Communications Plan
NGO	Non-Governmental Organization
NIFC	National Interagency Fire Center

NIFOG	National Interoperability Field Operations Guide
NIICD	National Interagency Communications Division
NIMS	National Incident Management System
NIRSC	National Incident Radio Support Cache
NPSTC	National Public Safety Telecommunications Council
NTIA	National Telecommunications and Information Administration
NWCG	National Wildfire Coordination Group
OEC	Office of Emergency Communications
P25	APCO Project 25 (Digital Standard)
POC	Point of Contact
POTS	Plain Old Telephone System
PSTN	Public Switched Telephone Network
RACES	Radio Auxiliary Civil Emergency Service
RADO	Radio Operator
RF	Radio Frequency
Rx	Receive
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperability Executive Committees
SL	Subscriber Line Carrier

SOP	Standard Operating Procedures
SUSAR	State Urban Search and Rescue Team
SWAT	Special Weapons And Tactics
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan
TTX	Table-Top Exercise
Tx	Transmit
UASI	Urban Area Security Initiative
UHF	Ultra High Frequency
ULS	Universal Licensing System
USAR	Urban Search And Rescue
USFS	Untied States Forest Service
VHF	Very High Frequency
VoIP	Voice over Internet Protocol
W	Wideband Channel Spacing
WAN	Wide Area Network
WPS	Wireless Priority Service

Chapter 13: Useful Communications Availability Channels
VHF High Band Marine Specific Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Frequency Band: **VHF HIGH BAND**

Description: **Marine Specific Channels**

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Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
Simplex	Channel 6	Maritime Use	156.3000 W	CSQ	156.3000 W	CSQ	A	Inter-ship coordination
Simplex	Channel 9	Maritime Use	156.4500 W	CSQ	156.4500 W	CSQ	A	Boat/Ship Calling
Simplex	Channel 12	Maritime Use	156.6000 W	CSQ	156.6000 W	CSQ	A	Port Operations
Simplex	Channel 14	Maritime Use	156.7000 W	CSQ	156.7000 W	CSQ	A	Port Operations
Simplex	Channel 13	Maritime Use	156.6500 W	CSQ	156.6500 W	CSQ	A	Bridge to Bridge Safety
Simplex	Channel 16	Maritime Use	156.8000 W	CSQ	156.8000 W	CSQ	A	Hailing and Distress
Simplex	Channel 17	Maritime Use	156.8500 W	CSQ	156.8500 W	CSQ	A	State & Local Gov't Use
Simplex	Channel 21A	Maritime Use	157.0500 W	CSQ	157.0500 W	CSQ	A	USCG Working
Simplex	Channel 22A	Maritime Use	157.1000 W	CSQ	157.1000 W	CSQ	A	Marine Safety
Simplex	Channel 23A	Maritime Use	157.1500 W	CSQ	157.1500 W	CSQ	A	USCG Working
Simplex	Channel 81A	Maritime Use	157.0750 W	CSQ	157.0750 W	CSQ	A	USCG Working
Simplex	Channel 82A	Maritime Use	157.1250 W	CSQ	157.1250 W	CSQ	A	US Gov't Working
Simplex	Channel 83A	Maritime Use	157.1750 W	CSQ	157.1750 W	CSQ	A	USCG Working

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A," or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

VHF High Band Interoperable Tactical Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

				Frequency Band				Description		
				VHF HIGH BAND				**Interoperable Tactical Channels**		
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks		
Simplex	**VCALL10**	Any Public Safety	155.7525 N	156.7	155.7525 N	156.7	A	Calling/Hailing		
Simplex	**VTAC11**	Any Public Safety	151.1375 N	156.7	151.1375 N	156.7	A	Tactical Simplex		
Simplex	**VTAC12**	Any Public Safety	154.4525 N	156.7	154.4525 N	156.7	A	Tactical Simplex		
Simplex	**VTAC13**	Any Public Safety	158.7375 N	156.7	158.7375 N	156.7	A	Tactical Simplex		
Simplex	**VTAC14**	Any Public Safety	159.4725 N	156.7	159.4725 N	156.7	A	Tactical Simplex		
Repeated	**VTAC33**	Any Public Safety	159.4725 N	136.5	151.1375 N	136.5	A	Tactical Repeater		
Repeated	**VTAC34**	Any Public Safety	158.7375 N	136.5	154.4525 N	136.5	A	Tactical Repeater		
Repeated	**VTAC35**	Any Public Safety	159.4725 N	136.5	158.7375 N	136.5	A	Tactical Repeater		
Repeated	**VTAC36**	Any Public Safety	151.1375 N	136.5	159.4725 N	136.5	A	Tactical Repeater		
Repeated	**VTAC37**	Any Public Safety	154.4525 N	136.5	158.7375 N	136.5	A	Tactical Repeater		
Repeated	**VTAC38**	Any Public Safety	158.7375 N	136	159.4725 N	136	A	Tactical Repeater		

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ICS 217A Excel

UHF Interoperable Tactical Channels

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
									Interoperable Tactical Channels	
Repeated	**UCALL40**	Any Public Safety	453.2125	N	156.7	458.2125	N	156.7	A	Calling/Hailing
Simplex	**UCALL40D**	Any Public Safety	453.2125	N	156.7	453.2125	N	156.7	A	Direct Calling
Repeated	**UTAC41**	Any Public Safety	453.4625	N	156.7	458.4625	N	156.7	A	
Simplex	**UTAC41D**	Any Public Safety	453.4625	N	156.7	453.4623	N	156.7	A	Direct
Repeated	**UTAC42**	Any Public Safety	453.7125	N	156.7	458.7125	N	156.7	A	
Simplex	**UTAC42D**	Any Public Safety	453.7125	N	156.7	458.7125	N	156.7	A	Direct
Repeated	**UTAC43**	Any Public Safety	453.8625	N	156.7	458.8625	N	156.7	A	
Simplex	**UTAC43D**	Any Public Safety	453.8625	N	156.7	453.8625	N	156.7	A	Direct

Frequency Band: UHF

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Description

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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

700 MHz Band Interoperable Tactical Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

					Frequency Band 700 MHz Band				Description Interoperable Tactical Channels
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
Repeated	7CALL50	Calling Channel	769.24375 N	F7E	799.24375 N	293	D	Calling/Hailing
Simplex	7CALL50D	Calling Channel	769.24375 N	F7E	769.24375 N	293	D	Direct Calling
Repeated	7TAC51	General Pub Safety	769.14375 N	F7E	799.14375 N	293	D	
Repeated	7TAC52	General Pub Safety	769.64375 N	F7E	799.64375 N	293	D	
Repeated	7TAC53	General Pub Safety	770.14375 N	F7E	800.14375 N	293	D	
Repeated	7TAC54	General Pub Safety	770.64375 N	F7E	800.64375 N	293	D	
Repeated	7TAC55	General Pub Safety	769.74375 N	F7E	799.74375 N	293	D	
Repeated	7GTAC57	Other Pub Safety	770.99375 N	F7E	800.99375 N	293	D	
Repeated	7LAW61	LE	770.39375 N	F7E	800.39375 N	293	D	
Repeated	7LAW62	LE	770.49375 N	F7E	800.49375 N	293	D	
Repeated	7FIRE63	Fire	769.89375 N	F7E	799.89375 N	293	D	
Repeated	7FIRE64	Fire	769.99375 N	F7E	799.99375 N	293	D	
Repeated	7MED65	EMS	769.39375 N	F7E	799.39375 N	293	D	
Repeated	7MED66	EMS	769.49375 N	F7E	799.49375 N	293	D	

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

3/2007

800 MHz Interoperable Tactical Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
Repeated	8CALL90	Any Public Safety	851.0125 W	156.7	806.0125 W	156.7	A	Calling/Hailing
Simplex	8CALL90D	Any Public Safety	851.0125 W	156.7	851.0125 W	156.7	A	Calling Direct / CSQ Rx
Repeated	8TAC91	Any Public Safety	851.5125 W	156.7	806.5125 W	156.7	A	
Simplex	8TAC91D	Any Public Safety	851.5125 W	156.7	851.2125 W	156.7	A	Direct
Repeated	8TAC92	Any Public Safety	852.0125 W	156.7	807.0125 W	156.7	A	
Simplex	8TAC92D	Any Public Safety	852.0125 W	156.7	852.0125 W	156.7	A	Direct
Repeated	8TAC93	Any Public Safety	852.5125 W	156.7	807.5125 W	156.7	A	
Simplex	8TAC93D	Any Public Safety	852.5125 W	156.7	852.5125 W	156.7	A	Direct
Repeated	8TAC94	Any Public Safety	853.0125 W	156.7	808.0125 W	156.7	A	
Simplex	8TAC94D	Any Public Safety	853.0125 W	156.7	853.0125 W	156.7	A	Direct

Frequency Band: 800 MHz — Description: Interoperable Tactical Channels

3/2007

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

Notes:

Interoperability Continuum

Governance	Standard Operating Procedures	Technology	Training & Exercises	Usage

Limited Leadership, Planning, and Collaboration Among Areas with Minimal Investment in the Sustainability of Systems and Documentation

VOICE ELEMENTS / DATA ELEMENTS (Technology column)

Governance	Standard Operating Procedures	Technology — Voice Elements	Technology — Data Elements	Training & Exercises	Usage
Individual Agencies Working Independently	Individual Agency SOPs	Swap Radios	Swap Files	General Orientation on Equipment and Applications	Planned Events
Informal Coordination Between Agencies	Joint SOPs for Planned Events	Gateway	Common Applications	Single Agency Tabletop Exercises for Key Field and Support Staff	Localized Emergency Incidents
Key Multi-Discipline Staff Collaboration on a Regular Basis	Joint SOPs for Emergencies	Shared Channels	Custom-Interfaced Applications	Multi-Agency Tabletop Exercises for Key Field and Support Staff	Regional Incident Management
Regional Set of Communications SOPs	Regional Set of Communications SOPs	Proprietary Shared System	One-Way Standards-Based Sharing	Multi-Agency Full Functional Exercises Involving All Staff	Daily Use Throughout Region
National Incident Management System Integrated SOPs	National Incident Management System Integrated SOPs	Standards-Based Shared System	Two-Way Standards-Based Sharing	Regular Comprehensive Regionwide Training and Exercises	
Regional Committee Working within a Statewide Communications Interoperability Plan Framework					

High Degree of Leadership, Planning, and Collaboration Among Areas with Commitment to and Investment in the Sustainability of Systems and Documentation

Communications Unit Leader Activities
in the ICS Planning Process

Update ICS 205/ICS 205A for next Op Period based on Operations tactical plan (ICS 215)
Identify and explain communications issues/processes

Request additional resources to support Communications requirements based on information from Tactics Meeting

After C&GS meeting, obtain direction from LSC as to Command direction, expectations, requirements, procedures, request/order process, staffing, etc.

Ensure that the LSC is briefed on the status of the Communications Unit

Request staff & resources to support expected Comms requirements

Organize & brief subordinates

As Necessary: clarify resource request/order process; identify communications issues to be resolved; implement/review communications procedures

COML does not attend C&GS Meeting

This meeting is intended for IC/UC

This meeting is intended for IC/UC

Review your ICS tools including: IMH, Job Aid, & other references

Obtain ICS-201 and attend briefing

Based on the in-briefing, determine initial level of Communications support required

Draft initial ICS 205/ICS 205A based on available resources

Obtain (if available) or develop ICS 217A

Request staff & Acquire work materials

Ensure readiness of personal response & COML kit & Begin situational awareness

When COML assigned: arrive; check-in, & assess situation.

May be asked to attend & provide Communications briefing, and/or identify/ explain communications issues/processes

Submit final ICS 205 & ICS 205A for IAP

COML or COMT attend & available to answer Communications questions from field personnel and to distribute equipment

Continue to evaluate Unit's performance & make adjustments as necessary

Prepare to support any special Communications needs as required

Ensure that the LSC is up-to-date on Communications unit status

Interact with all "customers" to ensure that the Communications Unit is providing satisfactory service

Ensure Communications Unit staff briefed on current & future activities

Tactics Meeting

Preparing for the Planning Meeting

Planning Meeting

Preparing for the Tactics Meeting

IAP Prep & Approval

Command & General Staff Meeting / Briefing

Operations Briefing

IC / UC Develop/ Update Objectives Meeting

Execute Plan & Assess Progress

New Ops Period Begins

Initial UC Meeting

Incident Brief ICS-201

Initial Response & Assessment

Notification

Incident/Event

Initial Response