

Let's talk about forms!

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What I'm going to cover

Review the common forms we'll use during exercises, events and incidents

When it's important to use certain forms

Iff we have time, we'll review the interesting bits of incident action plan (IAP)

- Interesting \Rightarrow important to our mission

The five essentials

ICS 211, ICS 205, ICS 213, ICS 214 and Form 309

ICS 211 - Incident check-in list

All AUXCs must check into and out of an exercise, event or incident.

- If dispersed or mobile-based incident, etc - net control will keep the 211
- At a site: Remember to check into / out - always *
- Note: FEMA's ICS 211 - geared towards typed resources
 - **CARES uses a custom version suited to individual AUXC check-ins / check-outs**



ICS 211 - Incident check-in list *

If you are assigned to operate from a designated incident/exercise/event **site**:

Upon arrival, ask your supervisor for the check-in form and sign yourself in. Sign yourself out at end of shift

Only start your own check-in form when no-one else is on-site and you've looked in the obvious places for a 211

ICS 205 - radio communications plan

Will be distributed to AUXCs at the start of, or preemptively before, each operational period

- Used for comms coordination
- Product of the planning cycle
- Lifetime: one or many operational periods *
- Read only

Note: The form is designed for professional radio systems

- Transmit / Receive frequency. **No offsets.**

* Lifetime can be extended. Any updates take effect next operational period.

Example ICS 205 - Lake Run 2025

Note the limited functions:

- Command,
- Tactical,
- Ground-to-Air,
- Air-to-Air,
- Support,
- Dispatch

Available in spreadsheet form

APRS - Analogue??

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)										
1. Incident Name: Lake Oswego Lake Run 2025 - DIV ALPHA				2. Date/Time Prepared: Date: 2025-04-29 Time: 1745				3. Operational Period: Date From: 20250503 Date To: 20250503 Time From: 0600 Time To: 1200		
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
1	26	COMMAND	LO 1	LOARES	444.3W	82.5	449.3 W	82.5	A	Event traffic. Primary for Alpha division. (NOTE 1)
1	70	COMMAND	XBAND	LOARES	145.550 W		145.55 W	103.5	A	Fill in. If an AUXC cannot be heard by their NCO (NOTE 1)
1	50	TACTICAL	APRS	LOARES	144.390 N		144.390 N		A	Beacon channel. We are trying to track all AUXCs / APRS (NOTE 4)
1	69	SUPPORT	CLAC11	LOARES	146.8 W	107.2	146.2 W	107.2	A	Normal use: All division AUXC comms support channel (NOTE 2)
1	7	TACTICAL	CLAC 7	LOARES	441.9 W	103.5	446.9 W	103.5	A	RESERVE for command channel. Cease support here (NOTE 3)
5. Special Instructions:										
(NOTE 1) Use the COMMAND channel for most traffic. If you cannot contact your NCO using the Primary command channel, attempt contacting them on XBAND. Note that XBAND is a channel shared with other divisions.										
(NOTE 2) Under normal conditions, if you need communications assistance, call COM1 on CLAC11										
(NOTE 3) If LO 1 becomes compromised, NCOs may instruct their AUXCs to move to the RESERVE channel and reestablish their net. If this happens, do not request support on CLAC11 as this will be also used as a RESERVE by division Mike.										
(NOTE 4): APRS beacon on this channel ONLY. If you change channel in your radio's designated APRS band (side), make sure you disable beaconing.										
6. Prepared by (Communications Unit Leader) Name: ANDREW WATSON - COM1 (T) Signature: _____										
ICS 205				IAP Page 6			Date/Time: 2025-04-29 / 1759			

ICS 213 - General message form

Official record of a formal communication / incident message

In most cases: we are neither the source nor recipient of incident messages

Our job is to:

- **Accurately** send messages originating from an incident official to another incident official or officials
- **Accurately** receive messages and ensure that they reach their intended recipients
- **Note:** we may have to **accurately** transcribe messages onto ICS 213s ourselves



ICS 213 - General message form

Most fields are obvious

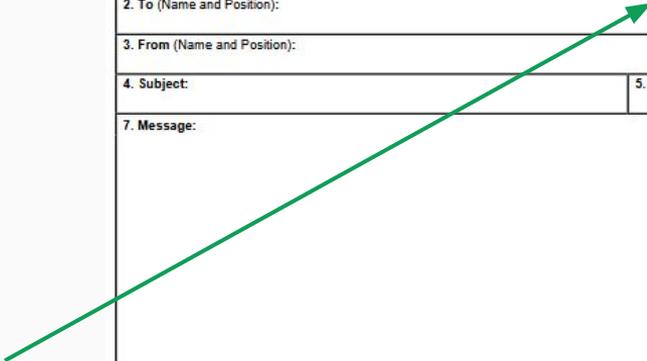
To / From / Approved by / Replied by:
usually incident officials **not** AUXCs

Number the messages during your
shift - write **shift + message number**
somewhere conspicuous on the 213

Keep track of each message on your
309 (we'll see this form soon)

- Have some way of marking
messages needing a response

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



Informal versus formal communication

You receive a message. Should it go on an ICS 213?

Male, 72, collapsed and unconscious. Laboured breathing. Minor bleeding from ear and mouth. Need ambulance at ...

Send a case of Red Bull up to FH2. We prefer the light blue kind if you've got it.

This is division delta. Inform logs we need three of the type 2 dozers to be staged at Clackamas River Elementary by 0600

tomorrow
The ITSU team need to know when they can go to lunch - they have to set up a big PTMP network this afternoon.

To: all sections. All unit leaders must report to the ICP at 1400

ICS 214 - Activity log

Record what you do and events that occur during your shift:

- Start / end of shift
- Observations in the field
- Affect your ability to operate
 - Equipment failure
 - Breaks - intended or otherwise
- Incidents within incidents

Don't log your messages here

No blank lines between entries

ACTIVITY LOG (ICS 214)			
1. Incident Name: 2025 Independence Day Parade		2. Operational Period: Date From: 2025-07-04 Date To: 2025-07-04 Time From: 7:30 Time To: 12:00	
3. Name: Will McKinney		4. ICS Position: AUXC	5. Home Agency (and Unit): LO ARES
6. Resources Assigned:			
Name		ICS Position	Home Agency (and Unit)
Will McKinney		10th Street	LO ARES (Alpha)
7. Activity Log:			
Date/Time		Notable Activities	
07-04-2025		Independence day	
0728		arrived at STA 214	
0805		Leaving station 214 - checkin with NCO	
0817		Arrived at location - 10th & A Ave - checkin with NCO	
0925		Question asked: when can we fill in the median area - road wasn't closed yet - Asked Net control -response - when road is closed	
0935		10th st - Radioed net control - man in green outfit with case was inspected by Motor patrol at Intersection	
0940		10th Street -> NCO - country club was closed - traffic diverted to B anv	
0943		Squad car parked across North A Ave. lanes to stop traffic	
1025		Reported by phone that Person dressed in green outfit was a drone operator Had a drone above the parade route, about tree top level	
1050		Net control asked about crowd levels at my location - people were leaving	
1050		Police opened A ave but kept country club blocked for a while longer	
1101		Radioed net control that staging and chandler personnel had walked past my location	
1110		NCO -> move to 9th (mobile 8)	

Form 309 - the communications log

- Best practice: record message subject for all messages you handle
- Use message numbers to track your messages out / in
- Can get **very** messy
- Try not to leave spaces
- Okay to use multiple lines per message
If absolutely needed

COMM Log 309		1. Incident Name and Activation Number 2025-0503-LOFD LAKE RUN		2. Operational Period (Date/Time) MAY 3 From: 0655 To: 0950	
3. Radio Net Name (for NCOs) or Position/Tactical Call EVENT 1				4. Radio Operator (Name, Call Sign) LONNY S. JOHNSON N7CGI	
5. COMMUNICATIONS LOG					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
0630	N7CGI	1	N7ACW	1	ENROUTE ETA 0655 39 MIKE
0655	"	2	EVENT 1	2	ON STATION 0655 39 M
0825	N7CGI	3	EVENT 1	3	1ST MALE RUNNER
0829	N7CGI	4	EVENT 1	4	1ST FEMALE RUNNER
0905	N7CGI	5	EVENT 1	5	SWEEPS HAVE PASSED
0910	N7CGI	6	EVENT 1	6	1 RUN MTN OPEN

You ~~should~~ must carry some blank forms

Keep a wallet of common, blank ICS forms

- ✓ 40 of ICS 213
- ✓ 15 of ICS 214
- ✓ 15 of Form 309
- ✓ Some ICS 211s
- ✓ + 20 of one other - we'll get to that!

Use your wallet during exercises
and events

Don't forget to replenish!



Hold it! You might be handed
one of these ...

ICS 221 - Demobilization check out form

At some point you will be demobilized

- Your supervisor will give you a partially filled ICS 221 (1 - 5, checks in 6)
- It shows:
 - That you are done working on the incident
 - Your durable resources are accounted for
 - You're heading home or to another incident
- Block 6 - get signatures to complete the form
- Completed 221 form goes to:
 - Directly to the Demobilization Unit Leader (Planning)
 - Ask to have a copy for your records

DEMOBILIZATION CHECK-OUT (ICS 221)				
1. Incident Name:		2. Incident Number:		
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released:	5. Order Request Number:	
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).				
LOGISTICS SECTION				
<input type="checkbox"/>	Unit/Manager	Remarks	Name	Signature
<input type="checkbox"/>	Supply Unit			
<input type="checkbox"/>	Communications Unit			
<input type="checkbox"/>	Facilities Unit			
<input type="checkbox"/>	Ground Support Unit			
<input type="checkbox"/>	Security Manager			
<input type="checkbox"/>				
FINANCE/ADMINISTRATION SECTION				
<input type="checkbox"/>	Unit/Leader	Remarks	Name	Signature
<input type="checkbox"/>	Time Unit			
<input type="checkbox"/>				
OTHER SECTION/STAFF				
<input type="checkbox"/>	Unit/Other	Remarks	Name	Signature
<input type="checkbox"/>				
PLANNING SECTION				
<input type="checkbox"/>	Unit/Leader	Remarks	Name	Signature
<input type="checkbox"/>	Documentation Leader			
<input type="checkbox"/>	Demobilization Leader			
7. Remarks:				
8. Travel Information:				
Estimated Time of Departure: _____		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Destination: _____		Actual Release Date/Time: _____		
Travel Method: _____		Estimated Time of Arrival: _____		
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact Information While Traveling: _____		
Number: _____		Area/Agency/Region Notified: _____		
9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Incident Name: _____		Incident Number: _____		
Location: _____		Order Request Number: _____		
10. Prepared by: Name: _____		Position/Title: _____		
Date/Time: _____		Signature: _____		

Other forms you may see or use

LA CERT forms

Form 1: Damage assessment (good for windshield surveys)

Form 2: Personnel resources log (a bit like the 211)

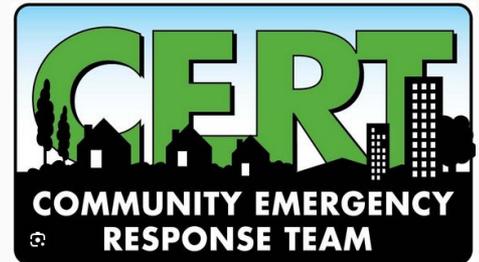
Form 3: Incident tracking log

Form 4: Briefing forms (A and B)

Form 6: Communications log (a bit like the 309)

Form 7: Inventory log

Form 8: General message form (a bit like the 213)



CERT Form #1

Useful for AUXCs deployed out in the field / rural areas

- Location: street address
- Also Lat / long
 - Decimal
 - 4 - 5 decimal places

Available for Winlink?

- Yep.
- Download from winlink.org
- Put in your Global Templates

DAMAGE ASSESSMENT FORM						CERT				DATE					
LOCATION															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE		ROADS		ANIMALS			
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
OBSERVATIONS															
CERT MEMBER										PAGE ____ OF ____					

Do we understand??

Knowledge check

You arrive at your operational site. What do you do?

Which CERT form is used for windshield surveys?

What's an ICS 205 and who creates it? How is it distributed?

What's the purpose of an ICS 214?

The FDUL asks you to distribute this message: The mess tent will be closed at 1500 for deep cleaning. Formal or informal?

You are operating your radio but all is quiet. You really need to go and get a cup of coffee. What do you do?

What do we use Form 309 for and why?

Shift change. What must you brief the follow-on AUXC on?

