


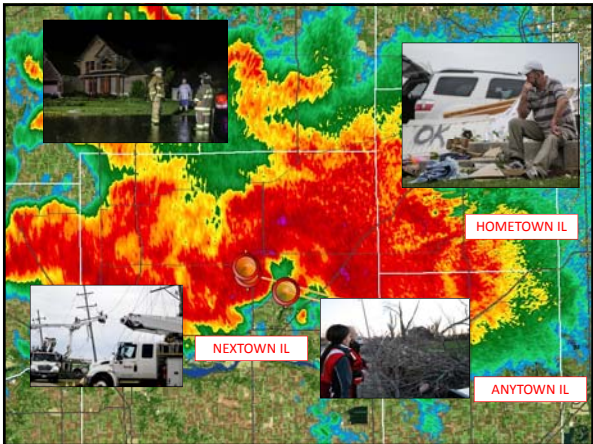
ICS Forms Work for Public Works

Illinois Public Works Mutual Aid Network
10th Annual Conference
October 17, 2018
Bloomington IL



Overview

- Establishment of the incident command system.
- Development of an incident action plan.
- ICS Forms.
- How the forms establish functions of incident management.
- The significance of the IAP and ICS forms to incident mitigation.



Simplifying Complex Incidents

- Large scale or complex incidents require a systematic approach in order to establish objectives, task, resource allocations, communications, and organizational structure to achieve a specific strategy.
- The incident action plan and its comprising forms establish those necessary elements and communicate a consistent and clear expectation of the objectives, structures, work assignments, communication platforms, and any other specific information which is needed.

Incident Command Structures

- Early in most incidents, command structures are established by emergency first responders.
- As the incident progresses, the command structure may expand in command and general staff functions.

Incident Command Structures

- Most often, large and complex incidents are eventually managed in a unified command structure.
- Public works officials and administrators may have involvement in the latter portion of the initial response as plans are made to transition from response, to stabilization, to recovery.

Incident Command Structures

- Public works resources play a major role in supporting stabilization and recovery efforts.
- The public works command designee has a joint authority to manage the decision making of those resources while supporting the mission of incident action plan's objectives.

Incident Command Structures

- At some point the incident may require more public works resources to be managed as the need for emergency response diminishes.
 - The resources may still require the implementation of an incident action plan to manage these resources and their objectives.

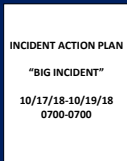
Written IAP Considered



What are the situations when you would consider developing a written Incident Action Plan?

When a Written IAP Is Considered

- Two or more jurisdictions are involved in the response.
- The incident continues into the next operational period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- It is a hazmat incident.



Developing the Incident Action Plan

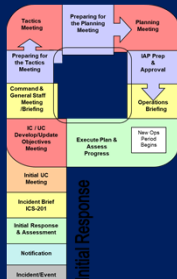
- Development of the incident action plan (IAP) occurs from the moment emergency responders receive the dispatch.
 - IAP vs. Tactical Worksheet
 - The IAP will evolve from a scene size-up, initial operational period objectives, and progress.
- The initial assessment will establish strategy and tactics that are appropriate for the mode of operation.

Information Funneling



Developing the Incident Action Plan

- An IAP is developed using the Planning "P" to maintain continuity and planning duties.
- Development of the IAP in large or complex incidents is derived from the unified command staff's establishment of strategy and tactics.
 - The public works unified command designee will have input, especially during the plans for recovery efforts.



Local/Regional Incidents: *Situation Report*

Typical Information Shared:

- Situation Assessment
- Specific Job Responsibilities
- Co-Workers
- Work Area(s)
- Domestic Arrangements (Lodging, Food, Sanitary)
- Instructions for obtaining additional supplies, services, and personnel
- Operational Periods/Work Cycles
- Required Safety Practices

Large/Complex Incidents: *Operation Period Briefing: "IAP Presentation"*

- | | |
|-------------------------------------|----------|
| 1. Review Incident Objectives | PSC/IC |
| 2. Current incident status | OSC |
| 3. Work assignments | OSC |
| 4. Hazard mitigation | SOFR |
| 5. Logistical issues | LSC |
| 6. Finance issues | FASC |
| 7. Other issues | PIO/LOFR |
| 8. Closing remarks | IC/PSC |
| 9. Conclusions/Breakout assignments | |

Overview of ICS Forms

- All the forms have a specified function in the IAP.
- Each form is developed to establish an expectation regarding work objectives, resource allocation, resource assignments, communications, safety issues, and any supporting documents (maps, diagrams, routing, specialized warnings, etc.).
- The forms do not make the decisions for the incident; the people do!

Overview of ICS Forms

Incident action plans are typically comprised of the following forms:

- Cover Page
- 202
- 203
- 204
- 205
- 206
- 207
- 208
- Appending documents

Depending on the magnitude of the incident, the forms content may vary

Overview of ICS Forms

- Cover Page
 - First page of every IAP.
 - Provides incident name, operational period times/dates, authority, location/address of incident, incident number.

Cover Page "Need to Know"

Identifies the incident action plan and the "what", "when", and "where"

Overview of ICS Forms

- ICS 202
 - Incident objectives.
 - General message.
 - Weather information.
 - Inventory of the forms and documents contained within the IAP.

ICS 202 "Need to Know"
Defines what needs to be done at the strategic level
Provides forecasted weather for the operational period

ICS Form 202, Incident Objectives

Operational Period

INCIDENT OBJECTIVES (ICS 202)

1. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600

Winter Storm

3. Objective(s):

1. Provide for responder safety through adherence to agency policies and SOPs during the incident duration.
2. Provide for public safety by excluding them from work areas at all times.
3. Keep primary snow routes open at all times.
4. Plow and sand access routes to critical facilities to include hospitals, fire stations, airport, police department, and courthouse on a continuous basis.
5. Plow parking lots at critical facilities on a continuous basis.

Incident Objectives

4. Operational Period Command Emphasis:

Place special emphasis on maintaining the primary routes to provide access for emergency vehicles and be prepared to assist emergency vehicles if road conditions worsen.

Command Emphasis for this Operational Period

ICS Form 202, Incident Objectives

General Situational Awareness

Winter storm warning continues. Snow level at sea level. 10-12" accumulations possible, accompanied by high winds and drifting. See attached forecast. Driving extremely hazardous. Lights on and chains required. Wear high visibility clothing, hat, and gloves when outside vehicle.

5. Site Safety Plan Required? Yes No X
Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	Other Attachments:
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	
<input checked="" type="checkbox"/> ICS 206	<input type="checkbox"/>	

7. Prepared by: Name: Alice Walker Position/Title: PSC Signature: *Alice Walker*

8. Approved by Incident Commander: Name: Dan Franklin Signature: *Dan Franklin*

ICS 202 IAP Page _____ Date/Time: Feb. 10, 1100

Planning Section Chief Prepares

Incident Commander Approves By Signature

General Situational Awareness Message

Attachments

Overview of ICS Forms

- ICS 203
 - Resource assignments.
 - Provides the identifiers and names of the respective authorities assigned to those positions for the operational period.

ICS 203 "Need to Know"

Names all the supervisors, managers, and leaders assigned for the operational period

ICS Form 203, Organization Assignment List

ORGANIZATION ASSIGNMENT LIST (ICS 203)			
1. Incident Name:		2. Operational Period:	
Welder Storm		Date From: Feb 10 1800	Date To: Feb 11 0600
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs	Dan Franklin	Chief	Jerry Campbell
		Deputy	
Deputy		Staging Area	
Safety Officer	Pam Wetzel	Branch	
Public Info Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	A
Agency/Organization	Name	Division/Group	B
ICPW	Mike Galdor cell 420-1398	Division/Group	C
SDOT	Marcus Andrews cell 421-5439	Division/Group	Sanding
		Division/Group	Parking Lot
			Andy Anderson

Operations Supervisors to Division/Group Level

Command and General Staff

Overview of ICS Forms

- ICS 204
 - Work assignments
 - Defines:
 - Work assignments
 - Objectives
 - Specific instructions

ICS 204 "Need to Know"

Defines specific work assignments and general instructions by branch, division, group, task force, single resource

ICS Form 204, Assignment List

ASSIGNMENT LIST (ICS 204)			
1. Incident Name: Winter Storm		2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0900	
4. Operations Personnel: Operations Section Chief: Jerry Campbell Branch Director: Andy Anderson		3. Branch: Division: Group: Parking Lot Staging Area:	
5. Resources Assigned: Resource Identifier: Leader		Reporting Location:	

Operations Section Chief

Supervisor of this Assignment

Organizational Elements

ICS Form 204, Assignment List

Division/Group Supervisor: Andy Anderson		xxx-xxx-xxxx		Staging Area:
Resource Identifier	Leader	# of Persons		Reporting Location
TF #1	Don Wills	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #15	Tony Anicci		City/County Channel 6J	DPW Shop
Loader #2	Carl Gossard		City/County Channel 6J	DPW Shop
TF #2	Mark Jones	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #2	Ann Walker		City/County Channel 6J	DPW Shop
Loader #7	Paul Drew		City/County Channel 6J	DPW Shop
TF #3	Larry Carpenter	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #10	Bub Smith		City/County Channel 6J	DPW Shop
Loader #4	Greg Little		City/County Channel 6J	DPW Shop
TF #4	Drew Parish	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #8	John Dietz		City/County Channel 6J	DPW Shop
Loader #6	Barry Miller		City/County Channel 6J	DPW Shop

Resources Assigned

ICS Form 204, Assignment List

6. Work Assignments: TF #1 - Maintain EOC, Stations 1, 2, and Police Station TF #2 - Maintain Stations 3, 4, and 5 TF #3 - Maintain Stations 6, 7, and Hospital TF #4 - Staging at Shop Task Force 3 use "Lot Closed" signs when plowing hospital parking lots.
7. Special Instructions: See site maps for snow pile locations. Maintain less than 6" accumulation. If snowfall exceeds capability, request additional resources through Ops. Exercise extreme caution when operating machinery. Visibility will be very poor. Wear high visibility clothing, hat, and gloves. Lunches will be delivered to Fire Stations 1, 3, and 6 at 2400. Watch for signs of hypothermia.
8. Communications: (radio and/or phone contact numbers provided for this assignment)

Assignment and Special Instructions

ICS Form 204, Assignment List

8. Communications (radio and/or phone contact numbers needed for this assignment):
 Name/Function: _____ Primary Contact: _____ (frequency/system/channel)
 Command / Local Repeat Freq: 800 MHz, Chan. 2J
 Support / Local Repeat Freq: 800 MHz, Chan. 3J
 Div / Group Tactical / Freq: 800 MHz, Chan. 6J
 Ground to Air / _____

9. Prepared by: Name: Tom Fry Position/Title: Resource Unit Leader Signature: *Tom Fry*
 ICS 204 / JAP Page _____ Date/Time: Feb. 10/1500

Prepared by Resources Unit Leader

Communications for this Assignment

Overview of ICS Forms

- ICS 205
 - Communications Plan.
 - Establishes the communication channels, banks, or frequencies that will be assigned to each function or geographic area for use during the operational period.

ICS 205 "Need to Know"
 Identifies all the radio communication frequencies that will be used for the operational period

ICS Form 205, Incident Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: _____
2. Date/Time Prepared: Date: Feb. 10, 2015 Time: 1500
3. Operational Period: Call From: Feb. 10, 2015 Time From: 1800 Call To: Feb. 11, 2015 Time To: 0800

Zone	Ch	Function	Channel Name	Assignment	Alt. Freq. X or Y	Alt. Tone/Alt. R or W	Tx Freq. Tone/Tx/R	Tx Tone/Tx/R	Mode (V, D, or M)	Remarks
20	2	Command	Command	Command						
40	4	Operations	Operations	Operations						
60	6	Operations	Operations	Operations						
80	8	Operations	Operations	Operations						
90	9	Planning and Logistics	Planning and Logistics	Planning and Logistics						

4. Special Instructions: Use additional space when preparing radio calls while operating equipment. The use of cell phones while operating is prohibited. Report any problems with radio to the Logistics Section.

Priority 1 Command to Ops

Priority 2 Tactical Assignments

Special Instructions

Overview of ICS Forms

- ICS 206
 - Medical Plan.
 - On-site medical plan and first aid for the operational period.
 - Specifically notes emergency reporting, aid stations, transport options, hospital addresses, hospital drive time, qualifications of site medical personnel, medevac landing zones & coordinates.

ICS 202 "Need to Know"

Identifies the operational period's "first aid" stations and where the closest transport units would be responding from
May provide specific instructions on "reporting procedures"

ICS Form 206, Medical Plan

MEDICAL PLAN (ICS 206)			
1. Incident Name: Water Dam	2. Operational Period: Date From: Feb. 10 Time From: 1800	Date To: Feb. 11 Time To: 0900	
3. Medical Aid Stations:			
Name	Location	Contact Number (5/7 telephone)	Paraprofessional Staff?
Fire Station 1	1111 9 th Avenue	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 2	560 Bellingham Way	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 4	2100 Main	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 6	4100 N. 12 th Ave	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 7	120 West Cleveland	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input type="checkbox"/> No

Aid Stations and Level of Service

Instructions, if required

4. Special Medical Emergency Procedures:
Minor injuries will be treated at closest Medical Aid/Fire Station.
Major injuries call 911 for assistance.
Any injury received on the job requires notification to immediate incident supervisor, Operations Section Chief, IC and Safety Officer and completion of Accident/Injury Form 101 A & B.
 Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: Pam Vintzell Signature: *[Signature]*

8. Approved by (Safety Officer): Name: Pam Vintzell Signature: *[Signature]*

ICS 206 IAP Page: _____ Date/Time: Feb. 10/1500

Overview of ICS Forms

- ICS 207
 - Organizational Chart.
 - Establishes the hierarchy for the operational period to provide the necessary pathway to make contacts and channel information up and down the organizational structure.

ICS 207 "Need to Know"

Pictorial representation of who is charge, who is working for who, and the path of communication

Overview of ICS Forms

- ICS 208
 - General Safety Message.
 - Universal safety messages that are specific to the hazards or dangers associated with the operations and environment of that operational period.

ICS 208 "Need to Know"

General messages regarding best safety practices for the operational period

Overview of ICS Forms

- Appending Documentation
 - Various documents which provide specific references, imagery, maps, identification features, etc.
 - These documents will be between IAPs and are specific to the appending documents needs of the operations period.

Appending Documentation "Need to Know"

Will vary from incident to incident but provide you necessary information that is helpful or supplemental to the mission

Other Forms

ICS 211: Check-In

- Documentation used at a reception area to log resources into the incident's location.
- The form is similar to a "sign-in" form to document attendance.
- This form begins the resource's tracking as it becomes part of the incident until it is released or demobilized.

ICS 211 "Need to Know"
Sign in sheet

ICS 214: Unit Log

- Typically kept by the section chief, supervisor, manager, or leader of the function as a means of field documentation.
 - May be required for specific work assignments or positions to maintain the form for tracking purposes.
 - Example: Debris Removal Task Force – Each operator may be required to track their progress: mileage to debris disposal site, number of trips, number of loads, etc.
- Activity record of any significant actions or benchmarks that were completed or prominent during the operational period.

ICS 214 "Need to Know"
Note-taking tool; what was done, when it was done

ICS 214: Unit Log

- Significance
 - Operationally
 - Tracks the progress of functional aspects assigned throughout the duration of the incident.
 - Marks significant events.
 - Notes completions.
 - Identifies issues or trends that are hindering objective completion.
 - Written record of what happened; IF YOU DID NOT WRITE IT DOWN, YOU DID NOT DO IT.

ICS 214: Unit Log

- Significance
 - Planning
 - Provides perspective of how the incident has progressed in strategy and whether there is improvement in stabilization.
 - What is being completed; what is not.
 - Shift or change in objectives for later operational periods.
 - Identifies issues or trends that are hindering objective completion and require adjustments in the next operational period.

ICS 221: Demobilization

- Form which ensures that resources checking out of the incident have completed all appropriate incident matters.
- Provides information on resources released from the incident.
- All requirements must be met in the check out before the resource is permitted to return home.

ICS 221 "Need to Know"

Check off system to ensure you complete all the requirements to go home

Thoughts before we "Demob"...

- Although recovery operations are not emergent, large scale operations may require an incident action plan to organize, coordinate, and deploy resources.
- The incident action plan captures the planning elements and puts strategy and tactical operations to work.

Thoughts before we "Demob" ...

- The forms are reference materials to ensure consistency and continuity but they do not drive the operations.
- Forms outside of the incident action plan have significance and it is important you and your organizations understand how the forms are used for accountability, tracking, planning, and formal release from an incident.



THANK YOU

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