# Incident Action Plan User's Guide

The Incident Action Plan (IAP) is part of the I-Suite group of software programs. IAP, along with the I-Suite database, allows you to produce the Incident Action Plan for an incident. Using IAP, you can produce the following Incident Command System (ICS) forms:

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

You can also produce the Master Frequency List, which lists radio frequencies from the ICS-205 Incident Radio Communications Plan.

Topics in this guide include the following:

- About this guide
- Getting Started
- Setting up your IAP
- Understanding form navigation basics
- Creating new forms for your IAP.

*For information about installing IAP, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite.nwcg.gov.*

## About this guide

This Incident Action Plan User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

### *Before you begin*

Before using IAP, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

## Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

  1 On the **Tools** menu, click **Master Frequency**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the section, "Setting up your IAP."

*Until you mark it as "final," forms are automatically marked "draft" at the top and bottom of each page.*

# Getting Started

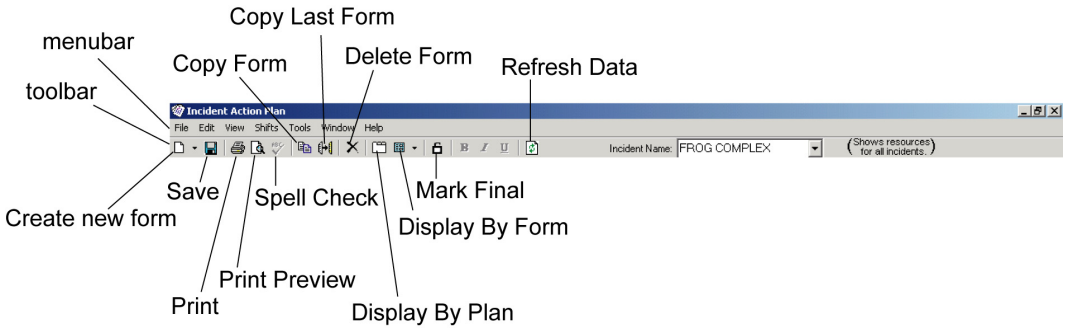
This section explains the basic concepts and information you need to begin using IAP. Topics in this section include:

- Terms and concepts
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

## Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in IAP. If you aren't already familiar with IAP or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the IAP toolbar and a brief explanation of the toolbar buttons.



## Logging on and logging off

This section explains how to log on and log off of IAP.

### To log on to IAP

1 From your **Desktop**, double-click the **IAP** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IAP**.

*If you have trouble logging on to IAP, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.*

### To log off IAP

- On the **File** menu, click **Exit**.

## Getting help

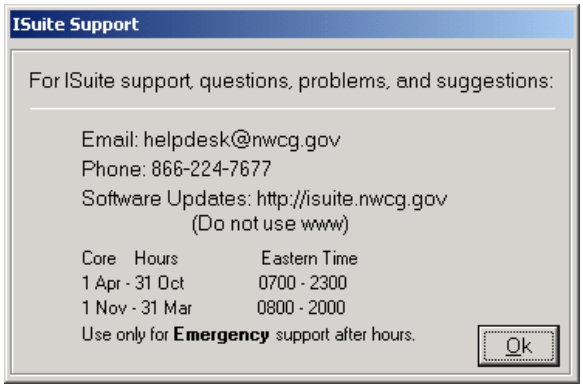
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Action Plan User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

### To display help information within IAP

- On the **IAP menubar**, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



### To locate help information on the I-Suite website

1 Start your Internet browser.

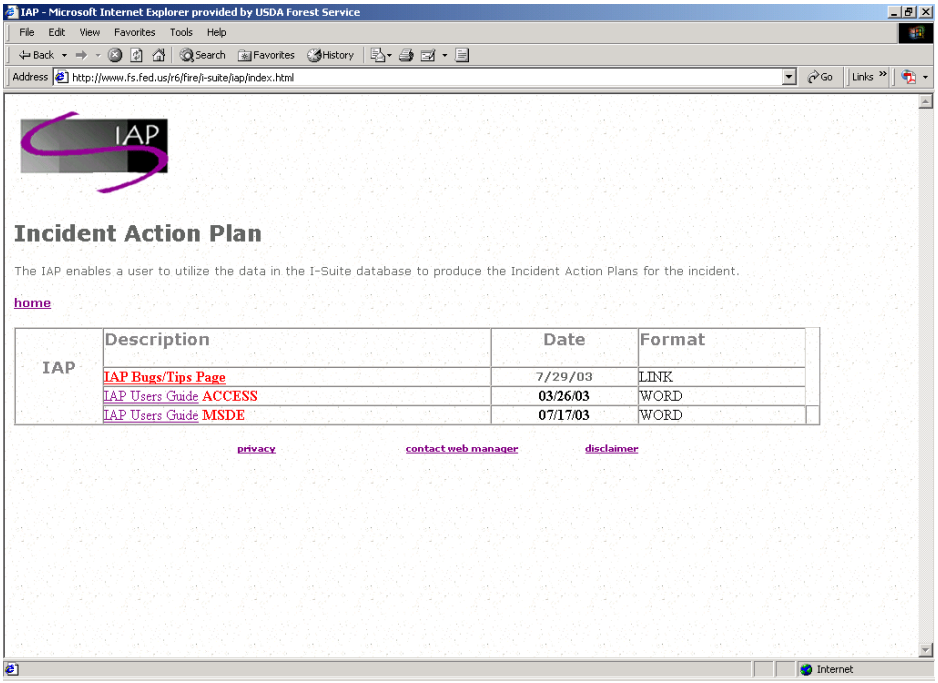
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IAP** application icon.

4 On the **IAP webpage**, click to select the **topic** of your choice.

The following diagram shows the IAP application icon on the Welcome to I-Suite webpage.

The following diagram shows the IAP webpage and a list of available topics.




### To contact the I-Suite Helpdesk

*The I-Suite Helpdesk is available 24-hours per day, seven days per week.*

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

### To obtain a copy of this Incident Action Plan User's Guide

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IAP** application icon.

4 On the **IAP webpage**, click to select **IAP User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

# Setting up your IAP

This section explains how to create your IAP database and define the shift names and times.

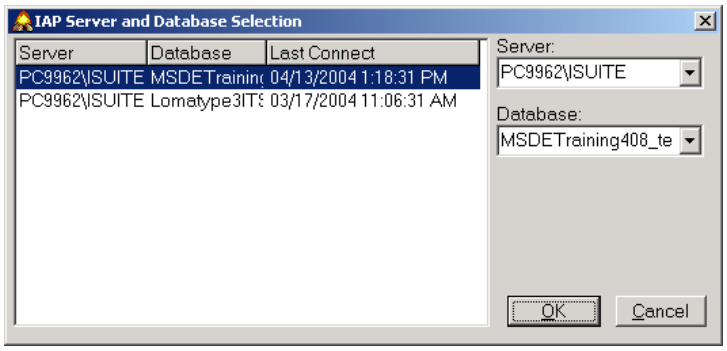
### To create an IAP database

1 On your **Desktop**, double-click the **IAP** icon.

2 On the **IAP Server and Database Selection** dialog box, click the **Server** drop-down arrow, and then click to select the **Server Name** of your choice.

3 Click the **Database** drop-down arrow, and then click to select the **Database Name** of your choice.

The following diagram shows the IAP Server and Database Selection dialog box.




### To define shift names and times

*You must define shift names and times before you can create IAP forms. You can define as many color-coded shifts as you need, so that you won't confuse day shift forms with night shift forms.*

1 Log on to **IAP**.

2 On the **Shifts** menu, click **Define Shifts**.

3 On the **Incident Action Plan - Define Shifts** dialog box, complete the following

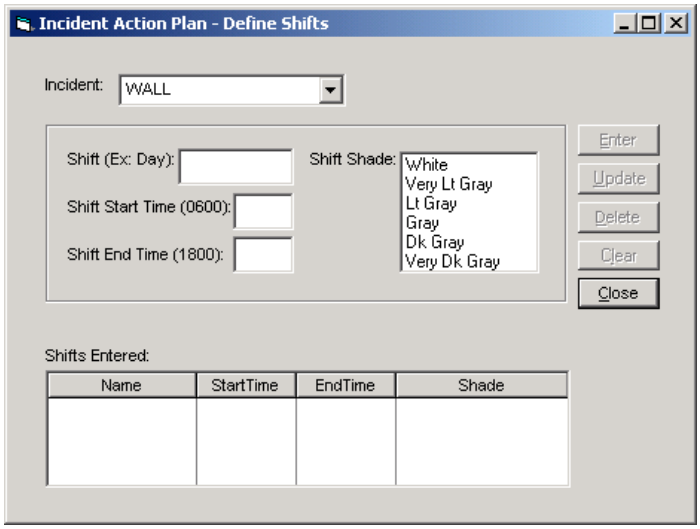
- in the **Shift** box, type the name of the **Shift**
- in the **Shift Start Time** box, type the **starting time** of the shift, in the format 0000

- in the **Shift End Time** box, type the **ending time** of the shift, in the format 0000
- under **Shift Shade**, click to select a **shade** to help identify the shift.

**4** To save the new shift, click the **Enter** button.

**5** When finished creating all shifts, click the **Close** button.

The following diagram shows the Incident Action Plan - Define Shifts dialog box.




# Understanding form navigation basics

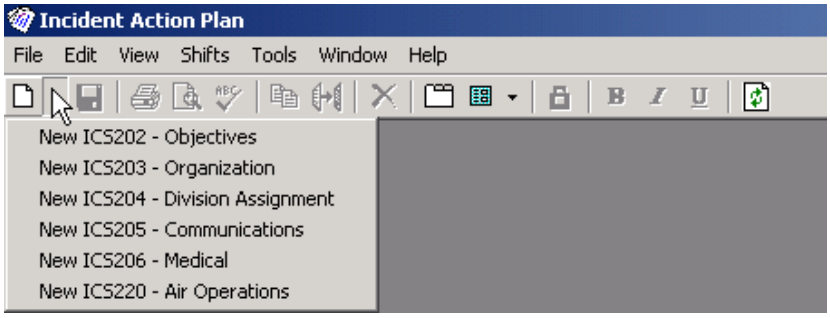
Remember the following key points when creating a new IAP form:

- IAP automatically enters the Incident Name, Date, and Time.
- The Date and Time Prepared boxes display the current date and time.
- The Operational Period box displays the current date and day.
- If preparing a form for a different date other than the current date, you can manually edit the Operational Period box.
- You must save a form after editing. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt.
- For the most part, you can manually edit or override almost every entry in a form.

### To create a new form

- On the **File** menu, click **New Form** or click the **New Form** icon on the **IAP toolbar**, and then click to select the form of your choice.

The following diagram shows the New Form icon and the drop-down menu of available forms.



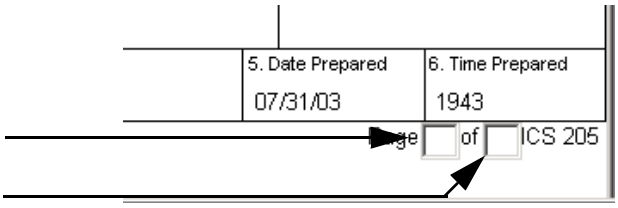

### To show multiple page numbers on a form

1 Using the scroll bar, scroll to the bottom of the new form of your choice.

2 In the **Page ___ of ___** boxes, type to replace the **page numbers** of your choice.

*For example, for a two-page form, type Page **1** of **2** on the first page, and then type Page **2** of **2** on the second page of the form*

The following diagram shows the bottom portion of a form.The arrows point to the boxes where you can type page numbers.

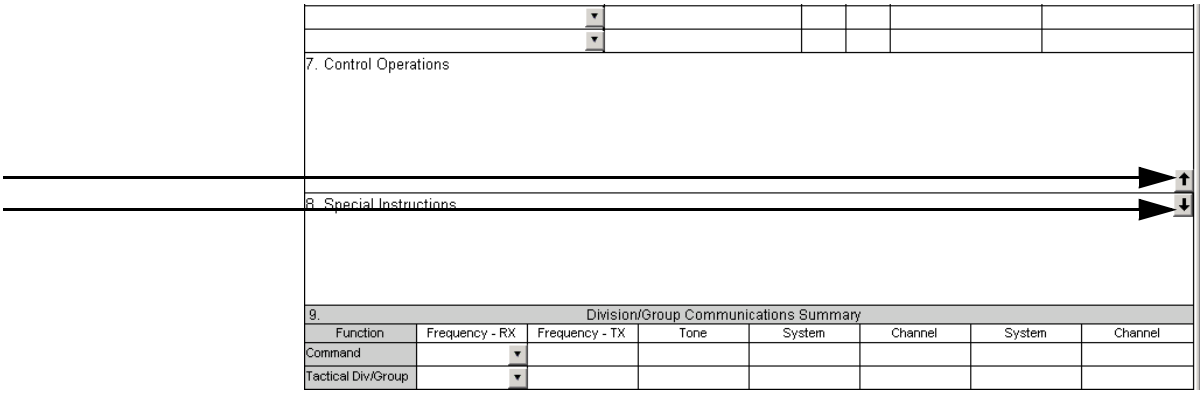



### To resize a text box on a form

*The up and down arrows are located on the right-hand side of text boxes on a form.*

- To resize a text box, click the **Up arrow** or **Down arrow**.

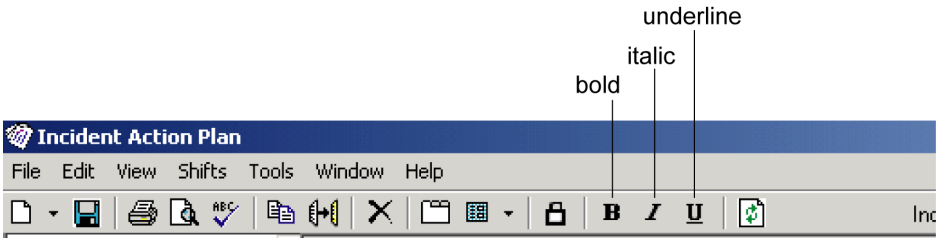
The following diagram shows some up and down arrows on a portion of a 204 form.




### To format text on a form

- Click to highlight the **text** of your choice, and then click the **text format** icon of your choice.

The following diagram shows the location of the text format icons on the IAP toolbar.

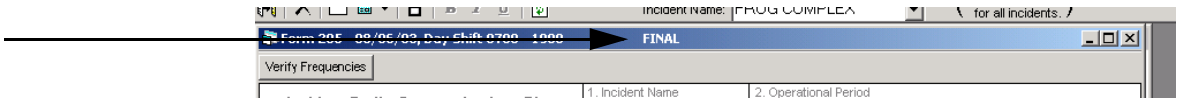



### To finalize a form

*Until you mark it as "final," forms are automatically marked "draft" at the top and bottom of each page.*

- On the **Tools** menu, click **Mark Final**, or click the **Padlock** icon.

The following diagram shows the a portion of a 205. The arrow points to the location of where the form is marked "Final."




### To edit a finalized form

*Once you mark a form as "final," you must first unlock it before you can edit it.*

- On the **Tools** menu, click **Mark Draft**, or click the **Padlock** icon.

### To display the tree view of forms

*You can open more than one form at a time and click to switch between forms.*

- Perform one of the following
  - on the **View** menu, click **Form**
  - from the **IAP toolbar**, click the **Display by Form** icon
  - on the **View** menu, point to **Individual Form**, and then click to select the form of your choice.

### To display the tree view of plans

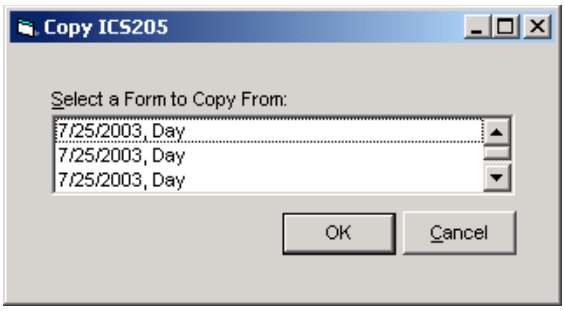
- Perform one of the following
  - on the **View** menu, click **Plan**
  - from the **IAP toolbar**, click the **Display by Plan** icon.

### To copy any form

*You can create new forms by copying forms from previous operational periods.*

1. From the **Tree View**, click to highlight the form of your choice, and then click the **Copy Form** icon.
2. On the **Copy [form name]** dialog box, click to select the **Form** you wish to copy, and then click **OK**.

The following diagram shows the Copy [form name] dialog box.




### To copy the last form created

*You can copy the last form you created, not the last form edited.*

- On the **IAP toolbar**, click the **Copy Last Form** icon.

### To change the order entry for first name and last name

*This option allows you to toggle between entering First Name Last Name or entering Last Name, First Name.*

*Before creating forms in IAP, determine the order in which you wish to enter first names and last names. Once you begin entering names, previously entered names are not retroactively changed.*

1. On the **Tools** menu, click **First Name Last Name**.
2. To toggle back to the previous setting, click **Last Name, First Name** on the **Tools** menu.

### To enable the exporting of IAP forms to HTML

*Performing this task allows you to post a form on a website.*

- On the **File** menu, click **HTML Export**.

# Creating new forms for your IAP

This section explains how to complete the following forms:

- Master Frequency List
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

Topics in this section include:

- Working with the Master Frequency List (MFL)
- Creating ICS forms.

## *Working with the Master Frequency List (MFL)*

This section explains how to create the database of frequencies to be used on a specific incident.

*You must add every frequency you need for the incident to the MFL.*

### To enter frequencies into the MFL

1. On the **Tools** menu, click **Master Frequency**.
2. Click the **System** drop-down arrow, and then click to select the **System** of your choice.

**3** Complete the remaining boxes in the row

- Group
- Channel
- RFunction
- TX
- Tone
- Assignment
- Remarks.

**4** When finished, click to select the check box in the **Show** column for that new **Frequency**, and then click the **Propagate Changes** button.

The following diagram shows the Master Frequency List.

Master Frequency List

| Show | System | Group | Channel | RFunction | RX | TX | Tone | Assignment | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | King | 1 | 1 | | 168.050 | 168.050 | | Division U,W,X | Branch I Blackwall |
| ☑ | King | 1 | 2 | | 168.200 | 168.200 | | Division V | Branch I Blackwall |
| ☑ | King | 1 | 3 | | 168.600 | 168.600 | | Division A | Branch II Frog Pond |
| ☑ | King | 1 | 4 | | 169.200 | 169.200 | | Blackwall A/G Helo Buc | |
| ☑ | King | 1 | 5 | | 164.8625 | 170.250 | | Blackwall Fireline to ICP | Sheep Mountain |
| ☑ | King | 1 | 6 | | 173.150 | 173.150 | | Frog Pond A/G Helo Buc | |
| ☑ | King | 1 | 7 | | 171.975 | 173.9375 | | Frog Pond Fireline to ICF | Lost Trail Pass Ski Hill |
| ☑ | King | 1 | 8 | | 166.725 | 166.725 | | Structure Protection | Branch I & II |
| ☑ | King | 1 | 9 | | 168.075 | 170.425 | | Blackwall Fireline to ICP | Sheep Creek |
| ☑ | King | 1 | 10 | | 166.775 | 166.775 | | Division B, C | Branch II Frog Pond |
| ☑ | King | 1 | 11 | | 168.475 | 173.8125 | | Branch II Frog Pond | Anderson Mountain |
| ☑ | King | 1 | 12 | | 163.100 | 163.100 | | Helibase Deck | |
| ☑ | King | 1 | 13 | | 172.275 | 164.500 | 146.2 | Fireline to Central Idaho | |
| ☑ | King | 1 | 14 | | 168.625 | 168.625 | | Air Guard | Emergency Air to Grou |
| ☐ | NIFC | 2 | 1 | | 166.675 | 166.675 | | | |
| ☐ | NIFC | 2 | 2 | | 169.150 | 169.150 | | | |
| ☐ | NIFC | 2 | 3 | | 169.200 | 169.200 | | | |
| ☐ | NIFC | 2 | 4 | | 170.000 | 170.000 | | | |
| ☐ | NIFC | 2 | 5 | | 167.950 | 167.950 | | | |
| ☐ | NIFC | 2 | 10 | | 168.550 | 168.550 | | | |
| ☐ | NIFC | 2 | 11 | | 168.350 | 168.350 | | | |
| ☐ | NIFC | 2 | 12 | | 163.100 | 163.100 | | | |
| ☐ | NIFC | 2 | 14 | | 168.625 | 168.625 | | | |
| ☐ | NIFC | 3 | 1 | | 166.725 | 166.725 | | | |
| ☐ | NIFC | 3 | 2 | | 166.775 | 166.775 | | | |
| ☐ | NIFC | 3 | 3 | | 168.250 | 168.250 | | | |
| ☐ | NIFC | 3 | 4 | | 166.6125 | 166.6125 | | | |
| ☐ | NIFC | 3 | 5 | | 166.6125 | 168.400 | | | |
| ☐ | NIFC | 3 | 6 | | 167.100 | 167.100 | | | |

Propagate Changes Help

Tactical Div/Group

### To delete a frequency on the MFL

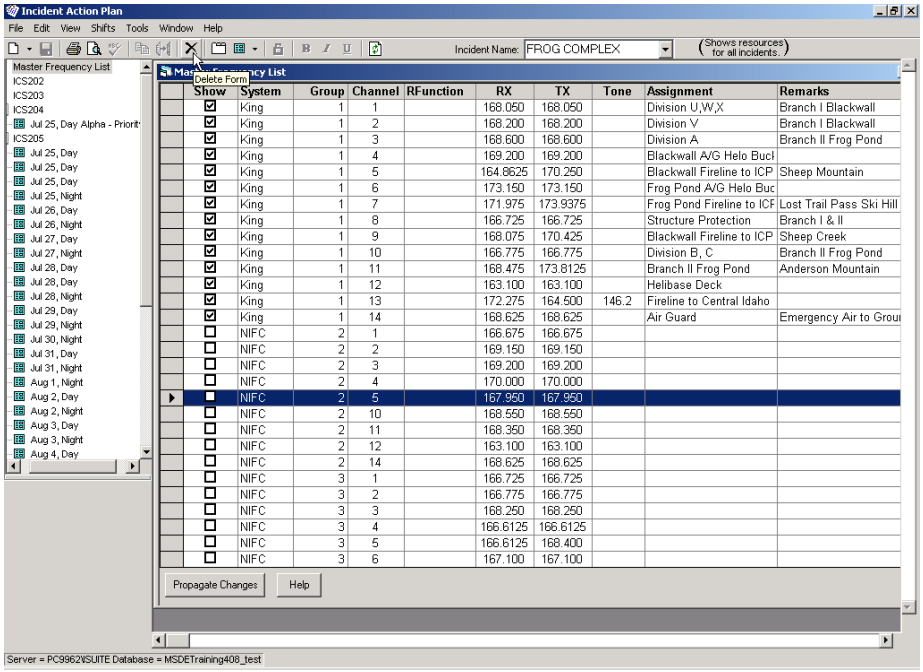
*This process only deletes the frequency you select, not the entire MFL.*

**1** On the **Master Frequency List**, click the **Show** column to select the **Frequency** you want to delete.

**2** Perform one of the following

- click the **Delete Form** icon
- on your keyboard, press DELETE.

The following diagram shows a selected frequency and the Delete icon on the Master Frequency List.




| Show | System | Group | Channel | RFunction | RX | TX | Tone | Assignment | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | King | 1 | 1 | | 168.050 | 168.050 | | Division U,W,X | Branch I Blackwall |
| ☑ | King | 1 | 2 | | 168.200 | 168.200 | | Division V | Branch I Blackwall |
| ☑ | King | 1 | 3 | | 168.600 | 168.600 | | Division A | Branch II Frog Pond |
| ☑ | King | 1 | 4 | | 169.200 | 169.200 | | Blackwall A/G Helo Buck | |
| ☑ | King | 1 | 5 | | 164.8625 | 170.250 | | Blackwall Fireline to ICP | Sheep Mountain |
| ☑ | King | 1 | 6 | | 173.150 | 173.150 | | Frog Pond A/G Helo Buc | |
| ☑ | King | 1 | 7 | | 171.975 | 173.9375 | | Frog Pond Fireline to ICF | Lost Trail Pass Ski Hill |
| ☑ | King | 1 | 8 | | 166.725 | 166.725 | | Structure Protection | Branch I & II |
| ☑ | King | 1 | 9 | | 168.075 | 170.425 | | Blackwall Fireline to ICP | Sheep Creek |
| ☑ | King | 1 | 10 | | 166.775 | 166.775 | | Division B, C | Branch II Frog Pond |
| ☑ | King | 1 | 11 | | 168.475 | 173.8125 | | Branch II Frog Pond | Anderson Mountain |
| ☑ | King | 1 | 12 | | 163.100 | 163.100 | | Helibase Deck | |
| ☑ | King | 1 | 13 | | 172.275 | 164.500 | 146.2 | Fireline to Central Idaho | |
| ☑ | King | 1 | 14 | | 168.625 | 168.625 | | Air Guard | Emergency Air to Grou |
| ☐ | NIFC | 2 | 1 | | 166.675 | 166.675 | | | |
| ☐ | NIFC | 2 | 2 | | 169.150 | 169.150 | | | |
| ☐ | NIFC | 2 | 3 | | 169.200 | 169.200 | | | |
| ☐ | NIFC | 2 | 4 | | 170.000 | 170.000 | | | |
| ☐ | NIFC | 2 | 5 | | 167.950 | 167.950 | | | |
| ☐ | NIFC | 2 | 10 | | 168.550 | 168.550 | | | |
| ☐ | NIFC | 2 | 11 | | 168.350 | 168.350 | | | |
| ☐ | NIFC | 2 | 12 | | 163.100 | 163.100 | | | |
| ☐ | NIFC | 2 | 14 | | 168.625 | 168.625 | | | |
| ☐ | NIFC | 3 | 1 | | 166.725 | 166.725 | | | |
| ☐ | NIFC | 3 | 2 | | 166.775 | 166.775 | | | |
| ☐ | NIFC | 3 | 3 | | 168.250 | 168.250 | | | |
| ☐ | NIFC | 3 | 4 | | 166.6125 | 166.6125 | | | |
| ☐ | NIFC | 3 | 5 | | 166.6125 | 168.400 | | | |
| ☐ | NIFC | 3 | 6 | | 167.100 | 167.100 | | | |

### To refresh data on the MFL

- Click the **Refresh Data** icon.

## *Creating ICS forms*

This section explains how to complete the ICS forms you can create in IAP.

### To create an ICS 202 Incident Objectives

1. On the **File** menu, point to **New Form**, and then click **New Form 202 - Objectives**.
2. In the **4. Operational Period** box, click the drop-down arrow, and then click to select the **Shift** of your choice.
3. Complete the following information
   - 5. General Control Objectives for the incident (include alternatives)
   - 6. Weather Forecast for Period
   - 7. General Safety Message.

**4** Under **Attachments**, click to select all that apply

- Organization List - ICS 203
- Div. Assignment Lists - ICS 203
- Medical Plan - ICS 206
- Air Operations Summary - ICS 220
- Incident Map
- Safety Message
- Traffic Plan
- Weather Forecast.

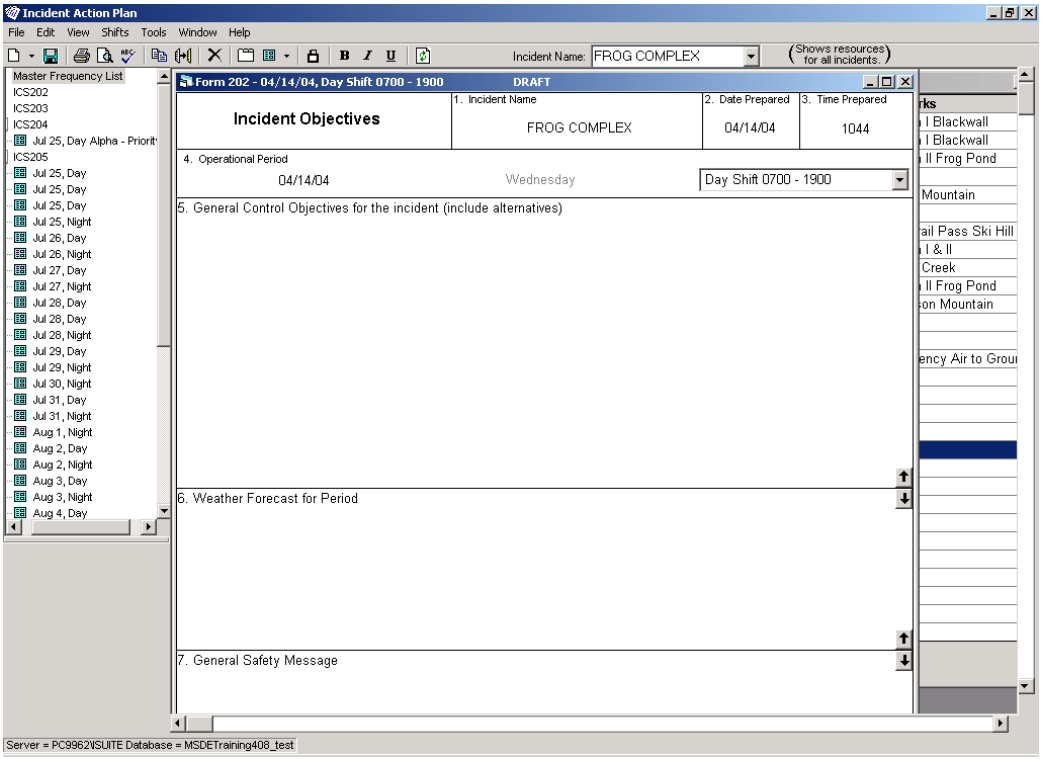
**5** To add an additional attachment, click to select a **check box** next to a blank line, and then type the appropriate **attachment** next to that **check box**.

**6** In the **9. Prepared by (Planning Section Chief)** box, type the **Planning Section Chief Name**.

**7** In the **10. Approved by (Incident Commander)** box, type the **Incident Commander Name**.

**8** When finished, click the **Save** icon.

The following diagram show a blank ICS 202 form.

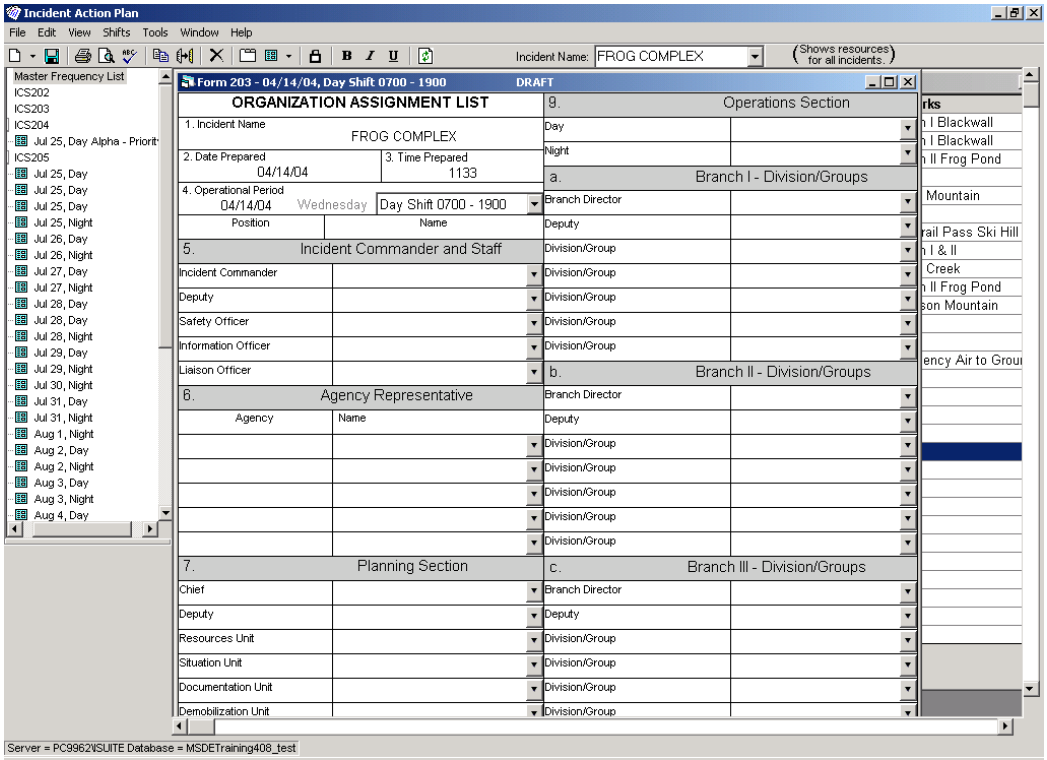


### To create an ICS 203 Organization Assignment List

*The ICS 203 identifies which positions are filled and by whom. People qualified for each position mnemonic are identified in the I-Suite database. However, if a name does not display in the drop-down list, you may manually type in that name. Keep in mind that some position boxes display more than one position mnemonic*

1. On the **File** menu, point to **New Form**, and then click **New Form 203 - Organization**.
2. For each position, click the drop-down arrow, and then click to select the **Person** of your choice.
3. Under **6. Agency Representative**, type the **Agency** for each agency representative.
4. In the **Prepared by** box, type the **Resource Unit Leader Name**, and then click the **Save** icon.

The following diagram shows a blank ICS 203 form.




### To customize your mnemonics (kindcode) filter

1. On the **Tools** menu, click **Form 203 Template**.
2. For each section, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.
3. To save your additions, click the **Save** button.

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The following diagram shows a sample ICS 203 template.

ICS203 Template

| ORGANIZATION ASSIGNMENT LIST - ICS203 Template | | 9. Operations Section | |
|---|---|---|---|
| 1. Incident Name | | Day | OSC1; OSC2 |
| 2. Date | 3. Time | Night | OSC1; OSC2 |
| 4. Operational Period | | a. Branch 1 - Division/Groups | |
| | | Branch Director | OPBD; DIVS; OSC1; OSC2 |
| Position | Name | Deputy | OPBD; DIVS; OSC1; OSC2 |
| 5. Incident Commander and Staff | | Division/Group | DIVS |
| Incident Commander | ICT1; ICT2; ICT3; ICT4; ICT5; DP | Division/Group | DIVS |
| Deputy | DPIC | Division/Group | DIVS |
| Safety Officer | SOF1; SOF2; SOF3 | Division/Group | DIVS |
| Information Officer | IOF1; IOF2; IOF3 | Division/Group | DIVS |
| Liaison Officer | LOFR | b. Branch II - Division/Groups | |
| 6. Agency Representative | | Branch Director | OPBD; DIVS; OSC1; OSC2 |
| Agency | Name | Deputy | OPBD; DIVS; OSC1; OSC2 |
| | AREP | Division/Group | DIVS |
| | AREP | Division/Group | DIVS |
| | AREP | Division/Group | DIVS |
| | AREP | Division/Group | DIVS |
| | AREP | Division/Group | DIVS |
| 7. Planning Section | | c. Branch III - Division/Groups | |
| Chief | PSC1; PSC2 | Branch Director | OPBD; DIVS; OSC1; OSC2 |
| Deputy | PSC1; PSC2 | Deputy | OPBD; DIVS; OSC1; OSC2 |
| Resources Unit | RESL | Division/Group | DIVS |
| Situation Unit | SITL | Division/Group | DIVS |
| Documentation Unit | DOCL | Division/Group | DIVS |
| Demobilization Unit | DMOB | Division/Group | DIVS |

### To create an ICS 204 Division Assignment List

1. On the **File** menu, point to **New Form**, and then click **New Form 204 - Division Assignments**.
2. In the **1. Branch** box, type the **Branch Name**, and then press TAB.
3. In the **2. Division/Group** box, type the **Division/Group** name, and then press TAB.
4. Under **Operations Personnel**, click the drop-down arrow for each **Position**, and then click to select the **Person** of your choice.
5. Under **5. Resources Assigned this Period**, click to select the option of your choice
   - All, to display all resources
   - Crew, to limit the drop-down list to display only hand crews
   - Engine, to limit the drop-down list to display only engines
   - Equipment, to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment
   - Line Overhead, to limit the drop-down list to display individual line overhead such as Strike Team Leaders and Field Observers.

**6** Complete the following boxes for each resource, as appropriate

*You can complete the drop off and pick up locations and times for the first resource, and then click the **Auto-Fill** buttons to fill-in the remaining locations and times for all other resources. Edit the remaining drop off and pick up locations and times as appropriate.*

- Strike Team/Task Force/Resource Designator
- Leader
- Number of Persons
- Trans Needed
- Drop Off PT./Time
- Pick Up PT./Time.

**7** Complete the following boxes as appropriate

- 7. Control Operations
- 8. Special Instructions.

**8** Under **9. Division/Group Communications Summary**, complete the following boxes as appropriate for each **Function**

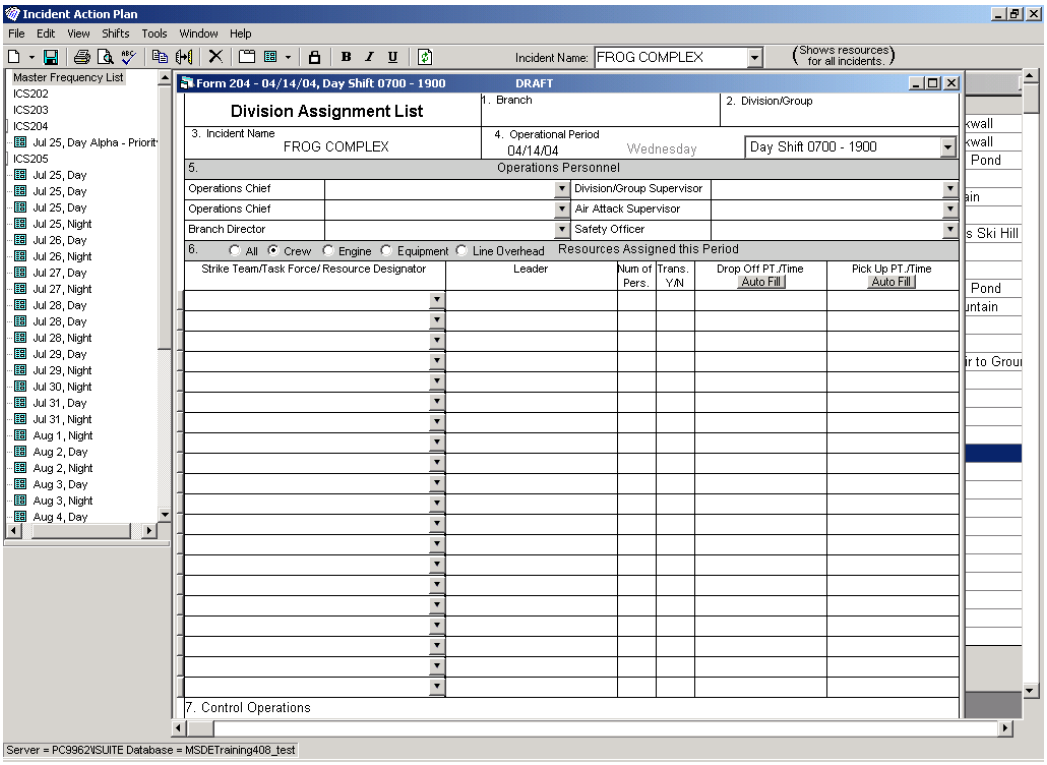
*This section allows you to import frequencies from the ICS 205 Radio Communications Plan, if one exists for that operational period. If the Frequency - RX drop-down list does not contain any frequencies, an ICS 205 has not yet been created for that operational period. To display frequencies added to the ICS 205 since the last time you started IAP, click the **Refresh Data** icon.*

- Frequency - RX
- Frequency - TX
- Tone
- System
- Channel
- System
- Channel.

**9** In the **Prepared By** box, type the **Resource Unit Leader Name**, and then press TAB.

**10** In the **Approved By** box, type the **Planning Section Chief Name**, and then click the **Save** icon.

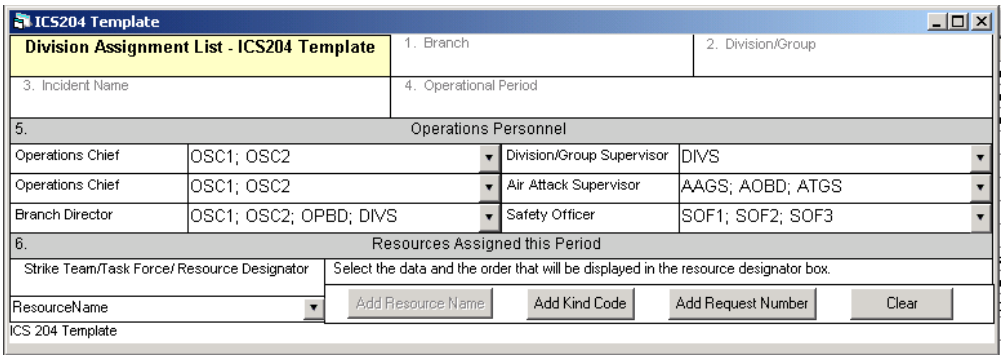
The following diagram shows a blank ICS 204 form.




### To customize your mnemonics (kindcode) filter

1. On the **Tools** menu, click **Form 204 Template**.
2. Under **Operations Personnel**, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.
3. To save your additions, click the **Save** button.

The following diagram shows a sample ICS 204 template.



### To edit the 204 template

*You can change the order of the resource, kind code, and resource name fields on the 204 template. This change affects all newly created ICS-204s, but does not affect ones already created.*

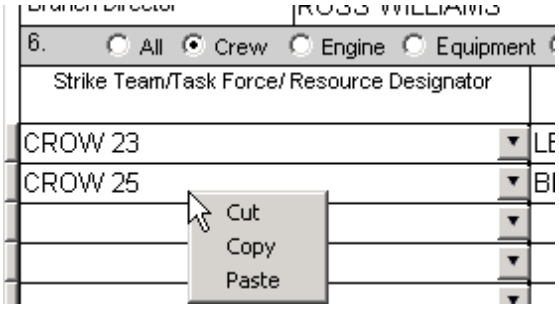
1. On the **Tools** menu, click **Form 204 Template**.
2. Click one or more of the following buttons, in the order of your choice, to customize the 204
   - Add Resource
   - Add Kind Code
   - Add Resource Name.
3. To save your changes to the 204 template, click the **Save** icon.

### To manipulate rows on the 204 form

*You can cut, copy, paste, and delete rows on the 204 form.*

1. To cut a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Cut**.
2. To copy a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Copy**.
3. To paste the cut or copied row, click to select the target row of your choice, right-click in the left-most column of that target row, and then click **Paste**.

The following diagram shows a sample row of the 204 and the cut/copy/paste options available when you right-click the mouse.




### To spell check the 204 form

- On the **Tools** menu, click **Spell Check**.

### To complete the ICS 205 Incident Radio Communications Plan

*The Communications Leader completes the ICS 205. All frequencies on the ICS 204 are also on the approved ICS 205 for that operational period.*

1. On the **File** menu, point to **New Form**, and then click **New Form 205 - Communications**.
2. For each frequency, click the **Radio Type/Cache** drop-down arrow, and then click to select the **Frequency** of your choice.

   *Once you select the frequency, the remaining data from the MFL auto-fills on the form.*

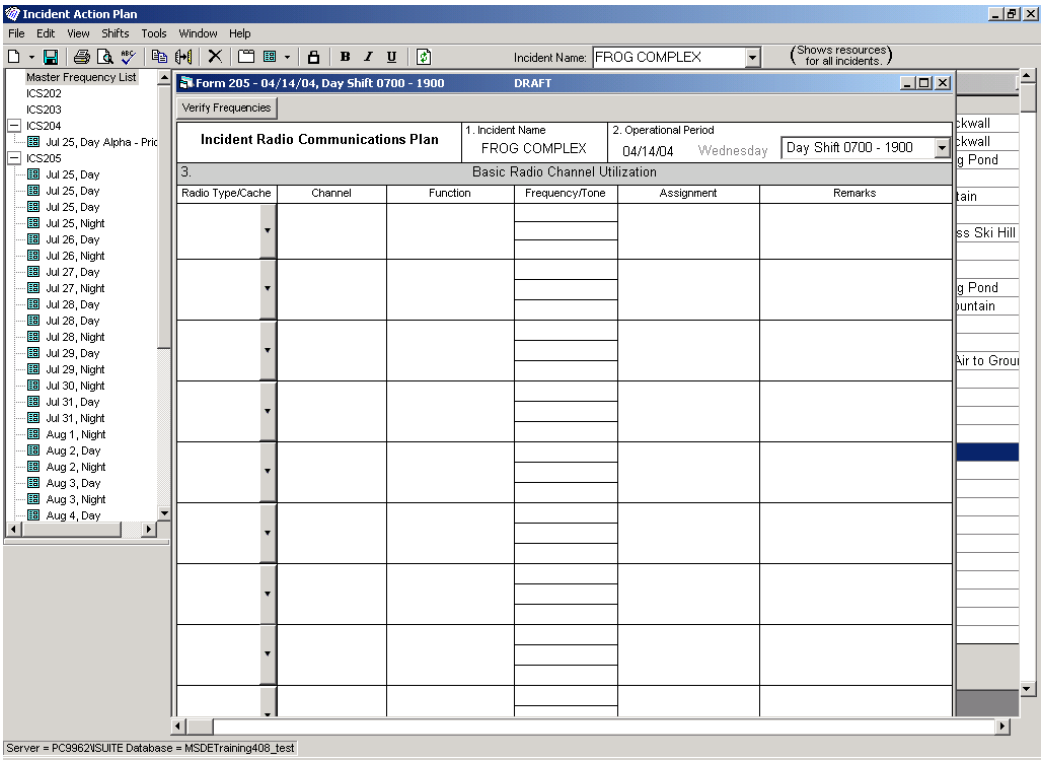
3. Click the **Verify Frequencies** button.

   *The Verify Frequencies button verifies the following:*

   - *All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL.*
   - *All frequencies for that operational shift are assigned on at least one of the ICS 204s for that operational period.*
   - *Any frequency on an ICS 204 is also on the approved ICS 204 for that operational period.*

   *If there are any discrepancies between the ICS 204, ICS 205, and the MFL, IAP displays a notification message.*

The following diagram shows a blank ICS 205 form.

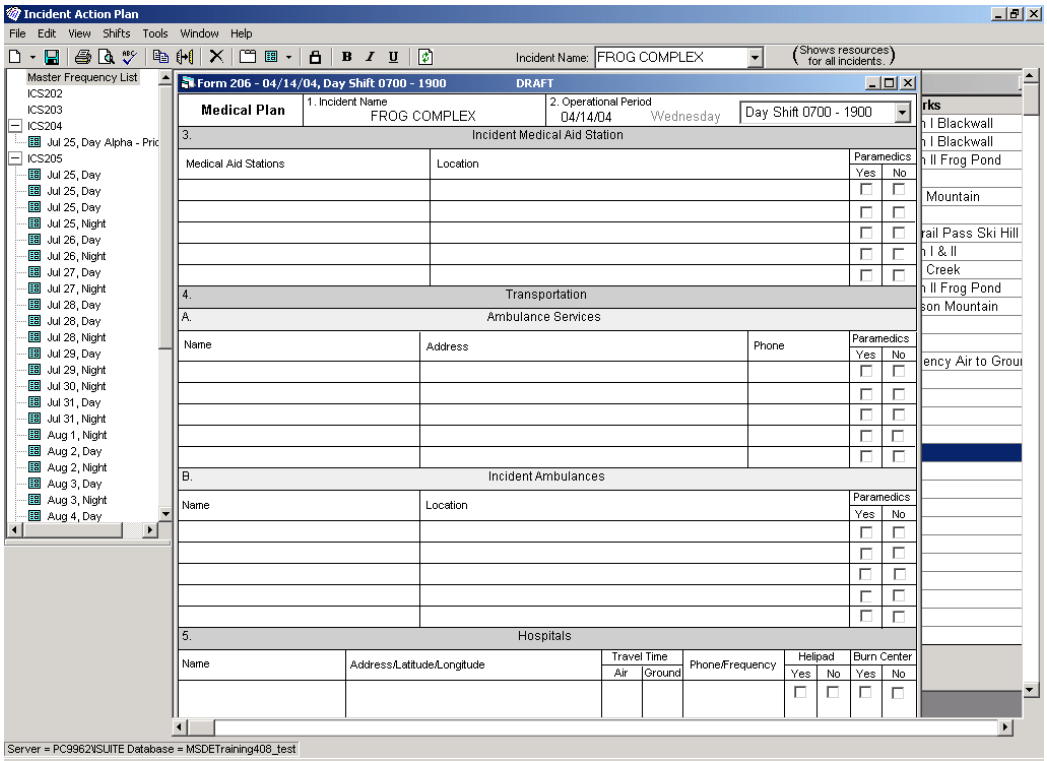


## To create an ICS 206 Medical Plan

*The ICS 206 is a narrative, fill-in form.*

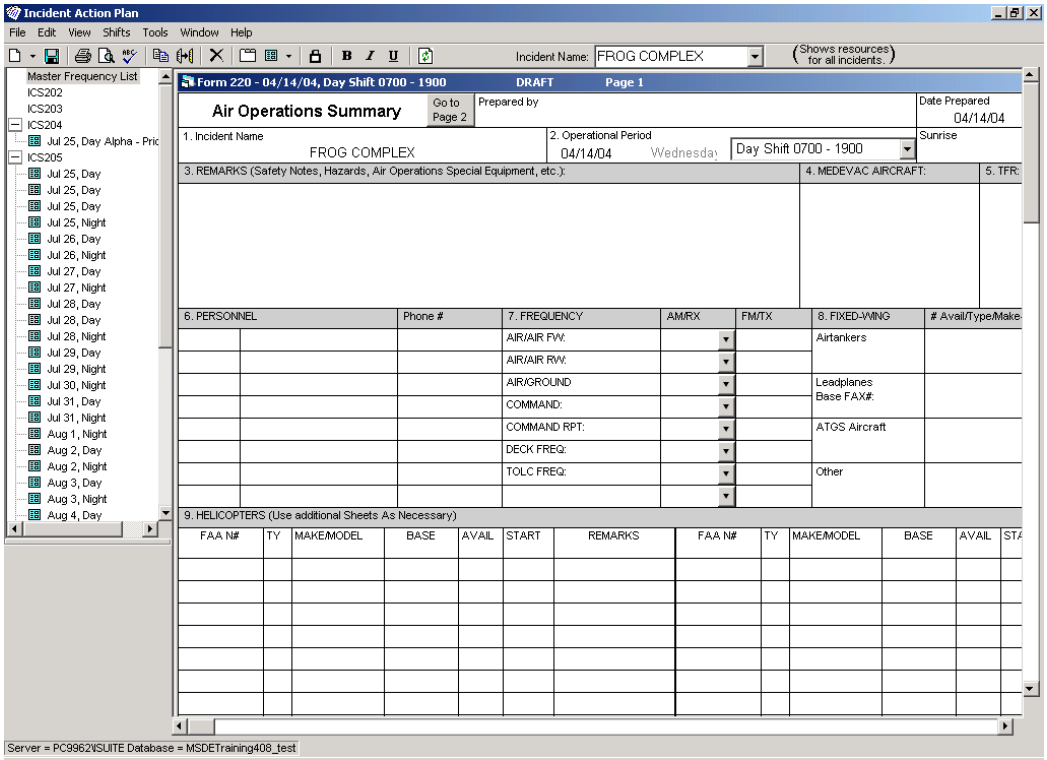
1. On the **File** menu, point to **New Form**, and then click **New Form 206 - Medical**.
2. Complete the following sections as appropriate
   - Incident Medical Aid Station
   - Ambulance Services
   - Incident Ambulances.
3. In the **Paramedics** column, click to select the **Yes** or **No** check boxes, as appropriate, to designate the available **Paramedics** for each type of medical service.
4. Complete the **Hospitals** section, and then click to select the **Yes** or **No** check boxes, as appropriate, to designate if a **Helipad** and/or **Burn Center** is available.
5. In the **Medical Emergency Procedures** box, type a description of the **medical emergency procedures**, as appropriate.
6. Complete the following boxes
   - Prepared by (Medical Unit Leader)
   - Reviewed by (Safety Officer).
7. When finished, click the **Save** icon.

The following diagram shows a blank ICS 206 form.



## To create an ICS 220 Air Operations Summary

*The ICS 220 is mostly a narrative, two-page form*

1. On the **File** menu, point to **New Form**, and then click **New Form 220 - Air Operations**.
2. Complete the following sections as appropriate
   - Sunrise Hour
   - Sunset Hour
   - 3. REMARKS
   - 4. MEDEVAC AIRCRAFT
   - 5. TFR
   - 6. PERSONNEL
   - 7. FREQUENCY
   - 8. FIXED WING
   - 9. HELICOPTER.
3. To advance to the next page of the form, click the **Go to Page 2** button.
4. Complete section **10. TASK, MISSION, ASSIGNMENT**, as appropriate.

The following diagram shows a blank ICS 220 form.