

ICS Forms

A selection of most standard ICS forms, in fillable PDF format, can be downloaded from the FEMA website. Occasionally FEMA makes changes to their website, the address provided here is correct as of September 2017. If this address does not work, you can go to the FEMA home page and enter ICS Forms into the search box to find the new page. Currently the forms are at <https://training.fema.gov/icsresource/icsforms.aspx>

In addition to the individual forms in fillable format, the FEMA website also has a NIMS ICS Forms booklet with a set of ICS forms and instructions.
<https://training.fema.gov/emiweb/is/icsresource/assets/nims%20ics%20forms%20booklet.pdf>

As Emergency Communications Volunteers you will probably not be directly responsible for filling out many of the ICS forms, but you need to have an understanding of what most of the forms are used for and you need to know which forms have the information that you need to know to do your job.

You should download the NIMS ICS Forms Booklet and review the forms to become familiar with the ones you will need to fill out and the ones that contain information you would need.

Unfortunately neither the individual forms on the FEMA website nor the booklet contain *all* the standard ICS forms. The forms on the site are those forms commonly used for incident management, however they omit some specialized forms. Among the forms omitted are the ICS Form 216 Radio Requirements Worksheet, the ICS Form 217 Radio Frequency Assignment Worksheet, and the ICS Form 217A Communications Resource Availability Worksheet.

The ICS form 217A is not used as part of an Incident Action Plan. The 217A has not been formally adopted as part of NIMS, but it is the standard form adopted by the Department of Homeland Security, Office of Emergency Communications. The ICS 217A is taught as part of OEC training for Communications Leaders and AUXCOMM radio operators. It is essentially an inventory of all the radio frequencies/channels that are available for use in an area. The ICS 217A is the starting point for developing the ICS 205 Radio Communications Plan. Every city and county should have an ICS form 217A, but many either do not have one or have one that includes only the local government radio system. The local government ICS form 217A is sometimes considered restricted information due to security concerns. It generally falls to the RACES Radio Officer or the ARES Emergency Coordinator to develop an ICS 217A covering the Amateur Radio frequencies. Team leaders should determine who maintains the ICS 217A in their area, then work together with them to include any additional resources the Team has or can make available, such as any GMRS repeater that would be available for use, specific CB, GMRS, or MURS channels that the Team regularly uses, etc. The 217A is usually prepared as an Excel spreadsheet rather than as a Word Document or fillable PDF file because this format is easier to use.

The individual forms currently available on the FEMA website and contained in the NIMS ICS Forms Booklet are:

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
ICS 202	Incident Objectives	Planning Section Chief
ICS 203	Organization Assignment List	Resources Unit Leader
ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
ICS 205	Incident Radio Communications Plan	Communications Unit Leader
ICS 205A	Communications List	Communications Unit Leader
ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (<i>wall-mount size, optional 8½ x 14</i>)	Resources Unit Leader
ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (<i>optional 8½ x 14 and 11 x 17</i>)	Resources Unit/Check-In Recorder
ICS 213	General Message (<i>3-part form</i>)	Any Message Originator
ICS 214	Activity Log (<i>optional 2-sided form</i>)	All Sections and Units
ICS 215	Operational Planning Worksheet (<i>optional 8½ x 14 and 11 x 17</i>)	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (<i>optional 8½ x 14 and 11 x 17</i>)	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (<i>Cards</i>)	Resource Status Card (T-Card) (<i>may be printed on cardstock</i>)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

The individual forms also include an ICS 213RR which is an ICS 213 Message Form modified to provide specific information for a Resource Request. Not all agencies use the modified ICS 213RR. It is important to know which forms are used by the agency you are supporting.

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET										Frequency Band Page 1 Amateur VHF		Description This County	
Channel Configuration	Channel Name/Trunked Radio System/Talkgroup	Eligible Users	RX Freq	N or W	RX Tone/NA/C	TX Freq	N or W	TX Tone/NA/C	Mode	A, D, or M	Remarks		
Repeater	TAC 1	Amateur	147.1950 W		107.2	147.7950 W		107.2	A		Primary AuxComm		
Repeater	TAC 2	Amateur	146.6700 W		88.5	146.0700 W		88.5	A		Echolink		
Repeater	TAC 3	Amateur	145.2900 W		186.2	144.6900 W		186.2	A				
Repeater	TAC 4	Amateur	147.3000 W		88.5	147.9000 W		88.5	A		Low power/local use		
Repeater	Portable	Amateur	146.9250 W		CSQ	146.6250 W		CSQ	A		Req via EMA		
Simplex	D6565	Amateur	146.5650 W		CSQ	146.5650 W		CSQ	M		D-Star Simplex		
Simplex	V643	Amateur	146.4300 W		CSQ	146.4300 W		CSQ	A				
Simplex	V646	Amateur	146.4600 W		CSQ	146.4600 W		CSQ	A				
Simplex	V649	Amateur	146.4900 W		CSQ	146.4900 W		CSQ	A				
Simplex	V652	Amateur	146.5200 W		CSQ	146.5200 W		CSQ	A		Nat'l Call Freq.		
Simplex	V655	Amateur	146.5500 W		CSQ	146.5500 W		CSQ	A				
Simplex	V658	Amateur	146.5800 W		CSQ	146.5800 W		CSQ	A				
Simplex	V742	Amateur	147.4200 W		CSQ	147.4200 W		CSQ	A				
Simplex	V745	Amateur	147.4500 W		CSQ	147.4500 W		CSQ	A				
Simplex	V748	Amateur	147.4800 W		CSQ	147.4800 W		CSQ	A				
Simplex	V751	Amateur	147.5100 W		CSQ	147.5100 W		CSQ	A				
Simplex	V754	Amateur	147.5400 W		CSQ	147.5400 W		CSQ	A				
Simplex	V757	Amateur	147.5700 W		CSQ	147.5700 W		CSQ	A				
Simplex	SSB	Amateur	144.2000 W		CSQ	144.2000 W		CSQ	A		USB, Call Freq.		
Simplex	PSK31	Amateur	144.1440 W		CSQ	144.1440 W		CSQ	D		SSB PSK 31		

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.