

Federal Emergency Management System
Incident Command System
FEMA ICS Forms

West Shore CERT
ICS Forms Team:



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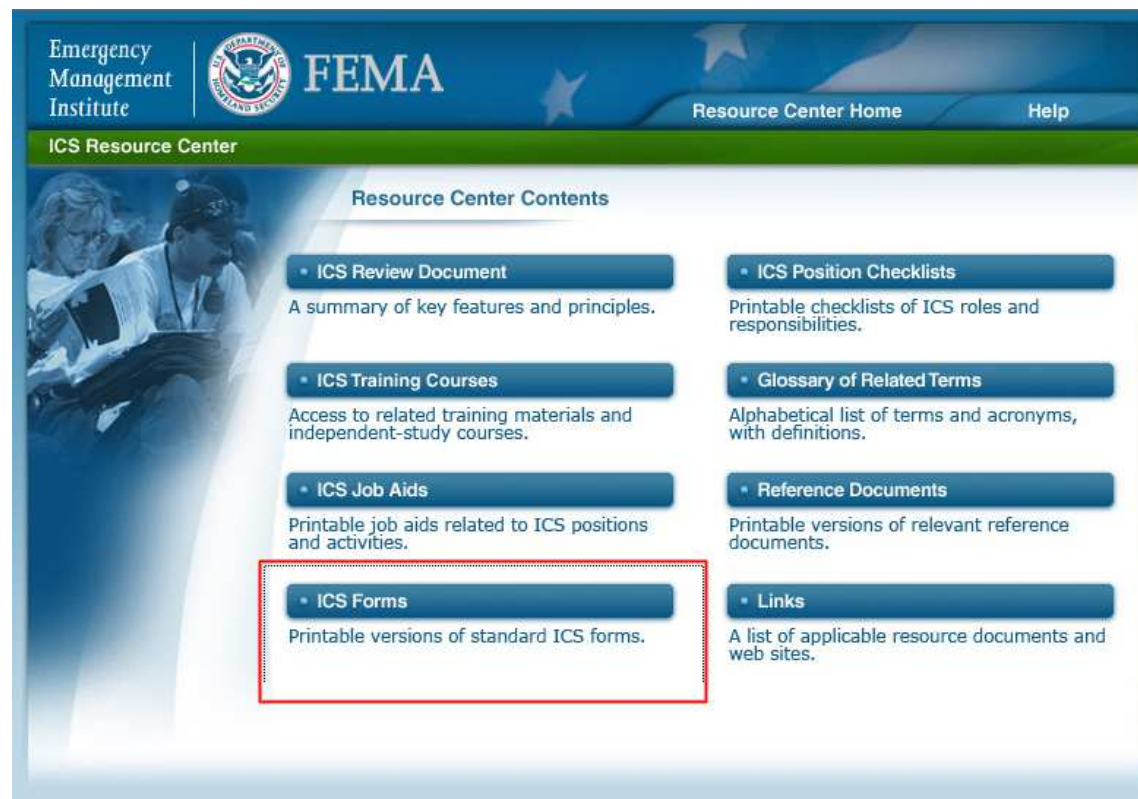
Introduction

- Standardization Across All First Responders Under FEMA ICS.
- Official Documentation of Incident Activities and Resource Allocations.
- Allows “At-A-Glance” Review and Transition of Command.

Resource Location

- Web Site:

<http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>



Emergency Management Institute | FEMA | Resource Center Home | Help

ICS Resource Center

Resource Center Contents

- **ICS Review Document**
A summary of key features and principles.
- **ICS Training Courses**
Access to related training materials and independent-study courses.
- **ICS Job Aids**
Printable job aids related to ICS positions and activities.
- **ICS Forms**
Printable versions of standard ICS forms.
- **ICS Position Checklists**
Printable checklists of ICS roles and responsibilities.
- **Glossary of Related Terms**
Alphabetical list of terms and acronyms, with definitions.
- **Reference Documents**
Printable versions of relevant reference documents.
- **Links**
A list of applicable resource documents and web sites.



Team Activities

- Review All Forms
- Choose Relevance to WSC
- Narrow Selection
- Organize Into Groups
- Storage
- Cross Referencing
- Presentation
- Training



Relevance

Matrix Table:

- Description
- Purpose
- Does it Apply
- Who is responsible for filling out
- Who is the intended user
- Where to store



Groupings and Storage

- Easily accessible to persons needing them
- Pre-sorted into categories that allow quick selection for different areas of concern
 - Colors indicate folder colors for specified areas.
- Customizations can be ongoing
- Identify a safe clean weather-tight storage
- Necessary equipment for using the forms in the field in adverse conditions

Recommended forms

ICS Forms						
Form	Title	Description	Responsibility	Purpose/For Who	Storage	Relevance
201	Incident Briefing	Maps/Org Chart/Resource List	Incident Commander	Initial Organization Transition of Command Summary		Yes
202	Incident Objectives	Written plan/weather messages/attachments	Incident Commander/ Command Staff	Short term goals Staff Briefing		Yes
203	Organization Assignment List	Command Staff/Section Chiefs Unit Leaders	Command Staff	Upper Level Assignments		Yes
207	Organization Chart	ICS Structure	Incident Commander/ Command Staff	Everyone	Trailer Team (Large Display)	As Needed
209	Incident Status Summary	Concise Assessment of Situation and Resources	Incident Commander/ Section Chiefs	Transition of Command Accountability		Yes
221	Demobilization Checkout	List for Demobilizing	Planning Section/ Demobilization Unit	End of Operation Plan		Yes
215A	Incident Action Plan Safety Analysis	Risk and Hazards Assessment	Safety Officer	Command Staff and Responders		Yes
204	Division Assignments	Operations Division Details	Operations Section Chief	Lower Level Assignments	Ops	Yes
205A	Communication List	Responder contact Info	Logistics Section/ Communications Unit	Source for contacting all staff members	Sign In Committee	Yes
213	General Message	Official Information Dissemination	Commander/Officers/ Chiefs	Tracking Accountability		As Needed
214	Unit Log	List of Personnel and Activities	Ops/Planning/Logistics/ Financial Section Chiefs	Tracking		Situational
215	Operational Planning Worksheet	Operations Needs Assessment	Operations Section Chief	Detailed Assignments and Resource Tracking		Situational
205	Incident Radio Communications Plan	Channel Assignment List	Logistics Section/ Communications Unit	Standardization of Communications	Planning Section	Situational
217	Radio Frequency Assignment Worksheet	List Radio Channels per Group	Logistics/ Communications Unit	Allocation		Situational?
210	Status Change Card	Equipment Allocation/ Availability Record	Logistics Chief	Resource Management Accountability		Situational
213RR	Resource Request (old ICS Form 308)	Formal Request for Supplies	Planning Section/ Resource Unit	Accounting	Planning	As Needed
206	Medical Plan	List Resource and Contacts	Operations/Medical Sect Logistics Medical Unit	Victims and Staff Needs	?	Situational



Summary

- ICS Forms are another example of the governments love for paper work
- Many on the original lists have little or no relevance to us
- The forms are standardized and can be extremely useful in the fast paced confusion of a major incident
- Those in positions of authority are the critical initiators, keepers, and users of the forms.



What's Next?

- Make or get copies of the forms we will be using
- Determine storage, access, and postings
- Training
 - Familiarization
 - What's appropriate or practical
 - Practice