



INCIDENT RADIO COMMUNICATIONS PLAN

PURPOSE

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talk group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talk group assignments is normally placed on the Assignment List (ICS 204).

PREPARATION

The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section for inclusion in the Incident Action Plan.

DISTRIBUTION

The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

NOTES

- The ICS 205 is part of the IAP.
- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each Operational Period.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Date Prepared	Enter date prepared (day/month/year).
3	Time Prepared	Enter the time prepared (Use 24-hour clock).
4	Unit / Name / Designators	Enter the identifier required eg: ENG-01, CONTRACT-10, etc.
5	Unit Leader	Enter the Name and Position of the Unit Leader.
6	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
7	Basic Radio Channel Utilisation	<p>Enter the following information about radio channel use:</p> <ul style="list-style-type: none"> • Name / Designation - This is a unique way to identify a resource (e.g., ENG-13). If the resource has been ordered but no identification has been received, use TBD (to be determined). • Channel - Enter the Channel Number / Name. Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. • Function - Enter the Net function each channel or talk group will be used for. (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). • Frequency / Tone - Enter the programmed Frequency or Tone. • Radio System / Cache - Enter the type of Radio System being utilised and the Cache, if required. • Remarks - Use to enter any extra information required.
8	Reviewed By	Enter the name, position, date and time of the person (if not the Communications Unit Leader) completing the ICS 205.



1. INCIDENT NAME / NUMBER

2. DATE PREPARED		3. TIME PREPARED	
DATE		TIME	

4. UNIT / NAME / DESIGNATORS

5. UNIT LEADER (NAME AND POSITION)

6. OPERATIONAL PERIOD (DATE / TIME)			
FROM		TO	

7. BASIC RADIO CHANNEL UTILIZATION					
NAME / DESIGNATION	CHANNEL	FUNCTION	FREQUENCY / TONE	RADIO SYSTEM / CACHE	REMARKS

COMMENTS

8. REVIEWED BY COMMUNICATIONS UNIT (INCLUDE DATE & TIME)					
NAME		DATE		TIME	



INCIDENT COMMUNICATIONS LIST

PURPOSE

The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Branch/Sector level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, etc.), and functions as an incident directory.

PREPARATION

The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

DISTRIBUTION

The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

NOTES

- The ICS 205 A is an option as part of the IAP.
- This optional form is used in conjunction with form ICS 205.
- If additional pages are needed use a blank ICS 205 A and repaginate as needed.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Sensitive Information Included	Is there sensitive information included in line with the POPI Act. Please indicate clearly.
3	Date Prepared	Enter date prepared (day/month/year).
4	Time Prepared	Enter the time prepared (Use 24-hour clock).
5	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
6	Basic Local Communication Information	Enter the following communication information: <ul style="list-style-type: none">• Position - Indicate ICS position eg: IC, DIVS, etc.• Name - Enter the Name(s) in alphabetical order.• Method of Contact - Indicate whether Phone (PH), Cell (CELL) or Email (e).• Contact Detail - Enter Phone or Cell Number.• Contact Detail Enter Email address clearly.
7	Prepared By	Enter the name, position, date and time of the person (if not the Communications Unit Leader) completing the ICS 205 A.

