



INCIDENT COMMAND SYSTEM

FORMS

ALL HAZARD



INTRODUCTION TO ICS FORMS

These forms are intended for use as tools in the creation of Incident Action Plans (IAPs), all incident management activities, and for the support and documentation of ICS activities. Although personnel using the forms should have a basic understanding of ICS, through training and/or experience to ensure they can effectively use and understand these forms, these forms have been designed to be as intuitive as possible. These ICS Forms represent an all-incident / all-hazards approach and update the previously existing ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same.

It is recommended that all users familiarise themselves with the updated forms and instructions.

A 'How To' guide precedes each ICS Form with a general description of each form's purpose, suggested preparation, and distribution. This includes block-by-block instructions on how to fill them in to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of interagency cooperation and to facilitate the effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section below provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for all incident management. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of incident management should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

ICS FORM ADAPTATION

When specialized forms or information for particular kinds of incidents, events, or disciplines are required, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, you are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form.

EXTENDING ICS FORM FIELDS

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form and the additional sub-field numbers should be clearly labeled as unique to the adapted form.

Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).



ICS FORMS LIST

This table lists all of the ICS Forms included in this document.

NOTES

- In the following table, the ICS Forms identified with an asterisk (*) and a light grey background are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command.
- Local time is typically used.

ICS FORM NUMBER	ICS FORM TITLE	TYPICALLY PREPARED BY
IAP COVER SHEET *	INCIDENT ACTION PLAN COVER SHEET	PLANNING SECTION CHIEF
ICS 201 *	INCIDENT BRIEFING	INITIAL INCIDENT COMMANDER
ICS 202 *	INCIDENT OBJECTIVES	PLANNING SECTION CHIEF
ICS 203 *	ORGANISATION 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 ORGANISATION CHART (WALL MOUNTED SIZE OPTIONAL)	RESOURCES UNIT LEADER
ICS 208 **	SITE SAFETY AND CONTROL 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 (WALL MOUNTED SIZE OPTIONAL)	RESOURCES UNIT LEADER OR CHECK-IN RECORDER
ICS 213	GENERAL MESSAGE	ANY MESSAGE ORIGINATOR
ICS 214	ACTIVITY LOG	ALL SECTIONS AND UNITS
ICS 215	OPERATIONAL PLANNING WORKSHEET (WALL MOUNTED SIZE OPTIONAL)	OPERATIONS SECTION CHIEF
ICS 215A	INCIDENT ACTION PLAN SAFETY ANALYSIS (WALL MOUNTED SIZE OPTIONAL)	SAFETY OFFICER
ICS 218	SUPPORT VEHICLE / EQUIPMENT INVENTORY	GROUND SUPPORT UNIT
ICS 219-1 TO 219-8, 219-10 (T-CARDS)	RESOURCE STATUS CARD / T-CARD	RESOURCES UNIT
ICS 220	AIR OPERATIONS SUMMARY WORKSHEET	OPERATIONS SECTION CHIEF OR AIR BRANCH DIRECTOR
ICS 221	DEMOBILISATION CHECK-OUT	DEMOBILISATION UNIT LEADER



INCIDENT ACTION PLAN COVER SHEET – GUIDE

IAP

SPECIAL NOTE

This optional form acts as a cover sheet for the completed Incident Action Plan (IAP) described below.

PURPOSE

An Incident Action Plan (IAP) contains general objectives reflecting the overall incident strategy and specific action plans for the next operational period.

The Unified Command, Command Staff and General Staff develop the IAP.

When all attachments are included, the plan:

- specifies the objectives for the next operational period.
- defines the work assignments for the next operational period, including extracts of site-specific safety messages.
- defines how the resources needed to accomplish the work order.
- depicts how all incident response personnel are to be organised.
- lists radio and telephone communications for all personnel.
- specifies a medical plan to follow in case of a responder emergency.
- identifies resources at risk.

PREPARATION

The Planning Section Chief compiles the IAP, with key tactical input from the Operations Section Chief. The plan is to be completed following each Planning Meeting. The plan should be approved and signed by each member of the Unified Command when implemented.

DISTRIBUTION

Sufficient copies of the IAP will be reproduced and given to all supervisory personnel at the Section, Branch, Division / Group and Unit Leader levels. The original IAP must be given to Documentation.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
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	ICS Forms to be included in the IAP. ICS 205 A and ICS 208 are optional.	Please tick the relevant box next to YES or NO to indicate inclusion of the ICS form and particular sections of those forms.
7	Reviewed By	Enter the name and position of person reviewing the IAP. Include date and time.
8	Reviewed By	Enter the name and position of person reviewing the IAP. Include date and time.
9	Reviewed By	Enter the name and position of person reviewing the IAP. Include date and time.
10	Prepared By	Enter the name and position (if not Planning Section Chief), date and time of the person completing the ICS 201.