



Multnomah County ARES

Forms Training – 27 February, 2020

Forms Overview

Preparation

- ✓ 205 – What frequencies will I be using?

Arrival

- ✓ 214 – What is happening at this location?
 - Who arrived or departed from this site
 - Equipment setup completed
 - Checked into nets
 - Equipment problems

I will send a message

- ✓ 213 message form
- ✓ NTS message form

What messages did I send

- ✓ 309 Message Log (Written)
- ✓ 309 Message Log (Automated)



ICS 205

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups 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 talkgroup 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 Chief 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.

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: 		2. Date/Time Prepared: Date: Time:				3. Operational Period: Date From: Date To: Time From: Time To:				
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions: 										
6. Prepared by (Communications Unit Leader): Name:						Signature:				
ICS 205		IAP Page			Date/Time:					

ICS 205 - Instructions

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	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 talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 214

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From:		Date To:
		Time From:		Time To:
3. Name:		4. ICS Position:		5. Home Agency (and Unit):
6. Resources Assigned:				
Name		ICS Position		Home Agency (and Unit)
7. Activity Log:				
Date/Time		Notable Activities		
8. Prepared by: Name:		Position/Title:	Signature:	
ICS 214, Page 1		Date/Time:		

ICS 214 - Instructions

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> Date and Time From Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).

Block Number	Block Title	Instructions
7	Activity Log <ul style="list-style-type: none"> Date/Time Notable Activities 	<ul style="list-style-type: none"> Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> Name Position/Title Signature Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 213

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213 Instructions

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none">• Name• Signature• Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

NTS

For detailed instructions, please visit the link at the bottom of this page.

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO									
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE		
TO					THIS RADIO MESSAGE WAS RECEIVED AT				
TELEPHONE NUMBER					AMATEUR STATION _____ PHONE _____				
					NAME _____				
					STREET ADDRESS _____				
					CITY, STATE, ZIP _____				
_____					_____				
_____					_____				
_____					_____				
_____					_____				
_____					_____				
_____					_____				
REC'D		FROM	DATE	TIME	SENT TO		DATE	TIME	
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111					THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.			PRINTED IN USA	

<http://www.arrl.org/files/file/Public%2520Service/MPG104A.pdf>

NTS - Overview

PREAMBLE (1)							
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
NR 1	PREC R	HX HXE	STN ORIG WIAW	CK 12	PLACE OF ORIG NEWINGTON CT	TIME FILED 1830Z	MON DY JUL 1
(2) TO DONALD R SMITH 164 EAST SIXTH AVE RIVER CITY MD 00789					THIS RADIO MESSAGE WAS RECEIVED AT:(9) AMATEUR STATION _____ TEL _____ NAME _____ STREET ADDRESS _____ CITY,STATE,ZIP _____		
TEL 301 555 3470							
OP NOTE (2.4)							
TXT (3)							
THANKS		FOR		MESSAGE		X	HOPE
TO		SEE		YOU		AT	HAMFEST
X		73					
SIG (4) DIANA		OP NOTE (4.2)					
RCVD FROM (5) WD3W		NET MEPN	DATE/TIME 012215Z JUL 91		SENT TO (6) KD3JK	NET MDD	DATE/TIME 012308Z JUL 91
(7) ORIG - FROM - DATE/TIME Name Addr City TEL					(8) DLVD - TO - DATE/TIME Name Addr City TEL		

ICS 309 (Written)

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history.

ICS 309 Multnomah County ARES COMMUNICATIONS LOG		INCIDENT # and Name:		DATE STARTED:
				TIME STARTED:
FOR OPERATIONAL PERIOD #		TASK NAME:		
OPERATOR NAME:			TACTICAL I.D:	
CALLSIGN:			STATION CALLSIGN:	
MESSAGE AND ACTION LOG (one for EACH RADIO)				
TIME sent or received	FROM: Callsign of sending station	TO: Callsign of receiving station	ICS 213: Callsign of originating station, and (from 213) date/time and subject. NTS Message: Message #, Callsign of originating station, date and time (From radiogram header)	

ICS 309 (Written) - Instructions

One log for each radio operating at any location.

HEADER:

Incident # and Name This is assigned by Incident Command. Leave blank if necessary but MUST be filled in later in later

Date Started: Use military format: 01JAN2014

Time Started: The time you arrived on location or began operations. Use 24 hour clock and local time.

Operational Period # Numbered sequentially. Op period changes when Team Leader changes.

Task Name This radio's role in the response, Ex: Command Net, Red Cross Tactical Net

Operator Name and Call Name and call sign of radio operator at start of log.

Tactical ID Tactical call sign of station, assigned by EC.

RADIO and/or BAND Identify the radio or band main frequency you are operating on

LOGGING MESSAGES:

TIME sent/rec: Enter the time the message is sent or received. Use 24 hour clock and local time.

FROM: Tactical or station callsign of sending station

TO: Tactical or station callsign of receiving station

Narrative: **For 213:** Callsign of originating station, date and time message was authored from boxes following subject on 213, and exactly what is in the "Subject" box on the ICS 213

For NTS: NTS, message number, callsign of originating station, date and time from the NTS message header.

For Tactical Message: These will be logged the same as ICS 213 except: Summarize the subject and write the same exact subject on the message itself. For very short messages write the message itself in the log. If you take a verbal message by dictation, whether you write it directly into the log or on another piece of paper, have the author sign it. You cannot send a message without a signature.

Other things to note on the Communications log When you check into or out of a net. When you go to a different frequency. When operator and logger changes with name and callsign of new person. When any operator takes more than a 10 minute break. Any significant event involving operation of this radio. When you go off the air. Note: Number each page as you go. When operations on this radio are over, add the final page count at the bottom of each page after "OF"

309 (Automated)

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history.

The automated ICS 309 is generated from within the RMS Express software. You will move your messages into a global folder and then create the ICS 309 from the content in that folder

COMMUNICATIONS LOG		TASK # Firestarte1	DATE PREPARED: 2020-02-27 TIME PREPARED: 17:19
OPERATIONAL PERIOD # 1		TASK NAME: Drill	
RADIO OPERATOR NAME: John		STATION I.D. KI7LYP	
LOG			
TIME	FROM	TO	SUBJECT
2020-02-17 15:59	KI7LYP	WA7FWC	Hogan Butte
Page 1 of 1			ICS 309
ICS-309 report generated by Winlink Express 1.5.26.0			