

APPENDIX E: GENERAL PURPOSE AND DESCRIPTION OF ICS FORMS

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GENERAL

Over the years, the ICS forms standardized under the NIIMS ICS have been modified by the oil industry, federal, and State spill responders to best meet their needs. Accordingly, this appendix does not prescribe a “standard” or “recommended” form for Statewide application. Instead, the following information provides basic information on the purpose, and preparation of ICS forms. The information was extracted from the National Oceanographic and Atmospheric Administration (NOAA) spill response web site, and subsequently edited for this document. For a complete list of instructions on each of the following ICS forms (*including procedures for downloading the forms off of the Internet*), please visit the NOAA website at:

<http://response.restoration.noaa.gov/oilaid/ICS/intro.html>

NOTE: *When particular NOAA ICS Form examples were not as detailed as forms of other responders in the State of Alaska, some recommendations on contents were included.*

INCIDENT ACTION PLAN – CONTENTS

- Incident Action Plan Cover Sheet (ICS Form 200)
- Response Objectives (ICS Form 202)
- Organization Assignment List (ICS Form 203)
- Field Assignment List (ICS Form 204)
- Incident Communications Plan (ICS Form 205)
- Medical Plan (ICS Form 206)
- Incident Map (*present situation and future trajectories and plans*)
- Air Operations Summary (ICS Form 220)
- Environmental Unit Summary (ICS Form 224)
- Other forms/sheets/ as needed for field response.

INCIDENT ACTION PLAN (IAP) COVER - ICS FORM 200

Purpose: An Incident Action Plan documents the actions developed by the (Unified) Command and Command and General Staffs during the planning cycle. When all attachments are included, the plan specifies the control objectives, tactics to meet the objectives, resources, organization,

communications plan, medical plan, and other appropriate information for use in field operations.

Preparation: An Incident Action Plan is completed following each formal Planning Meeting conducted by the (Unified) Command and the Command and General Staff. The plan must be approved by the (Unified) Command prior to distribution.

INCIDENT BRIEFING - ICS FORM 201 (A MULTIPLE PAGE FORM)

Purpose: The Incident Briefing form provides the (Unified) Command and the Command and General Staffs assuming command of the incident with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The briefing form is prepared by field command for presentation to the IMT along with a more detailed oral briefing.

Note on Content: The NOAA ICS example of this form includes four sheets – 201-1 through 201-4. Useful elements to include on the 201-2 are: a description of the incident (*what happened, what spilled/emitted, incident potential and impacts, safety considerations*), initial control actions, and initial incident objectives. Other pages of the form detail responding team organization (201-3), and resources at the scene and ordered (201-4).

Beyond the ICS 201 Form examples, additional information can include initial Site Safety and Controls actions with: (1) Site Control: designating a Site Safety Officer or Field Safety Representative, accounting for personnel and injuries (*and rescues if applicable*), and establishing site access (*perimeters and control points*); (2) Hazards: monitoring and characterizations, evaluating the site for hazards (*vapors, electrical, traffic, other*); and (3) Hazard mitigation: responder positioning and escape routes, communicating control zones, PPE requirements (*Levels A-D*) and other safety equipment, entry procedures, EMS stations, decon setups, worker fatigue, etc.

RESPONSE OBJECTIVES - ICS FORM 202

Purpose: The Response Objectives Form describes the basic incident strategy and control objectives for use during each operational period.

Preparation: The Response Objectives Form is completed by the Planning Section and approved by (Unified) Command in conjunction with the Objectives Meeting.

ORGANIZATION ASSIGNMENT LIST/ORGANIZATION CHART – ICS FORMS 203/207

Purpose: The Organization Assignment List / Organization Chart provides information on the response organization and personnel staffing.

Preparation: The list is prepared and maintained by the Resource Unit under the direction of the Planning Section Chief.

Note: An Organization Assignment List/Organization Chart may be completed any time the number of personnel assigned to the incident increases or decreases or a change in assignment occurs.

FIELD ASSIGNMENT - ICS FORM 204

Purpose: The Field Assignment form is used to inform Operations Section personnel of incident assignments. Once the assignments are agreed to by the (Unified) Command and Command and General Staff, the assignment information is given or transmitted to field command and appropriate members of the IMT.

Preparation: The Field Assignment form is normally prepared under direction of the Planning Section Chief using guidance from the Response Objectives (ICS Form 202), the Operational Planning Worksheet (ICS Form 215), and Operations Section Chief.

INCIDENT COMMUNICATIONS PLAN - ICS FORM 205

Purpose: The Incident Communications Plan provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information

from the Incident Communications Plan on frequency assignments can be placed on the appropriate Field Assignment form (ICS Form 204).

Preparation: The Incident Communications Plan is prepared by the Communications Unit Leader.

MEDICAL PLAN - ICS FORM 206

Purpose: The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation: The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

Note on Content: The NOAA ICS Form example has the same four basic sections as others used in Alaska but is designed for incidents occurring in the lower 48 states. Several items could be added or changed to make the form more appropriate to Alaska. For example, in the first section (*First Aid Stations*): add phone and radio contact information, and change Paramedics to EMT/ETT. In the second section (*Transportation*): add radio to the contact information, add a Ground/Air choice to types, and change Paramedics to Doctor/Nurse/EMT/ETT. In the third section (*Hospitals*): add radio to the contact information.

INCIDENT STATUS SUMMARY - ICS FORM 209

Purpose:

- Summarizes incident information for IMT members and external parties.
- Provides information to the Information Officer for preparation of media releases.

Preparation: The Incident Status Summary is prepared by the Situation Unit. It is scheduled for update at intervals set by (Unified) Command or Planning Section Chief.

Note: When completed, the form is duplicated and copies are distributed to (Unified) Command and Command Staff, and all Section Chiefs, Planning Section Unit Leaders, the Joint Information Center (*or PIO, if no JIC is established*), and external parties. It is also posted in the Incident Situation Display located at the ICP.

CHECK-IN/OUT LIST - ICS FORM 211

Purpose: Personnel and equipment arriving at or departing from the incident can check in/out at various incident locations. Check-in/out consists of reporting specific information which is recorded on the form.

Preparation: The Check-In/Out List is initiated at a number of incident locations including staging areas, security posts, base, camps, helibases, and the FCP and ICP. Managers at these locations record the information and give it to the Resource Unit as soon as possible.

GENERAL MESSAGE - ICS FORM 213

Purpose: The General Message form is used by:

- Incident dispatchers to record incoming messages which cannot be orally transmitted to the intended recipients.
- EOC and other incident personnel to transmit messages via radio or telephone to the addressee.
- Incident personnel to send any message or notification to incident personnel which requires hard-copy delivery.

Preparation: The General Message form may be initiated by incident dispatchers and any other personnel on an incident.

Note: One copy should be sent and one copy retained by the person who initiates the message.

UNIT LOG - ICS FORM 214

Purpose: The Unit Log is used to record details of unit activity including specialized team activity (*e.g., Strike Team*). These Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation: A Unit Log is initiated and maintained by Command and General Staff members, field command, and Unit Leaders. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

OPERATIONAL PLANNING WORKSHEET - ICS FORM 215

Purpose: This form may be used to communicate the decisions made concerning resource needs for the next operational period. The Worksheet is used by the Planning Section to complete Field Assignment Lists (ICS 204s) and by the Logistics Section for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS Forms like the ICS 209.

Preparation: This form is initiated by the appropriate members of the General Staff. It is recommended that the format be drawn on the chalkboard or whiteboard, and when decisions are reached, the information is recorded on the form.

T-CARDS (COLORED CARDS) – ICS FORM 219S

Purpose: Resource Status Cards are used by the Resource Unit to record status and location information on resources, transportation, and support vehicles and personnel. The Resource Status Cards provide a visual display of the status and location of resources assigned to the incident.

Preparation: Information to be placed on the cards may be obtained from several sources including but not limited to:

- ICS Briefing (ICS Form 201)
- Check-In/Out List (ICS Form 211)
- Resource/Materials Request/Order (ICS Form 222)
- Organization-supplied information

Note: The cards are displayed in resource status racks where they can be easily retrieved. Cards are maintained by the Resource Unit until demobilization.

AIR OPERATIONS SUMMARY - ICS FORM 220

Purpose: This form provides information on air operations including the number, type, location and specific assignments of helicopters and fixed-wing aircraft.

Preparation: The summary is completed by the Logistics Section (*Transportation Unit*) or the Operations Section (*Air Operations Branch Director*). Specific designators of the air resources assigned to the incident are provided by the above functions.

RESOURCE/MATERIALS REQUEST/ORDER - ICS FORM 222

Purpose: As personnel or equipment is needed by responders (*from the field or ICP*), a Resource Request is completed. Information needs to be complete enough for the Logistics Section (*or others*) to obtain requested resources in a timely fashion.

Preparation: A requester fills out the form and passes it through appropriate channels for delivery to the Logistics Section's Supply Unit. The Supply Unit logs in the request, clarifies the information when needed (*specifications, quantity, etc.*), and either orders the item, fills it out of existing supplies/contracts, or forwards it on to Contracts (*or others*) for action. Documentation is maintained per company/agency procedures for ordering and tracking requests.

Note on Content: As there is no NOAA example, the following contents list is provided for consideration: Incident ICS form header/footer, requester name (*and contact information*), quantity/unit, description, cost (*unit, total*), date/time required (*and ETA*), delivery location, status, comments. Much of the above information may be displayed inside a table listed by item numbers. Depending on the company/agency procedures, other information may be needed.

ENVIRONMENTAL UNIT SUMMARY - ICS FORM 224

Purpose: The Environmental Unit Summary is used to record and identify details of the Environmental Unit including forecasts of activities. It also serves as the Environmental Operations Plan.

Preparation: The Environmental Unit Leader in coordination with operational units and with input from the resource trustees, will complete this form for each operational period.

Note on Content: As there is no NOAA example, the following contents list is provided for consideration: Incident ICS form header/footer and seven topic areas: area environmental data, priorities for mitigating environmental and cultural impacts, wildlife assessments and rehabilitation, permits (*dispersants, burning, etc.*), waste management, other environmental concerns, and logistical support needs. The information may be displayed inside open text sections. Depending on the company/agency procedures, other information may be needed.

GENERAL PLAN - ICS FORM 226

Purpose: A General Plan is prepared to address long term objectives approved by (Unified) Command. These objectives are often expressed as milestones [i.e., time frames for the completion of all and/or portions of incident response operations]. A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

Preparation: The General Plan is prepared by the Planning Section. Information is taken from situation maps, status boards, and IAPs. The Planning Section analyzes a forecast of the situation and performs a detailed incident assessment. For a complex response, it may be necessary to define “driver” tasks -- those that can be used to define not only the duration of the project, but the duration of major phases within the project. Once the driver tasks are scoped, the duration of, and estimated major resource requirements for, all of the other tasks to be covered by the General Plan is scoped. When ready, a single, comprehensive General Plan and presented to (Unified) Command for review and approval.

SHORELINE OIL EVALUATION - SCAT FORM (A MULTIPLE PAGE FORM)

Purpose: The Shoreline Evaluation form provides the Unified Command, Planning and Operations Section Chiefs with information pertaining to the degree of oiling of affected shoreline and recommended cleanup methods.

Preparation: The Shoreline Evaluation form is prepared by the Shoreline Cleanup and Assessment Team (SCAT) who performed the shoreline survey.

TACTICAL COMMAND WORKSHEET

As discussed in Section 3, this field document is designed to assist field command with tracking incident information, resources, and key events, and ensuring that field and safety benchmarks are met. A sample of the worksheet is provided on the following page. The worksheet is divided into three major sections:

- Incident Fact Sheets / Data Sheets
- Organizational diagram for on-scene units and an Incident Tactical Diagram.
- Checklist items for field command

The Tactical Command Worksheet can be completed by either field command or an Aide. The information compiled on the Tactical Command Worksheet can then be used to complete the ICS 201 Initial Incident Briefing Document.

INCIDENT INFORMATION	
Incident Name _____	Incident Time _____
Location _____	
Incident Nature <input type="checkbox"/> Fire <input type="checkbox"/> Gas Leak <input type="checkbox"/> Explosion <input type="checkbox"/> Spill <input type="checkbox"/> Medical <input type="checkbox"/> Hazmat <input type="checkbox"/> Other	
FRT Response: <input type="checkbox"/> Fire <input type="checkbox"/> Hazmat <input type="checkbox"/> Medical <input type="checkbox"/> Rescue <input type="checkbox"/> Other	
Elapsed Time (Time on Scene): 5 10 15 20 25 30 45 60 75	
WEATHER CONDITIONS	
Time _____	Sunrise _____
Temperature _____	Sunset _____
Wind Chill _____	High Tide _____
Wind Direction _____	Low Tide _____
Wind Speed _____	_____
Precipitation _____	_____
PRODUCT INFORMATION	
Information _____	Hazards _____
Material Involved _____	Protective Actions _____
_____	<input type="checkbox"/> Health _____
_____	<input type="checkbox"/> Site Location _____
Quantity Emitted _____	<input type="checkbox"/> Flammability _____
Operating Temperature _____	<input type="checkbox"/> Evacuation _____
_____	<input type="checkbox"/> Reactivity _____
_____	<input type="checkbox"/> Sheltering In-Place _____
_____	<input type="checkbox"/> Physical _____
INCIDENT POTENTIAL	
<input type="checkbox"/> Incident Not Under Control, but can be handled with available resources <input type="checkbox"/> Incident Under Control <input type="checkbox"/> Incident will require additional resources (e.g., contractors, mutual aid) <input type="checkbox"/> Incident will likely generate significant public affairs/community relations issues.	
RESPONSE OBJECTIVES	
Strategy _____	Tactics _____
_____	_____
_____	_____
_____	_____
RESOURCE STATUS	
Resources _____	Status (✓)
Activated (✓)	Staging Available _____
Estimated (ETA) _____	Assigned _____
_____	Out-of-Service _____
_____	Location/Assignment _____
_____	_____
_____	_____
_____	_____
COMMUNICATIONS	
Assignment _____	Radio Channel _____
_____	Name _____
_____	Phone Number _____
_____	_____
_____	_____

FIELD COMMAND

Example Tactical Command Worksheet

Field Command
 Phone: _____
 Fax: _____
 Radio Channel _____

Field Aides
 Phone: _____
 Fax: _____
 Radio Channel _____

Staging Area Mgr
 Phone: _____
 Fax: _____
 Radio Channel _____

d Co
 Phone: _____
 Fax: _____
 Radio Channel _____

Source Control Branch
 Phone: _____
 Fax: _____
 Radio Channel _____

Phone: _____
 Fax: _____
 Radio Channel _____

Phone: _____
 Fax: _____
 Radio Channel _____

Phone: _____
 Fax: _____
 Radio Channel _____

Phone: _____
 Fax: _____
 Radio Channel _____

Tactical Diagram
(Wear full protective clothing and stay upwind)

TACTICAL PRIORITIES	
1. Rescue / Life Safety / Responder Safety	
2. Incident Stabilization	
3. Property & Environmental Conservation	
TACTICAL INCIDENT MANAG	
<input type="checkbox"/> Incident Size / Scope <input type="checkbox"/> Establish the FCP <input type="checkbox"/> Size up the situation <input type="checkbox"/> Personnel Accountability <input type="checkbox"/> Designate Site Safety Officer <input type="checkbox"/> Site Management & Control <input type="checkbox"/> Isolate the area <input type="checkbox"/> Establish staging area <input type="checkbox"/> Establish Hazard Control Zones <input type="checkbox"/> Initiate protective actions <input type="checkbox"/> Identify the Problem <input type="checkbox"/> Identify, confirm & verify <input type="checkbox"/> Defensive recon (if necessary) <input type="checkbox"/> Hazard & Risk Evaluation <input type="checkbox"/> Evaluate hazards <input type="checkbox"/> Evaluate risks <input type="checkbox"/> Develop Action Plan	<input type="checkbox"/> Select PPE & Equipment <input type="checkbox"/> PPE Standards present <input type="checkbox"/> Information Mgt & Resource Coordination <input type="checkbox"/> Should I/M be activated? <input type="checkbox"/> FRT / Source Control coordinated <input type="checkbox"/> I/M Status reports (201 Form) <input type="checkbox"/> Implement Response Strategies <input type="checkbox"/> Communicate strategies <input type="checkbox"/> Offensives recon (if necessary) <input type="checkbox"/> Implement Tactics <input type="checkbox"/> Evaluate progress <input type="checkbox"/> Decon & Cleanup Operations <input type="checkbox"/> Decon plan and procedures <input type="checkbox"/> Cleanup operations initiated <input type="checkbox"/> Terminate Emergency Operations <input type="checkbox"/> Incident debriefing <input type="checkbox"/> Provide logs to Documentation Unit
<input type="checkbox"/> Status <input type="checkbox"/> All Per _____ <input type="checkbox"/> In _____ <input type="checkbox"/> Counted _____ <input type="checkbox"/> F _____ <input type="checkbox"/> a _____ <input type="checkbox"/> Site Safety <input type="checkbox"/> Is _____ <input type="checkbox"/> FR _____ <input type="checkbox"/> Air _____ <input type="checkbox"/> Haz _____ <input type="checkbox"/> Sk _____ <input type="checkbox"/> Medic _____ <input type="checkbox"/> Dec _____	<input type="checkbox"/> Entry Operations <input type="checkbox"/> Two In, T _____ <input type="checkbox"/> Entry / Bac _____ <input type="checkbox"/> Entry / Bac _____ <input type="checkbox"/> Communic _____ <input type="checkbox"/> Emergenc _____ <input type="checkbox"/> Decon s _____ <input type="checkbox"/> Hazwoper Tr _____ <input type="checkbox"/> Site Safety Plan _____ <input type="checkbox"/> in Prepar _____ <input type="checkbox"/> Comp _____
OPERATIONAL SCENARIOS	
<input type="checkbox"/> Equipment Involved <input type="checkbox"/> Initial Fire Attack Plan <input type="checkbox"/> Exposures Protected <input type="checkbox"/> Fixed Fire Protection Activated (halon, foam, sprinkler) <input type="checkbox"/> Source Control <input type="checkbox"/> Spill Containment <input type="checkbox"/> Asbestos Hazard <input type="checkbox"/> Structural Stability <input type="checkbox"/> Power Isolated <input type="checkbox"/> Drainage Control <input type="checkbox"/> Hydrocarbons floating on water <input type="checkbox"/> Runoff Hazardous to Personnel <input type="checkbox"/> Fire Pump Status / Pressure <input type="checkbox"/> Vapor Release <input type="checkbox"/> FRT and Source Control Personnel	<input type="checkbox"/> Tactical Benchmarks <input type="checkbox"/> Initial Fire Attack Plan <input type="checkbox"/> Search and Rescue <input type="checkbox"/> Primary Search Completed <input type="checkbox"/> Secondary Search Completed <input type="checkbox"/> Exposure Protection <input type="checkbox"/> Rapid Intervention Team <input type="checkbox"/> Fire Control <input type="checkbox"/> Fire Extinguishment <input type="checkbox"/> Ventilation <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Functional Benchmarks <input type="checkbox"/> Water / Foam Supply <input type="checkbox"/> Utility Control <input type="checkbox"/> Oil / Chemical Spill <input type="checkbox"/> Type of Spill <input type="checkbox"/> Vehicle T, _____ <input type="checkbox"/> Downwind Exposures Identified / Notified <input type="checkbox"/> Downwind Exposures Protected (i.e., Evacuate, Shelter in-Place) <input type="checkbox"/> Potential Ignition Sources Identified & Controlled <input type="checkbox"/> Mitigation Options (source control, water spray, plug / patch) <input type="checkbox"/> Downwind Air Monitoring <input type="checkbox"/> % of LEL (LEL Readings) <input type="checkbox"/> Medical Rescue <input type="checkbox"/> Number of Casualties <input type="checkbox"/> Extrication from hazard <input type="checkbox"/> Res _____ <input type="checkbox"/> I/PPE _____ <input type="checkbox"/> Monitor / Unsafe Conditions <input type="checkbox"/> Triage <input type="checkbox"/> Transportation <input type="checkbox"/> Assistance <input type="checkbox"/> Medication
<input type="checkbox"/> Well Control <input type="checkbox"/> Surface Blowout <input type="checkbox"/> Broached Casing <input type="checkbox"/> Underground <input type="checkbox"/> Uncontrolled Shallow Gas <input type="checkbox"/> Impacts to Pad Identified <input type="checkbox"/> Other Wells Affected <input type="checkbox"/> Facilities Affected <input type="checkbox"/> Well Case Personnel On Scene	<input type="checkbox"/> Well Control <input type="checkbox"/> Surface Blowout <input type="checkbox"/> Broached Casing <input type="checkbox"/> Underground <input type="checkbox"/> Uncontrolled Shallow Gas <input type="checkbox"/> Impacts to Pad Identified <input type="checkbox"/> Other Wells Affected <input type="checkbox"/> Facilities Affected <input type="checkbox"/> Well Case Personnel On Scene

End of Appendix E