Logo (Optional)

[State/Region/Urban Area] Tactical Interoperable Communications Plan (TICP)

Month Year

Logo (Optional)

Based on the Office of Emergency Communications TICP Template

September 2013

Distribution is limited to those entities authorized by the [State/Urban Area/Region]. The Point of Contact (POC) for this document is the [Name], [Agency], [Address], [Phone]. Copies of this TICP should be requested via email to [POC email].

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Tactical Interoperable Communications Plan
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Record of Change

Change No.	Description	Change Date	Approved By
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This Tactical Interoperable Communications Plan (TICP) is subject to information and/or equipment updates and changes. Use this Record of Change to document and manage TICP modifications throughout the life of this document. All attempts have been made to ensure the accuracy of the information within this TICP as of each documented distribution date.

Executive Overview

This document establishes a Tactical Interoperable Communications Plan (TICP) for the [State/Region/Urban Area]. The TICP is intended to document the interoperable communications resources available within the designated area, who controls each resource, and what policies or operational procedures exist for the deployment and demobilization of each resource.

Interoperability is the ability to communicate as needed, on demand, and as authorized at all levels of government across all disciplines. Interoperable assets incorporated into this TICP are:

- **Shared systems** refer to a single radio system used to provide service to several public safety or public service agencies.
    - **Intra-system shared channels** refer to common frequencies/talk groups established and programmed into radios to provide interoperable communications among agencies using the *same* shared radio system. "Channel," in this context, refers to the name of a common frequency/talk group programmed into a user's radio.
- **Inter-system shared channels** (e.g., mutual-aid channels, interoperability channels, etc.) refer to common frequencies/talk groups established and programmed into radios to provide interoperable communications among agencies using *different* radio systems.
- **Gateway systems** interconnect channels of disparate systems (whether on different frequency bands or radio operating modes), allowing first responders using their existing radios and channels to be interconnected with the channels of other users outside of their agency. Dispatch consoles can function as gateways by creating patches between channels programmed into that console.
- **Mobile Repeaters** refer to deployable devices combining a radio receiver and a radio transmitter that receive a weak or low-level signal and retransmit it at a higher level or higher power, so that the signal can cover longer distances without degradation.
- **Cache radios** refer to maintaining a cache of standby radios that can be deployed to support regional incidents. These radios may be from a state, regional, or individual agency cache. These radios allow all responders to use common, compatible equipment during an incident.
- **Mobile Communications Units** (MCUs) refer to any vehicular asset that can be deployed to provide or supplement communications capabilities in an incident area. Examples of the types of communications devices an MCU can house are: subscriber and base station radios of various frequency bands, gateway devices, satellite phones, wireless computer networks, video broadcasting/receiving equipment, etc. Typically, these communications devices are permanently located or stored in the MCUs when not used. The MCU should also be able to temporarily provide the electrical power required to operate the communications devices.

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1 [State/Region/Urban Area] Information

1.1 Participating Jurisdictions/Agencies/Disciplines

The [State/Region/Urban Area] Tactical Interoperable Communications Plan (TICP) is intended for use by first responders and may be used by governmental or non-governmental organizations and personnel requiring communications or coordination during an incident or planned event.

Additional contact information for each agency, organization, and/or entity listed below is included in Appendix A.

1.1.1 Public Safety/Service Agencies

Table 1: [State/Region/Urban Area] Jurisdictions, Agencies, and Disciplines

Jurisdiction	Agency	Discipline
<STATE>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<FEDERAL>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		
<COUNTY>		
	<Agency 1>	<Agency 1>
<Municipalities>		

1.1.2 Non-governmental Organizations

- [Add NGO organizations]

1.1.3 Tribal Entities

- [Add tribal entities]

1.2 TICP Point of Contact

The primary and alternate points of contact (POC) for copies of or questions regarding the TICP are:

Primary:

POC Name:
Title:
Agency Name:
Address:
Office Phone:
Cell Phone:
24/7 Phone:
E-Mail:

Alternate:

POC Name:
Title:
Agency Name:
Address:
Office Phone:
Cell Phone:
24/7 Phone:
E-Mail:

2 Governance

2.1 Governing Body

The [State/Region/Urban Area] TICP addresses interoperable communications equipment and planning for the region. The TICP, therefore, consolidates information across agencies, disciplines, and jurisdictions by documenting regional communications capabilities in order to provide a usable and accurate regional tactical incident response tool.

The TICP was developed under the authority of the [Name of Council/Executive Board]. Appendix A provides contact information for members of the governing body and its subcommittees.

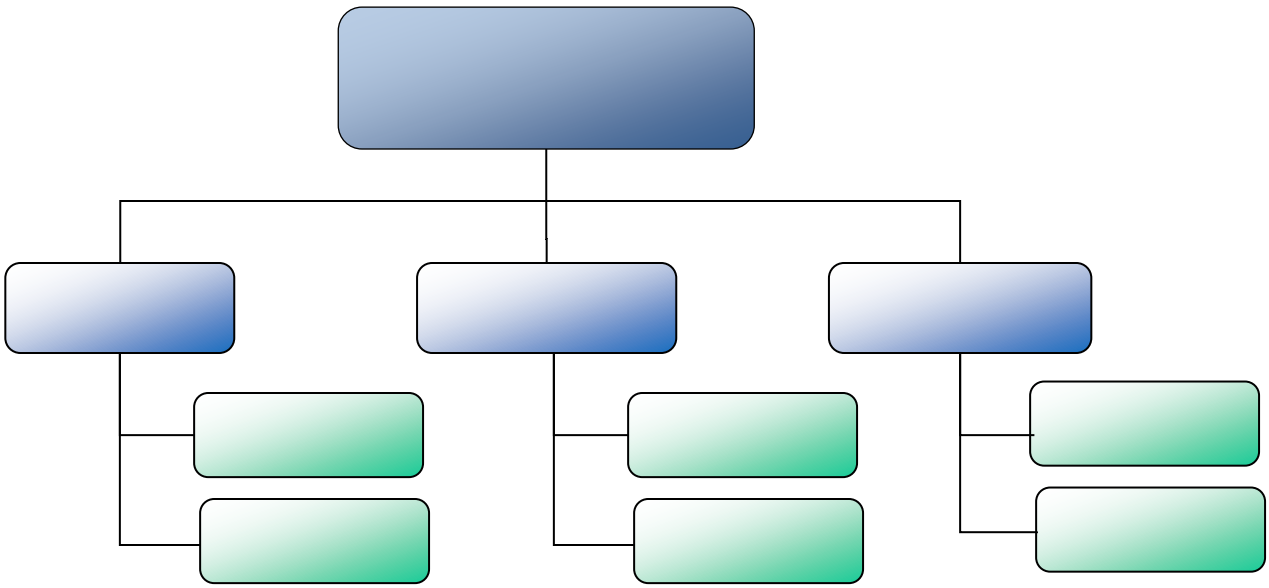


Figure 1: [State/Region/Urban Area] Governance Organization Chart

2.1.1 Responsibilities of the [Name of Council/Executive Board]

The [Name of Council/Executive Board] will:

- Maintain and update the TICP at regular intervals, or as critical updated information is identified.
- Disseminate updated plans to all participating agencies.
- Recommend training requirements in support of the TICP.
- Promote interoperable communications capabilities through trained communications personnel.
- Initiate Memoranda of Understanding (MOUs) and Agreements for interoperable communications.
- Promote regular interoperable equipment/solutions testing, assist agencies with test evaluations, and disseminate the results.

- Re-evaluate regional requirements as technology evolves and circumstances dictate.
- Review communications related Standard Operating Procedures (SOPs) created by the included agencies, to preclude conflicts or non-compliance with current standards or initiatives.

2.1.2 Meeting Schedule

The [Name of Council/Executive Board] meets regularly at the [Location/Time/Date Information].

2.2 TICP Maintenance and Update

The [Name of Council/Executive Board] has the responsibility to ensure this document is reviewed annually. Requests for modifications or additions to this document should be submitted by email to the TICP POC for distribution to the [Name of Council/Executive Board]. Updates to this document can be recommended by any of the participating agencies. Agencies participating in this plan will be formally notified within [#] business days of any modifications or additions to this TICP.

2.3 Agency Responsibilities and Rights

Agencies will retain the following rights and responsibilities:

- Authorized representatives of agencies participating in this plan have the authority to request the use of equipment, including systems and mobile assets, in accordance with SOPs.
- Agencies retain the right to decide when and where to participate in interoperable communications. For example, agencies will retain the right to accept or decline a patch to a gateway system to provide interoperable communications during an incident.
- Where applicable, agencies will be responsible for consistently maintaining, testing, and exercising connectivity to interoperable communications.
- Develop MOUs and/or additional agreements in support of interoperable communications, as needed. TICP policies and procedures for equipment request, deployment, and use do not supersede existing agency contracts or agreements. Costs incurred by equipment and/or personnel deployments should be addressed through existing regional mutual aid agreements.

2.4 Prioritization and Shared Use of Regional Interoperability Assets

In response to events or incidents which cross over political jurisdictions, there will potentially be competing demands and priorities for interoperable communications assets.

Until such time as Incident Command (IC) is established, the lead agency designee (i.e., communications supervisor/command personnel), in cooperation with assisting agencies, will have the authority to designate the use of interoperable assets. Once IC has been established, Command Staff or Communication Unit Leaders (COMLs) (when

designated) direct the further coordination and delegation of the interoperable communications assets assigned to the event or incident in question.

Agencies should judiciously activate needed interoperable assets so as to both effectively respond to the event and/or incident and also minimize any negative impact on surrounding agencies or jurisdictions. Specifically, interoperable communications should be attempted with the following order of operations in mind (subject to variability based on the agencies involved and the nature of the event/incident):

1. Leverage face-to-face communications wherever appropriate. For example, the co-location of all Command and General Staff at the incident command post (ICP) provides the best direct communications and reduces the demand on interoperability resources.
2. Employ local communications assets until such time as either those assets become taxed or inadequate based on the nature and/or scope of the incident.
3. If response agencies are users of a shared system, utilize that shared system to establish interoperable communications.
4. If response agencies operate on disparate systems, utilize shared or mutual aid channels to establish interoperable communications.
5. If response agencies do not share systems or channels, utilize a gateway solution to establish interoperable communications.
6. Where interoperable communications cannot otherwise be established between response agencies, utilize swap or cache radios to establish operable communications for responders.
7. If no other method of interoperability can be established, relay communications through staff members.

When the same resources are requested for two or more incidents, resource assignments should be based on the priority levels listed below:

1. Disasters, large scale incidents, or extreme emergencies requiring mutual aid or interagency communications.
2. Incidents where imminent danger exists to life or property.
3. Incidents requiring the response of multiple agencies.
4. Incidents involving a single agency where supplemental communications are needed for agency use.
5. Pre-planned events requiring mutual aid or interagency communications.
6. Drills, tests and exercises.

In the event of multiple simultaneous incidents within the same priority level, the resources should be allocated with the following priorities in mind:

1. Incidents with the greatest level of exigency (e.g., greater threat to life or property, more immediate need, etc.) have priority over less exigent incidents.
2. Agencies with single/limited interoperable options have priority use of those options over agencies with multiple interoperable options.

3. When at all possible, agencies already using an interoperable asset during an event should not be redirected to another resource.

Reference to applicable policy documents, governing documents, MOUs, and sharing agreements can be found in Appendix I.

3 Interoperability Equipment, Policies, and Procedures

This section describes all interoperable communications equipment and their associated policies and procedures in the [State/Region/Urban Area]. [State-owned/Statewide/State-operated] interoperable communications equipment and their associated policies and procedures are detailed in Appendix H.

Users will follow the following overarching procedures for all interoperable communications within the [State/Region/Urban Area] (i.e., for all interoperable communication situations regardless of the technological assets used to achieve that interoperability):

- **National Incident Management System** – Implement an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **National Response Framework** – Use the appropriate ICS forms needed to document a given incident, in accordance with the National Response Framework (NRF[1]).
- **Plain Language** –Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here]). Ensure all response and communications personnel can clearly identify and document each responder and each location. Note: this procedure may be superseded by function/location specific identifiers in an established ICS.
- **Equipment Responsibility** – Each user and/or agency that receives a communications asset will be responsible for returning that asset and all associated accessories in reasonable working condition to the owning agency at the end of the incident. Operational expenses for assets may be incurred by the requesting agency.

3.1 Shared Systems

Shared systems provide public safety/service communications for agencies within the [State/Region/Urban Area]. "Shared system" refers to a single radio system used to provide service to several public safety or public service agencies. Table 2 lists all radio systems shared by more than one public safety or service agency operating in [State/Region/Urban Area]. General interoperable communications policies and procedures that apply across these systems are detailed below. Details on each system are provided in Appendix B.

[1] http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf

Table 2: [State/Region/Urban Area] Shared Systems

Radio System Name	Owning Agency	Make / Model	Frequency Band	Type	Service Area
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					

--OR--

Radio System Name	Owning Agency	Make / Model	Frequency Band	Type	Service Area

Intra-System Shared Channels

"Intra-system shared channels" refer to common frequencies/talk groups established and programmed into radios to provide interoperable communications among agencies using the ***same*** shared radio system. "Channel," in this context, refers to the name of a common frequency/talk group programmed into a user's radio.

The intra-system shared channels available within each designated shared system are included in the Communications Resource Availability Worksheet (ICS Form 217A) for that system in Appendix B.

Shared System Policies and Procedures

Use the following procedures when requesting, using, or discontinuing the use of shared communication systems:

- When an individual responder needs to interoperate with other agencies on their same shared system, the responder will notify their dispatch center. The dispatcher can then identify and designate an appropriate channel. Note that in

cases where no dispatcher intervention is required, responders still notify dispatch that they are switching to a shared channel to maintain responder safety.

- Incident or Unified Command (when established) or the requesting responder will notify dispatch when the intra-system shared channels are no longer required. The dispatcher will announce the return to normal operations channels.

For extended incidents:

- The lead agency dispatcher notifies the [COML/or their designee] that interoperability channels are in use. The [COML/or their designee] incorporates any interoperable communications assignments into the Incident Radio Communications Plan (ICS Form 205).
- Each agency's dispatcher relays interoperable channel assignments to additional responding personnel/resources.
- Incident or Unified Command determines when the interoperability channels are no longer required and notifies the [COML/or their designee].

Shared System Problem Identification and Resolution

During an incident:

- Report shared system problems to the [incident dispatch supervisor/COML/or their designee] assigned to the incident/event who will follow established agency procedures to resolve the problem.

Following an incident:

1. Report any problems with a shared system to the appropriate POC for the owning agency listed in Appendix B. The POC will be responsible for ensuring effective resolution to problems that exist with the shared system.
2. Inform the [Name of Council/Executive Board] about shared system problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

(Note: Policies and procedures specific to a single shared system are listed subsequent to that specific shared system below. Delete the following shared system sections if not applicable.)

[Name] Shared System

[Add text]

[Name] Shared System Policies and Procedures

[Add text]

[Name] Shared System Problem Identification and Resolution

[Add text]

3.2 Inter-System Shared Channels

"Inter-system shared channels" refer to common frequencies/talk groups established and programmed into radios to provide interoperable communications among agencies using ***different*** radio systems. "Channel," in this context, refers to the name of a common frequency/talk group programmed into a user's radio.

The inter-system shared channels available within the [State/Region/Urban Area] are included in a Communications Resource Availability Worksheet (ICS Form 217A) in Appendix C.

Inter-System Shared Channel Policies and Procedures

Use the following procedures when requesting, using, or discontinuing the use of inter-system shared channels:

- When an individual responder needs to interoperate with other agencies on different radio systems, the responder will notify their dispatch center. The dispatcher will then coordinate with dispatch personnel from the other involved agencies to identify and assign one or more appropriate inter-system shared channel. Note that in cases where no dispatcher intervention is required, responders still notify dispatch that they are switching to a shared channel to maintain responder safety.
- Incident or Unified Command (when established) or the requesting responder will notify dispatch when the inter-system shared channels are no longer required. The dispatcher will announce the return to normal operations channels.

For extended incidents:

- The lead agency dispatcher notifies the [Communications Coordinator (COMC)/COML or their designee] that interoperability channels/talk groups are in use. The [COMC/COML or their designee] incorporates any interoperable communications assignments into the Incident Radio Communications Plan (ICS Form 205).
- Each agency's dispatcher relays interoperable channel assignments to additional responding personnel/resources.
- Incident or Unified Command determines when the interoperability channels are no longer required and notifies the [COMC/COML or their designee].

Inter-System Shared Channel Problem Identification and Resolution

During an incident:

- Report inter-system shared channel problems to the [COMC/COML/Communications Technician (COMT) or their designee] assigned to the incident/event who will follow established agency procedures to resolve the problem.

Following an incident:

1. Report any problems with an inter-system shared channel to the appropriate POC for the owning agency listed in Appendix C. The POC will be responsible for ensuring effective resolution to problems that exist with the inter-system shared channel.

2. Inform the [Name of Council/Executive Board] about inter-system shared channel problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

(Note: Policies and procedures specific to a single inter-system shared channel are listed subsequent to that specific shared channel below. Delete the following shared channel sections if not applicable.)

[Name] Inter-System Shared Channel

[Add text]

[Name] Inter-System Shared Channel Policies and Procedures

[Add text]

[Name] Inter-System Shared Channel Problem Identification and Resolution

[Add text]

3.2.1 FCC-Designated National Interoperability Channels

In order to encourage interoperability within the public safety community, the Federal Communications Commission (FCC) has defined a set of interoperability channels available to FCC-licensed public safety agencies (not federal governmental agencies except under very limited circumstances) in designated public safety spectrum bands.

- National interoperability channels are available to public safety agencies everywhere in the U.S. specifically and exclusively for interoperability.. Mobiles and portables may use these channels under the blanket authorization issued by the FCC; only base stations need to be licensed.
- Mutual aid channels may be designated in a local or regional plan to be used by multiple agencies for specific uses; for example, fire, police, or emergency medical services. All uses of the mutual aid channels must be specifically licensed for the area in which they are used; there is no blanket authorization for the mutual aid channels (although there may be statewide or regional licenses). Channels commonly used for mutual aid may be licensed for other incompatible uses in some locations.
- Federal government agencies may operate on these channels only when necessary for interoperability with non-federal agencies, at the invitation of a non-federal agency.

The use of these frequencies is guided by the regulations of the National Telecommunications and Information Administration (NTIA) for frequencies designated for Federal users and the FCC for frequencies designated for non-Federal use[2] (subject to the conditions of FCC Public Notice DA 01-1621). For additional information regarding these frequencies, refer to the National Interoperability Field Operations Guide

[2] http://www.fcc.gov/pshs/techtopics/techtopics12.html

(NIFOG)[3]. Available national interoperability and mutual aid channels are documented in the ICS Form 217A in Appendix C. State guidelines directing the use of these channels mirror the federal guidelines.

[3] http://www.publicsafetytools.info/nifog

3.3 Gateways

"Gateway" systems interconnect channels of disparate systems (whether on different frequency bands or radio operating modes), allowing first responders using their existing radios and channels to be interconnected with the channels of other users outside of their agency. Gateways are listed in the following table. More detailed information on each gateway is provided in Appendix D.

Table 3: [State/Region/Urban Area] Gateway Systems

Gateway Name	Owning Agency	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					

--OR--

Gateway Name	Owning Agency	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports

A dispatch console can create patches between channels programmed into that console. These consoles function as gateways and are listed in the following table. POC information for these dispatch centers is detailed in Appendix A.

Table 4: [State/Region/Urban Area] Console Patching Capabilities

Dispatch Center Name	System Name	Make / Model	Number of Consoles	Systems Accessible via Patching

Gateway Limitations

Interoperability provided through a gateway can connect participating agency responders but has the following limitations:

- The [COML and/or Incident Commander or their designee] must be aware that activating multiple gateways to support an incident could result in mutual interference. Interference issues are best resolved by the technical support team assigned to the gateways.
- The number of simultaneous patches that can be supported by the gateway will be limited by switch capacity and the number of lines connecting control centers and consoles. As a result, a limited number of patches involving resources at different control points can be supported simultaneously. Likewise, a limited number of patches involving resources that are accessed through a communications center console may be supported simultaneously.
- Home system coverage may limit communications for repeated channels or talk groups. Users patched through a gateway must be within the footprint of their coverage area.
- Agencies not permanently configured on a given gateway will require additional planning to establish interoperable communications through that gateway.
- All system functionalities may not be supported in a gateway environment (e.g., emergency button, user ID displays, etc.).

Gateway Policies and Procedures

The following additional policies and procedures shall govern interoperable communications between agencies via gateways:

- **Encryption** – All encrypted radio users must operate in a "clear" mode when a gateway is used, unless otherwise arranged in advance. **Never assume encryption carries across the gateway**.
- **Monitoring** – The Incident Commander, or their designee, will ensure that each activated patch is monitored consistently while in use.
- **Technical Support** – Qualified gateway technical specialists (THSPs) or COMTs must be available for on-scene support during the deployment of mobile gateways.

Gateway Request Procedures

The agency requesting the use of a fixed or mobile gateway device for incident/event communications support should document and provide the following information to the owning gateway agency POC, on request:

- Requesting agency

- Equipment required
- Location required/access information
- Expected duration of event
- Incident/event type (e.g., flooding, etc.)
- On-scene agencies requiring interoperability
- Incident POC
- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested (e.g., gateway THSP, generator, etc.)
- Known hazard information

Mobile Gateway Deployment Procedures

Upon receiving a request for the deployment of a mobile gateway, the owning agency dispatcher should follow these deployment procedures:

- Contact the on-call mobile gateway THSP/COMT responsible for mobile gateway deployment.
- Dispatch the mobile gateway THSP/COMT to the incident scene.
- Inform the requesting agency that the mobile gateway is en route and provide an estimated time of arrival (ETA), if available.

The mobile gateway THSP/COMT should follow these deployment procedures:

- Provide dispatch with an ETA at the incident and method of communications while en route (e.g., designated radio channel, cell number).
- Retrieve the mobile gateway from its storage location and deliver it to the incident scene.
- Report to the [COML/ or their designee] or to Check-in on arrival.
- Establish patches via the mobile gateway in accordance with the Gateway Activation Procedures listed below.

Gateway Activation Procedures

Procedures for establishing communications connectivity are:

- Select a channel or talk group on the home system for use in the gateway patch.
- Verify the system-wide availability of required resources (coordinate among control point dispatchers).
- Provide radio call sign/designator information to connected agencies as needed.
- Assign the requested unit/agency to that channel or talk group.
- Connect the agency to the appropriate talk group.
- Announce to users that interoperability is activated.
- Identify users on the interoperability channel using their agency name and unit identifier through a roll call.
- Monitor the interoperability channel to address requests.

Gateway Deactivation Procedures

When the gateway connections are no longer required, agencies should follow these deactivation procedures:

- Confirm that there are no users still requiring use of the gateway prior to deactivation.
- Contact the monitoring dispatcher (for **fixed gateways**) or the gateway THSP/COMT (for **mobile gateways**) to request patch/gateway deactivation.
- Announce over all patched channels/talk groups that connections will be deactivated prior to the connection being disabled.
- Return all personnel to their appropriate home system channel assignments.

Gateway Problem Identification and Resolution

During an incident:

- Report gateway problems to the owning agency dispatcher (for **fixed gateways**) or gateway THSP/COMT (for **mobile gateways**), who will follow established agency procedures to resolve the problem.

Following an incident:

1. Report any problems with the gateway to the appropriate POC for that agency listed in Appendix D. The POC will be responsible for ensuring effective resolution to problems that exist with the gateway.
2. Inform the [Name of Council/Executive Board] about gateway problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

Gateway Test Procedures

To ensure that equipment components of the gateway operate properly, each agency will participate in the following testing procedure:

- Representatives from multiple agencies should meet on a regular basis to test each gateway.
- Testing should include deployment (**mobile only**), setup, operation, and deactivation of each gateway.
- If an issue or problem is identified during the testing procedure, determine who will take corrective action. If the issue or problem cannot be resolved, contact the appropriate technical personnel to address the issue or problem.

(Note: Policies and procedures specific to a single gateway are listed subsequent to that specific gateway below. Delete the following gateway sections if not applicable.)

[Name] Gateway Request Procedures

[Add text]

[Name] Mobile Gateway Deployment Procedures

[Add text]

[Name] Gateway Activation Procedures

[Add text]

[Name] Gateway Deactivation Procedures

[Add text]

[Name] Gateway Problem Identification and Resolution

[Add text]

[Name] Gateway Test Procedures

[Add text]

3.4 Mobile Repeaters

A “repeater” is a combination of a radio receiver and a radio transmitter that receives a weak or low-level signal and retransmits it at a higher level or higher power, so that the signal can cover longer distances without degradation. “Mobility” of a repeater is defined as:

- *Portable*: can be carried by a person and is self-contained.
- *Transportable*: requires a vehicle to transport it and can be setup to operate external to the transport vehicle.
- *Vehicle Mounted*: mounted/fixed in the transport vehicle and operates from within.

There are two types of repeater: a simplex repeater and a duplex repeater.

- A *simplex* repeater consists of a radio on a simplex frequency and a digital voice recorder. When a signal is received, the recorder stores the message (usually up to 60 seconds maximum.). When the received signal ends, the digital voice recorder retransmits the message on the same frequency. A commonly used term to describe this activity is "store and forward".
- A *duplex* repeater uses two radio frequencies; a receive frequency for incoming signals and a transmit frequency, on which it retransmits the received signals. The repeater transmits and receives at the same time; i.e., simultaneously.

Mobile repeaters are listed in the following table. More detailed information on each repeater is provided in Appendix E.

Table 5: [State/Region/Urban Area] Region Mobile Repeaters

Repeater Name	Owning Agency	Make / Model	Mobility	Frequency Band
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Repeater Name	Owning Agency	Make / Model	Mobility	Frequency Band

Mobile Repeater Limitations

The COML and/or Incident Commander must be aware that activating multiple repeaters to support an incident can result in mutual interference. Interference issues are best resolved by the technical support team assigned to the repeaters.

Mobile Repeater Request Procedures

The agency requesting the use of a repeater device for incident/event communications support should document and provide the following information to the repeater's owning agency POC, on request:

- Requesting agency
- Equipment required
- Location required/access information
- Expected duration of event
- Incident/event type (e.g., flooding, etc.)
- On-scene agencies requiring interoperability
- Incident POC
- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested (e.g., repeater operator, generator, etc.)
- Known hazard information

Mobile Repeater Deployment Procedures

Upon receiving a request for the deployment of a repeater, the owning agency dispatcher should follow these deployment procedures:

- Contact the on-call repeater THSP/COMT responsible for repeater deployment.
- Dispatch the THSP/COMT to the incident scene.
- Inform the requesting agency that the repeater is en route and provide an ETA, if available.

The repeater THSP/COMT should follow these deployment procedures:

- Provide dispatch with an ETA at the incident and method of communications while en route (e.g., designated radio channel, cell number).
- Retrieve the repeater from its storage location and deliver it to the incident scene
- Report to the [COML/ or their designee] or to Check-in on arrival.
- Once on-scene, install and activate the repeater in accordance with the Mobile Repeater Activation Procedures listed below.

Mobile Repeater Activation Procedures

The [COML/ or their designee] will:

- Select a channel or channel pair for use in the repeater patch.
- Verify the system-wide availability of required resources (coordinate among control point dispatchers).
- Coordinate with the repeater technician the installation location for the repeater.
- Announce to the requesting agency when the repeater is operational.

The repeater THSP/COMT will:

- Install the repeater in accordance with standard safety protocols.
- Notify the [COML/ or their designee] when the repeater is operational.

- Perform on-site coverage tests to confirm that the repeater is providing adequate coverage for the incident.
- Continually monitor the repeater to ensure continued operation without degradation.

Mobile Repeater Deactivation Procedures

When the repeater(s) is (are) no longer required, agencies should follow these deactivation procedures:

- Contact the repeater THSP/COMT to request repeater deactivation.
- Announce over the repeater that it will be deactivated prior to disabling it.
- Direct all personnel to their appropriate home system channel assignments.

Mobile Repeater Problem ID and Resolution

During an incident:

- Report repeater problems to the repeater THSP/COMT, who will follow established agency procedures to resolve the problem.

Following an incident, the following general problem ID and resolution processes apply to all regional mobile repeaters:

1. Report any problems with the repeater to the appropriate POC for that agency listed Appendix E. The POC will be responsible for ensuring effective resolution to problems that exist with the repeater.
2. Inform the [Name of Council/Executive Board] about repeater problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

Mobile Repeater Test Procedures

To ensure that equipment components of the mobile repeater operate properly, each agency will participate in the following testing procedure:

- Representatives from the owning agencies should test each repeater on a regular basis.
- Testing should include deployment, setup, operation, and deactivation of each repeater.
- If an issue or problem is identified during the testing procedure, determine the appropriate corrective action. If the issue or problem cannot be resolved, contact the appropriate technical personnel to address the issue or problem.

3.5 Radio Caches

A "radio cache" refers to a designated reserve of standby radios that can be deployed to support regional incidents. These radios may be from a regional cache or from a participating agency. These radios allow all responders to use common, compatible equipment during an incident. Specific caches within the [State/Region/Urban Area] are listed in Table 6. Detailed information on radio caches can be found in Appendix F.

Table 6: [State/Region/Urban Area] Radio Caches

Radio Cache Name	Owning Agency	Make / Model	Frequency Band	Quantity
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Radio Cache Name	Owning Agency	Make / Model	Frequency Band	Quantity

Radio Cache Policies and Procedures

The following additional policies and procedures apply to establishing interoperable communications between agencies via radio caches:

- **Programming** – All cache radios in the region must be programmed in accordance with regional programming guidance appropriate to their make, model, type, and frequency band.
- **Charging –** Cache radios must be fully charged and ready for immediate deployment when requested. Deployed equipment includes extra batteries and/or battery chargers to support extended deployments.
- **Radio Identification -** Each radio in a radio cache will have a unique identification number (e.g., serial number, etc.) for inventory tracking.
- **Technical Support –** Qualified radio cache THSPs or COMTs must be available for on-scene support during the deployment, if the requesting agency cannot act in this capacity.
- **Equipment Return –** The [owning/requesting] agency is responsible for the return of any cache radios/equipment in the condition that they were

[issued/received]. –OR-- Responsibilities for lost or damaged equipment lie with the appropriate agency as dictated by existing policies and procedures.

Radio Cache Programming Requirements

VHF MHz Radio Caches

All [State/Region/Urban Area] VHF radio caches should adhere to the programming guidelines listed in Table 7.

Table 7: Programming Guidelines for [State/Region/Urban Area] VHF Radio Caches

Channel Name	Frequency	Primary Use
REQUIRED CHANNELS		
OPTIONAL CHANNELS		

--OR--

Channel Name	Frequency	Primary Use
REQUIRED CHANNELS		
<COUNTY>		
<COUNTY>		
<COUNTY>		
OPTIONAL CHANNELS		
<COUNTY>		
<COUNTY>		
<COUNTY>		

UHF Radio Caches

All [State/Region/Urban Area] UHF radio caches should adhere to the programming guidelines listed in Table 8.

Table 8: Programming Guidelines for [State/Region/Urban Area] UHF Radio Caches

Channel Name	Frequency	Primary Use
REQUIRED CHANNELS		
OPTIONAL CHANNELS		

700 MHz Radio Caches

All [State/Region/Urban Area] 700 MHz radio caches should adhere to the programming guidelines listed in Table 9.

Table 9: Programming Guidelines for [State/Region/Urban Area] 700 MHz Radio Caches

Channel Name	Frequency	Primary Use
REQUIRED CHANNELS		
OPTIONAL CHANNELS		

800 MHz Radio Caches

All [State/Region/Urban Area] 800 MHz radio caches should adhere to the programming guidelines listed in Table 10.

Table 10: Programming Guidelines for [State/Region/Urban Area] 800 MHz Radio Caches

Channel Name	Frequency	Primary Use
REQUIRED CHANNELS		
OPTIONAL CHANNELS		

Radio Cache Request Procedures

The agency requesting the use of a radio cache for incident/event communications support should document and provide the following information to the owning agency POC, on request:

- Requesting agency
- Equipment required
- Location required/access information
- Expected duration of event
- Incident/event type (e.g., flooding, etc.)
- On-scene agencies requiring interoperability
- Incident POC
- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested (e.g., radio cache THSP, etc.)
- Known hazard information

Radio Cache Deployment Procedures

Upon receiving a request for the deployment of a radio cache, the owning agency dispatcher should follow these deployment procedures:

- Contact the on-call THSP/COMT responsible for radio cache deployment.
- Dispatch the radio cache THSP to the incident scene.
- Inform the requesting agency that the radio cache is en route and provide an ETA, if available.

The radio cache THSP/COMT should follow these deployment procedures:

- Provide dispatch with an ETA at the incident and method of communications while en route (e.g., designated radio channel, cell number).
- Retrieve the radio cache from its storage location and deliver it to the incident scene.
- Report to the [COML/ or their designee] or to Check-in on arrival.
- Sign the cache over to the requesting agency for incident use or, if assigned to remain on scene, coordinate radio cache deployment procedures with the Communications Unit.

Radio Cache Distribution Procedures

The requesting [COML/ or their designee] will:

- Support radio deployments on-scene
- Maintain a record of each user and agency to whom a radio and associated accessories have been distributed
- Document the identification number of each radio deployed
- Document the channels in use
- Provide a brief overview/introduction of the radio and the relevant portions of the communications plan (e.g., short list of channel assignments, “cheat sheets,” etc.) to those receiving a cache radio.
- Each user and/or agency that receives a radio from the radio cache will be responsible for returning that radio and all associated accessories to the cache at the end of the incident.

Radio Cache Demobilization Procedures

When the radio cache is no longer required, agencies should follow these demobilization procedures:

- Return all cache radios and associated accessories to the Communications Unit, when established, or to the [COML/ or their designee].

The [COML/ or their designee] will:

- Inventory all radios and accessories returned to the cache.
- Determine if any radios or associated accessories have not been returned. Note the user and agency to which the missing radio/accessories were distributed. Provide this information to the Incident Commander or their designee.

- If the missing radios cannot be recovered at the incident scene, provide this information to the radio cache POC for resolution.

Radio Cache Problem Identification and Resolution

During an incident:

- Report radio cache problems to the radio cache THSP/COMT who will follow established agency procedures to resolve the problem.

Following an incident:

1. Report any problems with the radio cache to the appropriate POC for that agency listed in Appendix F. The POC will be responsible for ensuring effective resolution to problems that exist with the radio cache.
2. Inform the [Name of Council/Executive Board] about radio cache problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

(Note: Policies and procedures specific to a single radio cache are listed subsequent to that specific cache below. Delete the following radio cache sections if not applicable.)

[Name] Radio Cache Request Procedures

[Add text]

[Name] Radio Cache Deployment Procedures

[Add text]

[Name] Radio Cache Distribution Procedures

[Add text]

[Name] Radio Cache Demobilization Procedures

[Add text]

[Name] Radio Cache Problem Identification and Resolution

[Add text]

3.6 Mobile Communications Units

A mobile communications Unit (MCU) (also known as a Mobile Communications Center (MCC), Mobile Communications Vehicle (MCV), or Mobile Emergency Operations Center (MEOC) refers to any vehicular asset that can be deployed to provide or supplement communications capabilities in an incident area. Examples of the types of communications devices an MCU can house are: subscriber and base station radios of various frequency bands, gateway devices, satellite phones, wireless computer networks, video broadcasting/receiving equipment, etc. Typically, these communications devices are permanently [located/stored] in the MCUs when not used. The MCU should also be able to temporarily provide the electrical power required to operate the communications devices. Detailed technical specifications on each MCU are provided in Appendix G.

Table 11: [State/Region/Urban Area] Mobile Communications Units

MCU ID / Designator	Owning Agency	Deployment Area
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		

--OR—

MCU ID / Designator	Owning Agency	Deployment Area

MCU Policies and Procedures

The following additional policies and procedures apply to establishing interoperable communications between agencies via MCUs:

- **Equipment Return** – The requesting agency is responsible for the return of any MCUs in the condition that they were received and/or as dictated by existing Memoranda of Agreement (MOAs).
- **Resource Modifications** – The requesting agency is not allowed to change anything in the MCU without written permission of the owning agency.
- **Technical Support** – Qualified MCU THSPs or COMTs must be available for on-scene support during the deployment of MCUs.

MCU Request Procedures

The agency requesting the use of an MCU for incident/event communications support should document and provide the following information to the owning agency POC, on request:

- Requesting agency
- Equipment required
- Location required/access information
- Expected duration of event
- Incident/event type (e.g., flooding, etc.)
- On-scene agencies requiring interoperability
- Incident POC
- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested (e.g., MCU THSP, generator, etc.)
- Known hazard information

MCU Deployment Procedures

Upon receiving a request for the deployment of an MCU, the owning agency dispatcher should follow these deployment procedures:

- Contact the on-call MCU THSP/COMT responsible for MCU deployment.
- Dispatch the MCU THSP/COMT to the incident scene.
- Inform the requesting agency that the MCU is en route and provide an ETA, if available.

The MCU THSP/COMT should follow these deployment procedures:

- Provide dispatch with an ETA at the incident and method of communications while en route (e.g., designated radio channel, cell number).
- Retrieve the MCU from its storage location and deliver it to the incident scene.
- Report to the [COML/ or their designee] or to Check-in on arrival.
- Prepare the MCU for operations and, if assigned to remain on scene, supervise its use.

MCU Activation Procedures

[Add activation procedures specific to the region]

MCU Deactivation Procedures

When the MCU is no longer required, agencies should follow these deactivation procedures prior to demobilizing the MCU:

- Inventory all MCU equipment before leaving the incident scene to determine if equipment is accounted for. Provide this information to the Incident Commander/designee.
- Properly configure the MCU for mobilization, ensuring that all equipment is stowed and secured.

MCU Problem Identification and Resolution

During an incident:

- Report MCU problems to the MCU THSP/COMT who will follow established agency procedures to resolve the problem.

Following an incident:

1. Report any problems with the MCU to the appropriate POC for that agency listed in Appendix G. The POC will be responsible for ensuring effective resolution to problems that exist with the MCU.
2. Inform the [Name of Council/Executive Board] about MCU problems and their identified solutions or outstanding issues. The [Name of Council/Executive Board] [supports/pursues/promotes/ensures/facilitates] effective resolution to any remaining problems.

(Note: Policies and procedures specific to a single MCU are listed subsequent to that specific MCU below. Delete the following sections if not applicable.)

[Name] MCU Request Procedures

[Add text]

[Name] MCU Deployment Procedures

[Add text]

[Name] MCU Activation Procedures

[Add text]

[Name] MCU Deactivation Procedures

[Add text]

[Name] MCU Problem Identification and Resolution

[Add text]

4 Regional Emergency Resource Staffing

4.1 Emergency Communications Resource Directory

The Emergency Resource Directory establishes a list of public safety personnel who will respond to fill the Communication Unit positions.

Identified personnel must train and exercise to a regional response level.

Job descriptions and qualified personnel for each Communications Unit position are detailed below.

4.1.1 Dispatch Center

Communications Coordinator (COMC) – Functions as a frequency coordinator for the region and works with the COML to coordinate with other dispatch centers and incident commanders to prevent/resolve interference issues in support of the incident communication plan. Locally, the jurisdictional dispatch center supervisor or dispatcher may act as the COMC. Coordinators may also work in conjunction with EOCs at the region/county, state, or federal level.

4.1.2 At an Incident/Event

Communications Unit Leader (COML) – Manages the technical and operational aspects of the Communications Function during an incident or event. Develops National Incident Management System (NIMS)/Incident Command System (ICS) Form 205 Incident Radio Communications Plan and supervises the Communications Unit.

Incident Communications Technician (COMT) – Deploys advanced equipment and keeps it operational throughout the incident/event.

Incident Communications Center Manager (INCM) – Supervises the operational aspects of the Incident Communications Center (ICC) (mobile unit and/or fixed facility). During an incident, the ICC is designed to absorb incident traffic in order to separate that traffic from the day-to-day activities of the dispatch center. The ICC is typically located at the incident command post (ICP) in a fixed site, tent, trailer, mobile communications unit.

Radio Operator (RADO) - Staffs a radio at the ICC and is responsible for documenting incoming radio and telephone messages. Incident Dispatchers or Tactical Dispatchers are used as RADOs.

Technical Specialist (THSP) – Allows for the incorporation of personnel who may not be formally qualified in any specific NIMS/ICS position. THSPs may include local agency Radio Technicians (as opposed to the COMT), Auxiliary Communicators, Telephone Specialists, Gateway Specialists, Data/IT Specialists, and or Cache Radio Specialists.

The following table lists contact information of the Regional Emergency Resource Personnel for each Communications Unit position.

Table 12: Regional Emergency Resource Personnel

	Name	Agency	Address	Phone	Email
COMC					
COML					
COMT					
INCM					
RADO					
Cache THSP					
Gateway THSP					
Other THSP					

4.2 Auxiliary Communications

Auxiliary Communications groups, supporting either emergency operations or planned events, are composed of knowledgeable individuals who are familiar with various aspects of radio communications in their area of responsibility and who can provide multiple and redundant communication avenues in case of emergency deployment. Members may also be able to address problems/issues associated with their radio systems that may arise as a result of the emergency. Auxiliary communicators can be a valuable backup communications resource for both planned and unplanned events.

Auxiliary communications can use a variety of frequency bands that typically include systems such as amateur radio, citizens band radio, satellite communications (SATCOM), general mobile radio service (GMRS), family radio service (FRS), and multi-use radio service (MURS). All auxiliary communicators have a lot of expertise to bring to the operations planning stages, but for the most part are used only when primary communications become significantly disrupted or are to be used for a planned event (such as an exercise).

The following general guidelines should be met to ensure auxiliary communicators work seamlessly with NIMS/ICS personnel in an EOC or out in the field:

- Auxiliary communicators should be formally trained on NIMS/ICS prior to working with public safety personnel. At a minimum, ICS-100, 200, 700 and 800 should have been completed by the individual. Should additional training be required for these communicators, it should be documented as such within an SOP, MOU or MOA.
- While most auxiliary communicators are volunteers, all auxiliary communicators must follow the directions of the COML and/or their designee.
- The COML should brief auxiliary communicators on what is expected of them during an activation so they are fully aware of their requirements. This way, should they be unable to accept those requirements, the COML can make a decision as to whether or not that individual should participate during the incident/event.
- Auxiliary communicators should only use the NIMS/ICS forms authorized by FEMA, during training or an activation, to ensure standardization with the rest of the command staff administrative procedures.
- Unless authorized by the emergency manager, or the COML, the auxiliary communicators should not bring their organization/club brand, or their personal equipment, into an operational environment.
- If several different auxiliary communications groups are available in an area, consider creating a coalition group. Representatives from several groups can sometimes work more effectively than only one group. Designate one auxiliary communications coordinator to work directly with the COML under these conditions.

Auxiliary communications does not involve encryption, so anything they may send could be listened to by the average citizen. No sensitive information should ever be sent via auxiliary communications because it could end up in the newspaper the next day.

Auxiliary Communications groups active in the region include:

- [Auxiliary Communications group]
- [Auxiliary Communications group]

Points of contact for regionally active Auxiliary Communications groups are listed in Table 13.

Table 13: Auxiliary Communications Points of Contact

Organization	Name/Location	Phone	E-Mail	Call Sign
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Organization	Name/Location	Phone	E-Mail	Call Sign

5 CASM

The Communication Assets Survey and Mapping (CASM) tool provides the ability for representatives of public safety agencies within an urban area or State to collect, store, and visualize data about agencies, communication assets, and how agencies use those assets. CASM is a web-based application, accessible via the Office of Emergency Communications Public Safety Technical Assistance Tools website (http://publicsafetytools.info).

The purpose of CASM is to:

- Provide a single repository for information about land mobile radio systems, other interoperability methods, and how they are used by public safety agencies within a state or urban area.
- Provide a method to display and report the data.
- Provide tools to analyze the data and visualize interoperability.

CASM provides a means to enter, edit, and delete information about agencies, communication assets (such as radio systems, dispatch centers, mutual aid channels/systems, gateways and radio caches), and agency usage of those assets. CASM displays this information in a map-based interface and provides analysis tools for assessing interoperability.

CASM also provides the capability to generate the interoperable equipment lists included in the TICP. As updates are made to the TICP, the equipment tables can easily be produced using CASM and cut/pasted into the appropriate sections of the TICP document. Instructions for generating TICP-formatted tables in CASM may be found in Appendix L.

Authorization to access data for a particular urban area or State is controlled by the State-designated Administrative Manager (AM) and his/her AM designees; each user must have a user name and password in order to log in.

The CASM AM POC information for your [State/Region/Urban Area] is listed in the following table:

Table 14: CASM AM Information

Name	Phone	Email	Area of Responsibility
			State

Appendix A Points of Contact

A.1 Dispatch Centers

Dispatch Center	24/7 Contact Phone Number	Organizations / Agencies Served
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		

--OR--

Dispatch Center	24/7 Contact Phone Number	Organizations / Agencies Served

A.2 Non-governmental Organization Contact Information

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				

--OR--

Agency	Name	Position	Phone	Email

A.3 [Name of Council/Executive Board] Member Information

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Agency	Name	Position	Phone	Email

A.4 Subcommittee Working Group Member Information

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				
<COUNTY>				

Agency	Name	Position	Phone	Email
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Agency	Name	Position	Phone	Email

Appendix B Shared Systems

Detailed information on shared systems available for use within the region is listed in subsequent pages of Appendix B. The table below lists the shared systems.

Radio System Name	Owning Agency	Make / Model	Frequency Band	Type	Service Area
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					

--OR--

Radio System Name	Owning Agency	Make / Model	Frequency Band	Type	Service Area

Note: The following sections will need to be duplicated for each radio system.

B.1 [Shared System Name]

Responsible Agency

This radio system is owned or managed by: [Agency/Jurisdiction]

Name:
Title:
Address:
Phone:
24/7 Phone:
Email

Service Area

[Add service area information]

Number of Radios

No. of Mobile Radios on this System	
No. of Portable Radios on this System	

System Description

Radio System Make	
Trunked/Conventional/Both	
Radio System Model	
Radio System Software Version	
Radio System Frequency Band	
P25 Compliant	
ISSI Compliant	
No. of Channels	
Encryption Supported	
Year Installed	
Repeated/Simplex/Both	
Analog/Digital/Both	
Wideband/Narrowband/Both	
Voted	
Simulcast	

Agencies Sharing System

- [Add agencies]
- [Add agencies]

Intra-System Shared Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A			Frequency Band		Description				
	Channel Configuration	**Channel Name/Trunked Radio System Talk group**	**Eligible Users / Assignments**	**RX Freq N or W**	**RX Tone / NAC**	**TX Freq N or W**	**Tx Tone / NAC**	**Mode A, D. or M**	**Notes**
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

--OR--

Channel Name	Analog / Digital	Wide / Narrow	Tx Freq	Tx Tone	Rx Freq	Rx Tone	Primary Use	Agencies Supported

Other Shared System Notes

[Add notes]

Appendix C Inter-System Shared Channels

Detailed information on shared channels available for use within the region is listed in the following table to include shared channel names and frequency/talk group details for each shared channel.

C.1 VHF Interoperability Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A	Frequency Band **VHF**	Description **STATEWIDE CHANNEL PLAN**

	Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users / Assignments	Rx Freq N or W	Rx Tone / NAC	Tx Freq N or W	Tx Tone / NAC	Mode A, D, or M	Notes
1.									
2.									
3.									
4.									
5.		LLAW1	Law Enforcement	39.4600 W	CSQ	45.8600 W	156.7	A	See NIFOG for rules of use.
6.		LLAW1D	Law Enforcement	39.4600 W	CSQ	39.4600 W	156.7	A	
7.		LFIRE2	Fire (Proposed)	39.4800 W	CSQ	45.8800 W	156.7	A	
8.		LFIRE2D	Fire (Proposed)	39.4800 W	CSQ	39.4800 W	156.7	A	
9.		LLAW3	Law Enforcement	45.8600 W	CSQ	39.4600 W	156.7	A	
10.		LLAW3D	Law Enforcement	45.8600 W	CSQ	45.8600 W	156.7	A	
11.		LFIRE4	Fire (Proposed)	45.8800 W	CSQ	39.4800 W	156.7	A	
12.		LFIRE4D	Fire	45.8800 W	CSQ	45.8800 W	156.7	A	
13.	Simplex Base / Mobile	VCALL10	Any Public Safety	155.7525 N	CSQ	155.7525 N	156.7	A	
14.	Simplex Base / Mobile	VTAC11	Any Public Safety	151.1375 N	CSQ	151.1375 N	156.7	A	
15.	Simplex Base / Mobile	VTAC12	Any Public Safety	154.4525 N	CSQ	154.4525 N	156.7	A	
16.	Simplex Base / Mobile	VTAC13	Any Public Safety	158.7375 N	CSQ	158.7375 N	156.7	A	
17.	Simplex Base / Mobile	VTAC14	Any Public Safety	159.4725 N	CSQ	159.4725 N	156.7	A	
18.	Tactical Repeater	VTAC17	Any Public Safety	161.8500 N	CSQ	157.2500 N	156.7	A	
19.	Simplex Base / Mobile	VTAC17D	Any Public Safety	161.8500 N	CSQ	161.8500 N	156.7	A	
20.	Tactical Repeater	VTAC33	Any Public Safety	159.4725 N	CSQ	151.1375 N	136.5	A	
21.	Tactical Repeater	VTAC34	Any Public Safety	158.7375 N	CSQ	154.4525 N	136.5	A	
22.	Tactical Repeater	VTAC35	Any Public Safety	159.4725 N	CSQ	158.7375 N	136.5	A	
23.	Tactical Repeater	VTAC36	Any Public Safety	151.1375 N	CSQ	159.4725 N	136.5	A	
24.	Tactical Repeater	VTAC37	Any Public Safety	154.4525 N	CSQ	158.7375 N	136.5	A	
25.	Tactical Repeater	VTAC38	Any Public Safety	158.7375 N	CSQ	159.4725 N	136.5	A	

Radio channel names as listed in this Table are required.
A=Analog, D=Digital, M=Multimode; N=Narrowband, W=Wideband

C.2 UHF Interoperability Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A	Frequency Band **UHF**	Description **STATEWIDE CHANNEL PLAN**

	Channel Configuration	**Channel Name / Trunked Radio System Talk Group**	**Eligible Users / Assignments**	**Rx Freq N or W**	**Rx Tone / NAC**	**Tx Freq N or W**	**Tx Tone / NAC**	**Mode A, D, or M**	**Notes**
1.									
2.									
3.									
4.									
5.									
6.									
7.	Repeater Pair	UCALL40	Any Public Safety	453.2125 N	CSQ	458.2125 N	156.7	A	See NIFOG for rules of use.
8.	Simplex Base / Mobile	UCALL40D	Any Public Safety	453.2125 N	CSQ	453.2125 N	156.7	A	
9.	Repeater Pair	UTAC41	Any Public Safety	453.4625 N	CSQ	458.4625 N	156.7	A	
10.	Simplex Base / Mobile	UTAC41D	Any Public Safety	453.4625 N	CSQ	453.4625 N	156.7	A	
11.	Repeater Pair	UTAC42	Any Public Safety	453.7125 N	CSQ	458.7125 N	156.7	A	
12.	Simplex Base / Mobile	UTAC42D	Any Public Safety	453.7125 N	CSQ	453.7125 N	156.7	A	
13.	Repeater Pair	UTAC43	Any Public Safety	453.8625 N	CSQ	458.8625 N	156.7	A	
14.	Simplex Base / Mobile	UTAC43D	Any Public Safety	453.8625 N	CSQ	453.8625 N	156.7	A	

Radio channel names as listed in this Table are required.
A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband

C.3 700 MHz Interoperability Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A	Frequency Band **700 MHZ**	Description **STATEWIDE CHANNEL PLAN**

	Channel Configuration	**Channel Name / Trunked Radio System Talk Group**	**Eligible Users / Assignments**	**Rx Freq N or W**	**Rx Tone / NAC**	**Tx Freq N or W**	**Tx Tone / NAC**	**Mode A, D, or M**	**Notes**
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									

Radio channel names as listed in this Table are required.
A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband

C.4 800 MHz Interoperability Channels

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A	Frequency Band **800 MHZ**	Description **STATEWIDE CHANNEL PLAN**

	Channel Configuration	**Channel Name / Trunked Radio System Talk Group**	**Eligible Users / Assignments**	**Rx Freq N or W**	**Rx Tone / NAC**	**Tx Freq N or W**	**Tx Tone / NAC**	**Mode A, D, or M**	**Notes**
1.									
2.									
3.									
4.									
5.									
6.									
7.	Repeater Pair	8CALL90	Any Public Safety	851.0125 W	CSQ	806.0125 W	156.7	A	
8.	Simplex Base / Mobile	8CALL90D	Any Public Safety	851.0125 W	CSQ	851.0125 W	156.7	A	
9.	Repeater Pair	8TAC91	Any Public Safety	851.5125 W	CSQ	806.5125 W	156.7	A	
10.	Simplex Base / Mobile	8TAC91D	Any Public Safety	851.5125 W	CSQ	851.5125 W	156.7	A	
11.	Repeater Pair	8TAC92	Any Public Safety	852.0125 W	CSQ	807.0125 W	156.7	A	
12.	Simplex Base / Mobile	8TAC92D	Any Public Safety	852.0125 W	CSQ	852.0125 W	156.7	A	See NIFOG for rules of use.
13.	Simplex Base / Mobile	8TAC93	Any Public Safety	852.5125 W	CSQ	807.5125 W	156.7	A	
14.	Simplex Base / Mobile	8TAC93D	Any Public Safety	852.5125 W	CSQ	852.5125 W	156.7	A	
15.	Simplex Base / Mobile	8TAC94	Any Public Safety	853.0125 W	CSQ	808.0125 W	156.7	A	
16.	Simplex Base / Mobile	8TAC94D	Any Public Safety	853.0125 W	CSQ	853.0125 W	156.7	A	

Radio channel names as listed in this Table are required.
A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband

Appendix D Gateways

Detailed information on gateways available for use within the region is listed in subsequent pages of Appendix D. The table below lists the owning or managing agency, gateway names, make/model and whether the device is fixed or mobile.

Gateway Name	Owning Agency	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					

--OR--

Gateway Name	Owning Agency	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports

Note: The following sections will need to be duplicated for each gateway.

D.1 [Gateway Name]

Equipment Location

This gateway is located at [address], [City/County], [State], [zip code]

Responsible Agency

This gateway is owned or managed by: [Agency/Jurisdiction]

Name:
Title:
Address:
Phone:
24/7 Phone:
Email

Service Area

[Add service area information]

Time to Deploy (hours)

[Add time to deploy]

Gateway Description

Make/Model	
Fixed/Mobile	
No. of Simultaneous Patches/Nets	
No. of Available Ports	
No. of Ports for Donor Radios	
No. of Pre-connected Radios	
Type of Radios	[Mobile/Portable/Both]
Frequency Band(s)	
Cables Supplied (list all)	

Other Gateway Notes

[Add notes]

Appendix E Mobile Repeaters

Information on mobile repeaters available for use within the region is listed in subsequent pages of Appendix E. The table below lists the owning or managing agency, repeater make/model, mobility, frequency band and quantity of each repeater.

Repeater Name	Owning Agency	Make / Model	Mobility	Frequency Band	Quantity
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					
<COUNTY>					

--OR--

Repeater Name	Owning Agency	Make / Model	Mobility	Frequency Band	Quantity

Note: The following sections will need to be duplicated for each mobile repeater.

E.1 [Mobile Repeater Name]

Equipment Location

This repeater is located at [address], [City/County], [State], [zip code]

Responsible Agency

This repeater is owned or managed by: [Agency/Jurisdiction]

Name:
Title:
Address:
Phone:
24/7 Phone:
Email

Service Area

[Add service area information]

Time to Deploy (hours)

[Add time to deploy]

Repeater Description:

Make/Model	
Mobility	
Frequency Band(s)	
Analog/Digital/Mixed Mode	
Transmitter Power Output (watts)	
Type of Power Source Required	
Total Weight (pounds)	
Container Type	
Antenna Type	[Omni/Directional]
Setup Time After Arrival (hours)	

Repeater Frequencies

Radio System Name	Channel Name	Tx Freq	Tx Tone	Rx Freq	Rx Tone

Other Repeater Notes

[Add text]

Appendix F Radio Caches

Information on radio caches available for use within the region is listed in subsequent pages of Appendix F. The table below lists the owning or managing agency, cache, frequency band and quantity of radios in each cache.

Radio Cache Name	Owning Agency	Make / Model	Frequency Band	Quantity
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				
<COUNTY>				

--OR--

Radio Cache Name	Owning Agency	Make / Model	Frequency Band	Quantity

Note: The following sections will need to be duplicated for each radio cache.

F.1 [Radio Cache Name]

Equipment Location

This radio cache is located at [address], [City/County], [State], [zip code]

Responsible Agency

This radio cache is owned or managed by: [Agency/Jurisdiction]

Name:
Title:
Address:
Phone:
24/7 Phone:
Email

Service Area

[Add service area information]

Time to Deploy (hours)

[Add time to deploy]

Cache Description:

Make(s)/Model(s)	
Frequency Band(s)	
Analog/Digital/Mixed Mode	
No. of Radios in Cache	
No. of Available Channels/Talkgroups	
No. of Spare Batteries	

Channels or Talk Groups Programmed on Cache

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A				Frequency Band		Description			
	Channel Configuration	**Channel Name / Trunked Radio System Talk Group**	**Eligible Users / Assignments**	**Rx Freq N or W**	**Rx Tone / NAC**	**Tx Freq N or W**	**Tx Tone / NAC**	**Mode A, D, or M**	**Notes**
1.									
2.									

Other Cache Notes

[Add text]

Appendix G Mobile Communications Units

Detailed information on mobile communications units (MCUs) available within the region is listed in subsequent pages of Appendix G.

Unit ID / Designator	Owning Agency	Deployment Area
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		
<COUNTY>		

--OR--

Unit ID / Designator	Owning Agency	Deployment Area

Note: The following sections will need to be duplicated for each MCU.

G.1 [MCU ID / Designator]

Equipment Location

This Mobile Communications Unit is located at [address], [City/County], [State], [zip code]

Responsible Agency

This Mobile Communications Unit is owned or managed by: [Agency/Jurisdiction]

Name:
Title:
Address:
Phone:
24/7 Phone:
Email

Service Area

This Mobile Communications Unit is available for deployment throughout [Describe jurisdiction or area where this unit can be used (for example, City of [Name], County, or all counties in the [State/Region/Urban Area])

Time to Deploy (hours)

[Add time to deploy]

System Type and Capacity

Make/Model/Manufacturer	
Deployment Method	[Prime Mover, Towed, Flat-bed, Air-lift, Other]
Deployment Method (Other)	[Describe method if above is Other]
Setup Time After Arrival (hours)	
Total Length (feet)	
Total Weight (pounds)	
Tactical Dispatch Capability	[Yes/No]
No. of Dispatch Positions/Consoles	
Satellite Data Systems	[Yes/No]
No. of Phone Lines	
Microwave Capability	[Yes/No]
Cellular PBX Capability	[Yes/No]
FAX Capability	[Yes/No]
IT/Computer System Capability	[Yes/No]
Local Area Network (LAN) Capability	[Yes/No]
No. of Desktop Workstations	

No. of Laptop Workstations	
Conference Room Capacity (seats)	
Internet Access	[Yes/No]
Network Access Speed	
Video Teleconferencing Systems	[Yes/No]
Video Surveillance Capability	[Yes/No]
Generator Output (watts)	
RF TV Reception Capability	[Yes/No]
Towers	[Yes/No]

Other Mobile Communications Unit Equipment Notes

[Add notes]

Figure G - 1: [Mobile Communications Unit Equipment Name]

Appendix H [State Owned/Statewide/State Operated] Interoperability Assets

[Insert appropriate information here]

H.1 Placeholder Heading

[Add information here]

This section describes all statewide interoperable communications equipment and their associated policies and procedures for the State of [State].

Users will follow the following overarching procedures for all interoperable communications within the [Name of Region] (i.e., for all interoperable communication situations regardless of the technological assets used to achieve that interoperability):

- **National Incident Management System** – Implement an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **National Response Framework** – Use the appropriate ICS forms needed to document a given incident, in accordance with the National Response Framework (NRF).
- **Plain Language** –Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations.

H.2 State Owned Shared System

Radio System Name	Owning Agency	Make / Model	Frequency Band	Type	Service Area

Note: Statewide National Interoperable Mutual Aid Channels can be found in Appendix C.

Shared System Policies and Procedures

[Add text]

Shared System Problem Identification and Resolution

[Add text]

H.3 State Owned Gateway Systems

Gateway Name	Owning Agency	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports

Gateway Policies and Procedures

[Add text]

Gateway Request Procedures

[Add text]

Mobile Gateway Deployment Procedures

[Add text]

Gateway Activation Procedures

[Add text]

Gateway Deactivation Procedures

[Add text]

Gateway Problem Identification and Resolution

[Add text]

Gateway Test Procedures

[Add text]

H.4 State Owned Mobile Repeaters

Repeater Name	Owning Agency	Make / Model	Mobility	Frequency Band

Mobile Repeater Policies and Procedures

[Add text]

Mobile Repeater Request Procedures

[Add text]

Mobile Repeater Deployment Procedures

[Add text]

Mobile Repeater Activation Procedures

[Add text]

Mobile Repeated Deactivation Procedures

[Add text]

Mobile Repeater Problem Identification and Resolution

[Add text]

Mobile Repeater Test Procedures

[Add text]

H.5 State Owned Radio Caches

Radio Cache Name	Owning Agency	Make / Model	Frequency Band	Quantity

Radio Cache Policies and Procedures

[Add text]

Radio Cache Request Procedures

[Add text]

Radio Cache Deployment Procedures

[[Add text]

Radio Cache Distribution Procedures

[[Add text]

Radio Cache Demobilization Procedures

[Add text]

Radio Cache Problem Identification and Resolution

[Add text]

H.6 State Owned Mobile Communications Units

MCU ID / Designator	Owning Agency	Deployment Area
	State of [State]	Statewide
	State of [State]	Statewide

MCU Policies and Procedures

Strategic Technology Reserve (STR) assets are defined as “deployable, pre-positioned equipment that is capable of re-establishing communications when communications infrastructure is damaged or destroyed." The STR assets needed by the State of [State] were defined by the [Agency] with input from stakeholders throughout the state, including [county emergency managers].

[Agency] technical staff is responsible for keeping STR assets in good working order at all times. STR equipment will be tested and maintained:

- [Add Information]
- Upon every return of any STR equipment that has been deployed for any use.

MCU Deployment Procedures

- STR Assets are a state asset, and will be deployed in a manner consistent with other state assets. STR assets will be made available as needed through the Emergency Response Standard Operating Procedures established by the State, as described below.

MCU Request and Activation Procedures

- [Add Information]

MCU Deactivation and Demobilization Procedures

- Any entity who has received STR assets for emergency deployment shall contact the [Agency] [Help Desk] at [(xxx) xxx-xxxx] to arrange return of the assets as soon as possible after their deployment is no longer necessary.
- Assets will be returned clean, charged and in working order.
- [Agency] technicians will inspect the assets and perform routine maintenance and testing upon their return.

MCU Problem Identification and Resolution

[Add text]

Figure H - 1: State Owned [Mobile Communications Unit Equipment Name]

Appendix I Policy Documents, Governing Documents, MOUs, and MAAs

Note: Reference any policy documents, governing documents, MOUs and agreements by a link to a website if available.

I.1 [Name of Policy, Governing, MOU, and/or Agreement]

[Add a reference and/or link to the above named document]

I.2 [Name of Policy, Governing, MOU, and/or Agreement]

[Add a reference and/or link to the above named document]

I.3 [Name of Policy, Governing, MOU, and/or Agreement]

[Add a reference and/or link to the above named document]

I.4 [Name of Policy, Governing, MOU, and/or Agreement]

[Add a reference and/or link to the above named document]

Appendix J Incident Command System Planning

This appendix contains forms for incident command system (ICS) planning.

ICS Forms can be found at the following website:
http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

Updated 2010 ICS Forms are available at:
http://www.fema.gov/pdf/emergency/nims/ics_forms_2010.pdf

Word-fillable forms on FEMA website:
http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

Older versions of ICS Forms are available on the National Wildfire Coordinating Group (NWCG) website: http://www.nwcg.gov/pms/forms/icsforms.htm

J.1 Incident Briefing (ICS Form 201)

1. Incident Name:	**2. Incident Number:**	**3. Date/Time Initiated:**	
		Date: Time:	Date: Time:
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**			
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.			
6. Prepared by: Name:	Position/Title:	Signature:	
ICS 201, Page 1	Date/Time:		

1. Incident Name:	**2. Incident Number:**	**3. Date/Time Initiated:**	
		Date:	Time:

7. Current and Planned Objectives:

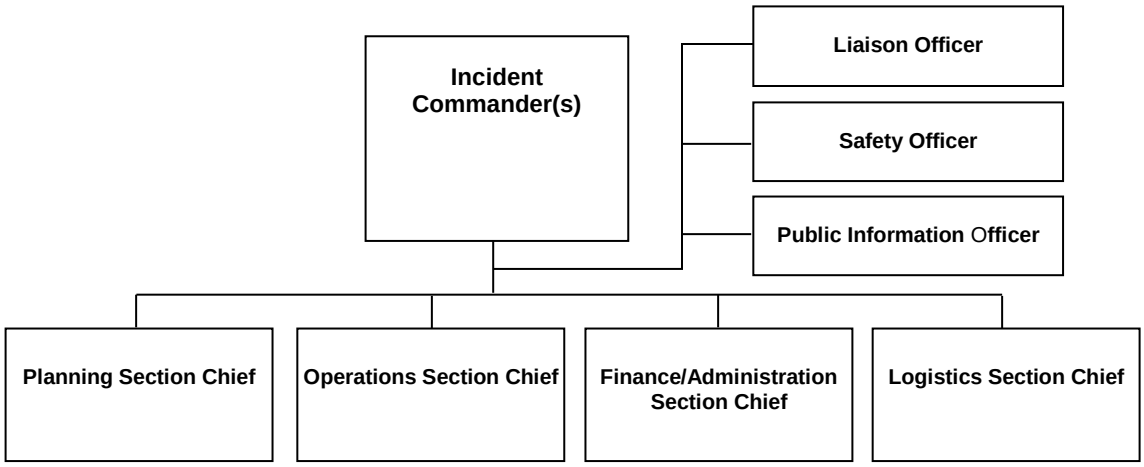
8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name:	Position/Title:	Signature:
ICS 201, Page 2	Date/Time:	

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:	
		Date:	Time:

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name:	Position/Title:	Signature:
ICS 201, Page 3	Date/Time:	

1. Incident Name:	**2. Incident Number:**	**3. Date/Time Initiated:**	
		Date:	Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name:	Position/Title:	Signature:
ICS 201, Page 4	Date/Time:	

ICS Form 201 Instructions

Purpose: The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation: The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution: Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.

Block Number	Block Title	Instructions
6	**Prepared by** • 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).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.
8	**Current and Planned Actions, Strategies, and Tactics** • Time Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration • Section Chief • Logistic Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. If Unified Command is being used, split the Incident Commander box. Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

J.2 Incident Radio Communications Plan (ICS Form 205) New 2010

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 Talk group	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 Form 205 Instructions New 2010

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 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.

Notes:

- 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.
- The ICS 205 serves as part of the IAP.

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** • 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 talk group will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talk group	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/talk group 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.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.

Block Number	Block Title	Instructions
		The name of the specific trunked radio system with which the talk group 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.
	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx 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 talk groups 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) • 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).

J.3 Incident Radio Communications Plan (ICS Form 205) Older version

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time

4. Basic Radio Channel Utilization					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks

5. Prepared by (Communications Unit)

ICS Form 205 Instructions Older version

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3	Operational Period Date/Time	Enter the date and time. Interval for which the Radio Communications Plan applies. Record the start time and end time and include dates.
4	Basic Radio Channel Utilization System/Cache	Enter the radio cache systems assigned and used on the incident (e.g., Boise Cache, FIREARMS, Region 5 Emergency Cache, etc).
	Channel Number	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division tactical, and ground-to-air).
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations
5	Prepared By	Enter the name of the Communications Unit Leader preparing the form.

Purpose: The Incident Radio Communications Plan provides in one location information on all radio frequencies assignments for each operational period. The plan is a summary of information obtained from the Radio Requirement Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignment is normally placed on the appropriate Assignment List (ICS 204).

Preparation: The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief.

Distribution: The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment List.

J.4 Communications List (ICS Form 205A)

1. **Incident Name**	2. **Operational Period:**	Date From: Date Time From: HHMM	Date To: Date Time To: HHMM
3. **Basic Local Communications Information:**			
Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)	
4. Prepared by: Name		Position/Title:	Signature: _____
ICS 205A	**IAP Page**	Date/Time: Date	

ICS Form 205A Instructions

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 Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager 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 205A is an optional part of the Incident Action Plan (IAP).
- The optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • 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	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** • Name • Position/Title • Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

J.5 Resource Status Change (ICS Form 210)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:			
4. Basic Radio Channel Use:				
3. Resource Number	**4. New Status** (Available, Assigned, O/S)	**5. From** (Assignment and Status):	**6. To** (Assignment and Status):	**7. Time and Date of Change:**
8. Comments:				
9. Prepared by: Name:	Position/Title:	Signature:		
ICS 210	Date/Time:			

ICS Form 210 Instructions

Purpose: The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation: The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution: The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • 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	**Resource Number**	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	**New Status** (Available, Assigned, Out of Service)	Indicate the current status of the resource: • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	**From** (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	**To** (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	**Time and Date of Change**	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).

Block Number	Block Title	Instructions
8	**Comments**	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	**Prepared by** • 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).

J.6 General Message (ICS Form 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 Form 213 Instructions

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 require 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.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

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** • 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** • 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).

J.7 Activity Log (ICS Form 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:	

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by: Name:	Position/Title:	Signature:
ICS 214, Page 2	Date/Time:	

ICS Form 214 Instructions

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, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • 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, and 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:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• 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).
7	**Activity Log** • Date/Time • Notable Activities	• 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.

Block Number	Block Title	Instructions
8	**Prepared by** • 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).

J.8 Radio Requirements Worksheet (ICS Form 216)

RADIO REQUIREMENTS WORKSHEET	1. Incident Name	2. Date	3. Time
4. Branch	5. Agency	6. Operational Period	7. Tactical Frequency

8. Division/Group			Division/Group			Division/Group			Division/Group		
Agency			Agency			Agency			Agency		
9. Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts
10. Prepared by (Name and Position)											

ICS Form 216 Instructions

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date (month, day, year) prepared.
3	Time Prepared	Enter time prepared (24-hour clock).
4	Branch	Enter Branch number (I, II, etc.) for which radio requirements are being prepared.
5	Agency	Enter the three-letter designator of the agency staffing the Branch Director position (e.g., VNC, CDF, ANF, LFD, etc.).
6	Operational Period	Enter the time interval for which the assignment applies. Record the start date/time and end date/time.
7	Tactical Frequency	Enter the radio frequency to be used by the Branch Director to communicate with each Division/Group Supervisor in the Branch.
8	Division/Group	Enter for each Division/Group in the Branch the Division/Group identifier (A, B, etc.) and the agency assigned (e.g., LAC, VNC, etc.).
9	Agency/ID No./Radio Requirements	List all units assigned to each Division/Group. Record the agency designator, unit or resource identification, and total number of radios needed for each unit resource.
10	Prepared By	Enter the name and position of the person completing the worksheet.

Purpose: The Radio Requirements Worksheet is used to develop the total number of personnel portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

Preparation: The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Assignment Lists.

Distribution: The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

J.9 Radio Frequency Assignment Worksheet (ICS Form 217)

RADIO FREQUENCY ASSIGNMENT WORKSHEET

1. INCIDNET NAME	2. DATE	3. OPERATIONAL PERIOD (DATE/TIME) From:

4. INCIDENT ORGANIZATION 5. RADIO DATA				BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	INCIDENT COMMANDER	SAFETY OFFICER	OPERATION SECTION	AIR OPERATION	AIR TACTICAL SUPERVISO	PLANNING SECTION	GROUND SUPPORT	BASE UNIT							COMM CENTER	TOTAL BY REQ.
SOURCE	FUNCTION	CH#	FREQUENCY																												
6. AGENCY	ID		CH#	FREQUENCY																											
7. TOTAL RADIOS REQUIRED																															
217 ICS																									8. PREPARED BY (NAME/POSITION)							

ICS Form 217 Instructions

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies. Record the start date/time and end date/time (e.g., 9/17/96-0600 to 9/18/96-0600).
4	Incident Organization	List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency.
5	Radio Data	For each radio cache and frequency assigned, record the associated function. Functional assignment for: a. Command b. Support c. Division tactical d. Ground-to-air
6	Agency	List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned.
7	Total Radios Required	Total each column. This provides the number of radios required by each organizational unit. Also total each row which provides the number of radios using each available frequency.
8	Prepared By	Enter the name and position of the person completing the worksheet.

Purpose: The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution: The worksheet, prepared by the Communications Unit, is for internal use.

J.10 Communications Resource Availability Worksheet (ICS Form 217A)

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS Form 217A	Frequency Band	Description

	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users/Assignments	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D. or M	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS Form 217A Instructions

Purpose: The Communications Resource Availability Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

Preparation: Radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution: The worksheet, prepared by the Communications Unit, is for internal use.

ITEM TITLE	INSTRUCTIONS
Channel Configuration	Indicate how channels are configured (e.g., simplex base/repeater, repeater pair, simplex base/mobile, etc.)
Channel Name/Trunked Radio System Talk Group	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).
Eligible Users/Assignments	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talk group will be assigned.
RX Freq N or W	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an “N” designating narrowband or a “W” designating wideband emissions.
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.
TX Freq N or W	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx 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.

J.11 Communications Log (ICS Form 309)

COMMUNICATIONS LOG	**TASK #**		DATE PREPARED: TIME PREPARED:
FOR OPERATIONAL PERIOD#	TASK NAME:		
RADIO OPERATOR NAME (LOGISTICS):		STATION I.D.	

LOG			
	STATION ID		
TIME	FROM	TO	SUBJECT

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Appendix K Reference Materials

Reference Sources

- *Office of Emergency Communications Public Safety Technical Assistance Tools* www.publicsafetytools.info

  The Office of Emergency Communications maintains a website containing a number of tools, resources, and training opportunities for public safety communications professionals. Resources include:

  - The *National Emergency Communications Plan* (NECP) is a strategic plan that sets goals and identifies key national priorities to enhance governance, planning, technology, training and exercises, and disaster communications capabilities. The NECP provides recommendations, including milestones, to help emergency response providers and relevant government officials make measurable improvements in emergency communications over the next three years.
  - The *National Interoperability Field Operations Guide* (NIFOG) is a collection of technical, operational, and regulatory reference material for radio technicians responsible for radios that can be used in disaster response applications, and for emergency communications planners.

- *Federal Emergency Management Agency (FEMA).* http://www.fema.gov

  - The Department of Homeland Security *Target Capability List* (TCL) describes the capabilities related to the four homeland security mission areas: Prevent, Protect, Respond, and Recover. It defines and provides the basis for assessing preparedness. It also establishes national guidance for preparing the Nation for major all-hazards events, such as those defined by the National Planning Scenarios.

- [State]. *[include website link, if applicable]*

  - The [State] *Statewide Communications Interoperability Plan* (SCIP) is a strategic plan designed to provide a framework for the state to identify strategic initiatives intended to enhance emergency communications interoperability throughout the State. [State] has an approved SCIP that addresses designated critical elements for statewide interoperability and a process to frequently update the SCIP as progress is made and new initiatives emerge.

Appendix L Creating/Updating TICP Tables from CASM

To generate TICP-formatted tables using the communications asset data stored in CASM, follow these steps:

1. Ensure the data that has been entered into CASM for the asset type(s) is current.
2. In CASM, generate the TICP Report:
    a. Navigate to the “Reports” page using the left-side function tab.
    b. Select “TICP Report”.
    c. Select the agencies to include.
    d. Select the “GENERATE REPORT” button.
3. The resulting TICP report is an HTML file (.htm). The file is presented in a new browser window. The report lists all the assets, for all asset types, for the selected agencies.
4. At the top of the HTML file report, click on the "Save to MSWord file" text, which will generate a Microsoft Word file (.docx). Your browser will download the resulting "TICP Report.docx" file to your browser's specified download directory. You should rename as desired.
5. The resulting Microsoft Word file contains tables that are TICP-formatted. Copy/paste all new and/or updated content into the TICP as desired.

Appendix M Glossary

Item/Acronym	Definition
AEC	Auxiliary Emergency Communications
AM	Administrative Manager
CASM	Communication Assets Survey and Mapping
CAM	Communication Assets Mapping
CAS	Communication Assets Survey
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
DHS	Department of Homeland Security
EOC	Emergency Operations Center
ETA	Estimated Time of Arrival
FEMA	Federal Emergency Management Agency
FCC	Federal Communication Commission
Fixed	Term referring to a communications asset that is permanently housed in a given location (i.e., is not mobile).
FRS	Family Radio Service
GMRS	General Mobile Radio Service
IAP	Incident Action Plan
IC	Incident Command
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
ICTAP	Interoperable Communications Technology Assistance Program
ID	Identification
INCM	Incident Communications Center Manager
Inter-agency	Located or occurring between two or more agencies
Interoperable	Ability of a system to use the parts or equipment of another system

Item/Acronym	Definition
IT	Information Technology
MCC	Mobile Communications Center
MCU	Mobile Communications Unit
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz.
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MURS	Multi-use Radio Service
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction
NIFOG	National Interoperability Field Operations Guide
NIMS	National Incident Management System
NRF	National Response Framework
NTIA	National Telecommunications and Information Administration
POC	Point of Contact
Portable	Term referring to a mobile communications asset that can be carried by a person and is self contained.
PSAP	Public Safety Answering Point
RADO	Radio Operator
RF	Radio Frequency
SATCOM	Satellite Communications
SOP	Standard Operating Procedure
STR	Strategic Technology Reserve
Talk Group	Term usually used with trunked radio systems. A talk group is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over the trunked radio system.
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan
Transportable	Term referring to a mobile communications asset that requires a vehicle to transport it and can be set up to operate external to the transport vehicle.
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz. For public safety LMR, usually refers to two bands. 380 to 470 MHz (low) and 470 to 512 MHz (high).
Vehicle-Mounted	Term referring to a mobile communications asset that is mounted/fixed in the transport vehicle and operates from within.

Item/Acronym	Definition
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164 MHz. VHF Low Band has a frequency range of 30 to 50 MHz.