

Start: 1953 L – Stop: 2010 L

Incident Action Plan – ICS 204

1.1 OVERVIEW.

Thank you, Bob. Good evening to the net. Tonight, I want to talk about a document known as the Incident Action Plan.

1.2 INCIDENT ACTION PLAN OVERVIEW

Under the Incident Command System (ICS), an Incident Action Plan (IAP) is an oral or written plan containing the objectives that have been established by the Incident Commander and addressing the tactics and support activities for the planned operational period. It is designed to answer the following questions.

- a. What do we need to do?
- b. Who is responsible for doing it?
- c. What resources are needed?
- d. How do we communicate?
- e. How do we keep everyone safe?

The Incident Management Plan is a collection of the individual ICS forms needed to document the objectives, work assignments, communication plans, and safety instructions needed by the deployment team. One of those forms, the ICS 205 Incident Radio Communications Plan, we've discussed in previous training sessions. Tonight, we'll be discussing the ICS 204 Assignment List.

1.2.1 Assignment List ICS 204

The ICS 204, Assignment List, is used to document the work assignments that each ACS deployment team is expected to complete during the operational period.

The ICS 204 is a standard National Incident Management System (NIMS) form. However, Pinellas ACS has made minor changes to this form to better document our chain of command.

The updated form is located on the Pinellas ACS Web site and the original form can be accessed directly from the FEMA website.

The ICS 204 has nine numbered fields. The five fields at the top of the form uniquely identify the activation event, the operational period, the incident chain of command, the resource type (e.g., *Evacuation Shelter*, *EOC Radio Room*, *Critical Infrastructure site*, etc.), and the team leaders assigned to each resource. A key takeaway is that a unique ICS 204 will be created for each resource type. So, during most incidents, the IAP will have multiple ICS 204s.

- a. **Incident Name (Block 1):** This field contains the name of the Incident/activation event that is associated with the ICS 204 Assignment List.
- b. **Operational Period (Block 2):** This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the operational period. This is the period over which the ICS 204 is applicable. Operational periods are generally 12 or 24 hours in duration; however, it could extend for the duration of the activation event.
- c. **Name (Block 3):** This field contains four pieces of information. The first three items are used to uniquely identify the Unit that is being tasked with the work assignments listed on the form. Within a NIMS hierarchy, they identify a Branch, Group and Unit. Pinellas ACS is located within the **Logistics Service Branch** and our Group is **Pinellas ACS**. Within the Pinellas ACS group we have created several units. These include the **EOC Radio Room Unit**, the **Evacuation Shelter Communications Unit**, and **Critical Infrastructure Units**.
The fourth piece of information identifies the staging area for the identified unit. In most cases, this will be the Pinellas County EOC.
- d. **Operations Personnel (Block 4):** This field identifies key personnel in the chain of command and documents how to contact them. Within Pinellas ACS the following personnel are listed.
 - (1) The Communication Unit Lead
 - (2) The Pinellas ACS Group Supervisor

(3) The Pinellas ACS Unit Leader

Currently, the Communications Unit Lead and the Pinellas ACS Group Supervisor is Clayton, KJ4RUS. The Unit leader will generally be the most experienced ACS member assigned to the resource. For example, if ACS deploys 8 shelter teams, the most experienced shelter team lead would also be assigned as the Unit Leader. This is the individual that less experienced shelter teams can contact if they have questions or need assistance.

- e. **Resources Assigned (Block 5):** This field identifies the individual teams assigned to the unit. In my previous example, I talked about deploying 8 shelter teams. Within Block 5, each of the individual shelter teams would be listed. For each team, the name of the team leader, the number of individuals assigned to the team, the primary means for contacting the team leader, and any special instructions pertinent to the team would be provided.

So far, we have identified the incident, the operational period, the individual teams assigned to the unit, the chain of command for the unit, and the contact information for key leaders within the incident. The next three fields detail the work that needs to be done by each team and how the team should communicate with other elements of the incident.

- f. **Work Assignments (Block 6):** This field lists the individual tasks that each team should accomplish during the operational period. This list might include starting and managing nets, distributing equipment to deployment teams, attending staff meetings, and maintaining specific documentation.
- g. **Special Instructions (Block 7):** This field documents safety precautions and any other important information that the team should know prior to deployment.
- h. **Communications (Block 8):** This field documents the specific line items from the ICS 205 communications plan that are applicable to the teams identified on the ICS 204. As you recall, the ICS 205 documents **ALL** the communication channels that could be used during the operational period. In contrast, the information on the ICS 204 will list **only** those channels applicable to the team. For example,

during Hurricane Ian, the ICS 205 for ACS listed the UHF and HF frequencies being used by the state of Florida for its statewide command nets. This information would not have been listed on the ICS 204 for the shelter teams.

The final block at the bottom of the form, Block 9, contains the name, title, and signature of the individual completing the form. Once complete, the time and date that the form was created should also be entered.

So, who is responsible for creating the Incident Action Plan within Pinellas ACS and who gets a copy?

The Pinellas ACS leadership team is responsible for creating the plan and during an activation event, a copy of the IAP will be distributed to all deployed Pinellas County ACS personnel. In future training nets, we'll discuss additional forms that are used to create the Incident Action Plan.

1.3 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

1.4 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1. I have not yet scheduled the next Winlink training net as I will be out of town for the next three weeks. When I return, I'll see what I can set up.

2. As always if you have any comment or training suggestions, I can be contacted at WA1RYQ@ARRL.net.

Now with that, I'll turn it back to Net Control.

1.5 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	W8QFV	Could you provide additional information about the concept of chain of command?	A discussion of chain-of-command was held that included KJ4RUS.
		No additional questions or comments	