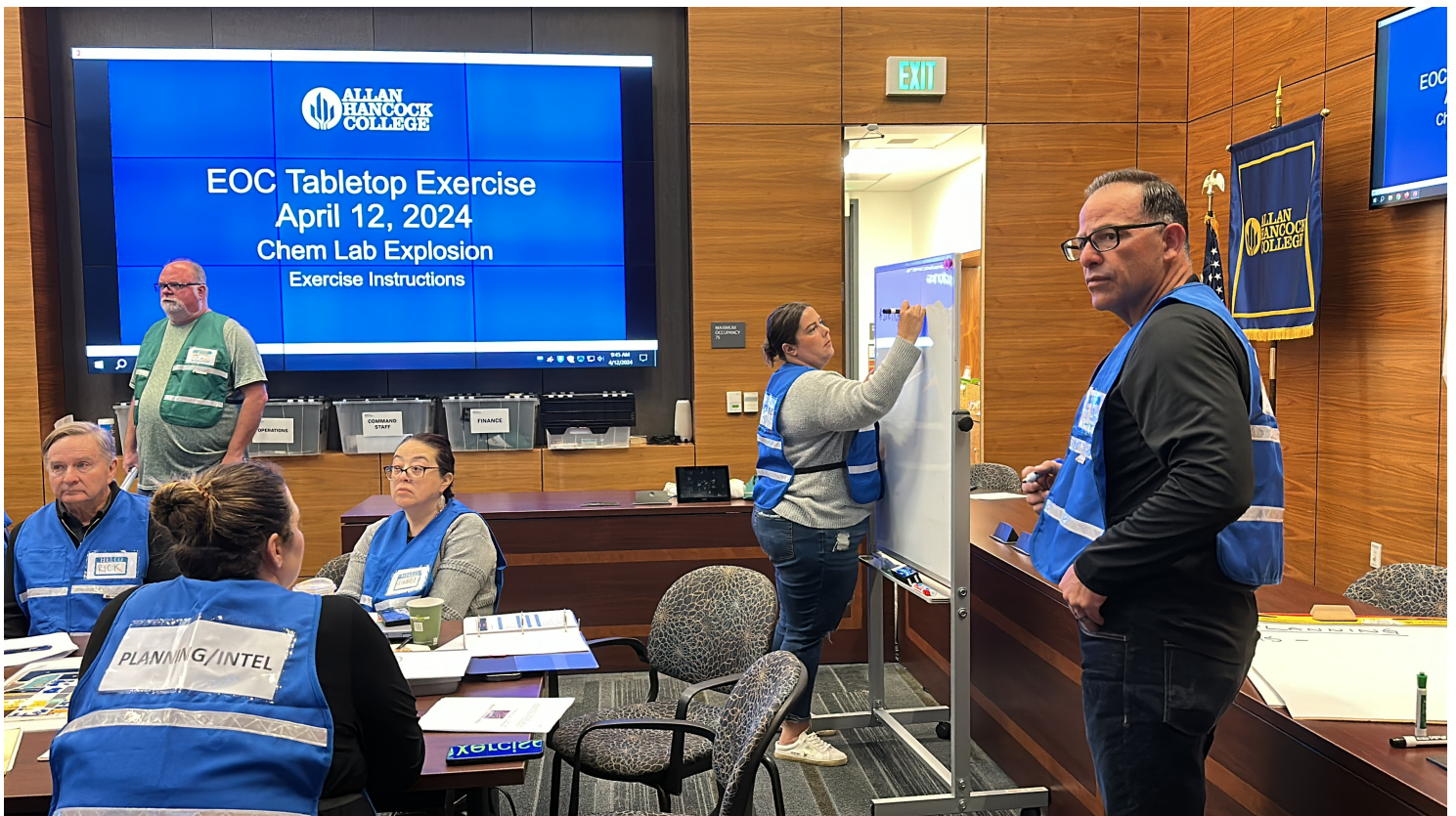




EMERGENCY OPERATIONS PLAN



Allan Hancock Joint Community College District Emergency Response Plan

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Allan Hancock Joint Community Emergency Response Plan Administrative Policy

Mission & Concept:

It shall be the mission of Allan Hancock College (AHC) to respond to an emergency situation in a safe, effective, and timely manner. The Allan Hancock Joint Community College District personnel, administration, and equipment will be utilized to accomplish the following:

- | | | |
|----------|-----|---|
| Priority | I | Protection of Life Safety |
| Priority | II | Maintenance of Life Support and Assessment of Damages |
| Priority | III | Communicate to the Community and Media |
| Priority | IV | Restoration/Recovery of General Campus Operation |

It is anticipated that as operation progresses from Priority I through Priority IV, responses through the administration control of the campus will transition from the NIMS/SEMS/ICS structure back to normal AHC organization structure.

When an emergency occurs, this plan is invoked for the emergency and a multiple-tier approach is utilized for response. Initially the AHC Police Department assumes the Incident Command (IC) and initiates appropriate mitigation/protective actions and notifications.

If the event requires support from the Fire Service or Emergency Medical Services (EMS), appropriate agency/organizations are notified and respond. Depending upon the nature of the event, and in accordance with SEMS, the AHC Police Department IC may utilize a “Unified Command” structure with other agency response personnel.

When required the Emergency Operation Center (EOC) may be activated to support the ongoing response. The AHC Emergency Operations Plan (EOP) may be activated to support the ongoing response.

Emergency Preparedness Plan

Introduction

The Allan Hancock College Emergency Response Plan identifies natural and man-made emergencies that may impact the campus community. These are the following situation risks:

1. Earthquake
2. Fire
3. Hazardous Materials
4. Utilities Failure
5. Civil Disturbance/Armed Intruder
6. Bomb Threat
7. Airplane Crash
8. Environmental: Heat – Cold – Wind – Storm – Flood
9. Aggressive/Threatening Behavior
10. COVID-19/Pandemic

The EOP details the procedures that campus officials/administration should follow in case of an emergency. All departments within the AHC campus community should become familiar with this plan. As appropriate, they should follow the ICS and ICS section check list to augment this plan.

The AHC administration and the police department will maintain copies of this plan. Campus emergency operations will be conducted within the AHC guidelines. Any exception to this EOP will be conducted by, or with approval of the AHC administrators directing and/or coordinating the emergency operation.

The AHC Emergency Operation Plan should be updated every five (5) years to review for necessary updates and revisions. During alternate years, all requests for procedural changes, suggestions or recommendations will be in writing and submitted to the AHC District Police Chief for evaluation. All changes recommended by the AHC District Police Chief will be submitted in writing to the AHC President for approval and inclusion in the plan.

Purpose:

The basic emergency procedures outlined in this document are intended to protect life, property, and the environment through effective use of AHC resources and other responding agencies. The plan also provides for the physical and emotional well-being of the members of the campus community during and immediately following an emergency.

This EOP describes an integrated plan for responding to AHC emergencies.

Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the AHC Superintendent/President, or his/her designee may declare a “State of Emergency” and implement the Emergency Operation Plan. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, this EOP and its procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Scope:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency are not predictable, hence published support and operational plans will serve only as a guide and checklist and will require modification during an event to meet requirements of the emergency.

The Emergency Operations Plan (EOP) is a campus-level plan that guides the emergency response of appropriate AHC personnel and resources during an emergency. It is the official plan designated to manage emergencies for AHC. This plan supersedes previous plans and precludes employee actions not in concert with the intent of this plan.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this document or any appendices and annexes hereto. The EOP and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

This EOP applies to all activities conducted by all AHC personnel, students, and visitors. The emergency management programs and procedures for specific buildings/facilities and areas are consistent in framework but may vary in scope based upon the individual building activities, operations, and hazards.

Recovery Phase:

As the immediate threat to life, property, and the environment subsides, the rebuilding of the district will begin through various recovery activities. This plan does not specifically identify the district's recovery operations.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the district. The district will be involved in recovery activities.

The Santa Barbara County Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the AHC Superintendent/President to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected district.

The Recovery Phase includes but is not limited to the following objectives:

- Reinstatement of district and program objectives and goals;
- Restoration of normal and essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs; and
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS (AFNs)

Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Do not have transportation.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the district.

- AHC will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- AHC will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, AHC will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.

Allan Hancock Joint Community College District

Emergency Response Plan

Emergency Operation Center

Command and Control:

The purpose of this section of the EOP is to establish a standard procedure for the activation of AHC Emergency Operation Center. To establish direction and control for continuity of overall operation.

The scope of this section includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently.

The function of the EOC should provide necessary space and facilities for the centralized direction and control of the following functions.

1. Direction of emergency operation
2. Communication and warning
3. Damage assessment and reporting
4. Decimation of information

Integration of AHC's Emergency Operations Center:

The AHC Emergency Operation Center (EOC) shall have an organizational chart. The organizational chart will include a Delegation of Authority that will be followed in an emergency. The Delegation of Authority identifies who is authorized to activate the plan and make decisions or act on behalf of the AHC campus.

When an emergency occurs, the person in charge as listed in the organizational chart will be informed immediately. In the event that the indicated person by position is not present on the campus or available, the next person in the line of succession – or the AHC President's designee will assume the charge position.

The person in charge will determine whether to lock down the college, shelter-in-place or evacuate based on the type of emergency. In the event that the primary EOC must be evacuated, the secondary/alternate EOC shall be activated. Only the AHC EOC Director or their designee can issue an "all clear" for the campus.

The AHC EOC Director shall determine whether a full or limited EOC activation will be needed depending on the type of event.

Command Group

- EOC Director
- Public Information Officer
- Safety
- Liaison
- Policy Group

General Staff

1. Operations

- Operation Section Chief/Deputy EOC Director
- Law enforcement/fire service
- Campus maintenance
- Transportation

2. Planning

- Planning and situation status
- Damage assessment
- Health and social services
- Documentation

3. Logistics

- Campus personnel, students, and emergency responder support
- Recovery
- Communication (IT only)

4. Finance

- Cost recovery
- Documentation
- Expense

Allan Hancock Joint Community College District

Emergency Response Plan

Activation of EOC

Activation of EOC

A. Warning/Alerts:

1. Source and means of receipt

Warning/alerts may be received from any source and by any means. The most likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to possible prank notifications.

- At scene personnel
- AHC Police Department
- Santa Barbara County Dispatch
- News media
- Santa Maria Police/Fire Dispatch
- Other reliable sources

B. Persons to receive messages

- Warning may be received by administrative office personnel
- Warning may be received by AHC Police Department.

C. Alerting Procedures

Upon receipt of an authentic warning message, AHC administrators will:

1. Initiate alerting/notification procedures to extent directed in the manner prescribe in this EOP

D. Activation

1. Authority to activate the EOC is vested by the president of the college or delegated by the president and or the line of succession list.
2. The EOC will be considered activated when sufficient personnel for operational activities are physically present.
3. Reporting – All personnel reporting for duty to the EOC will make their presence known to the EOC Director or their section leader.
4. When the EOC is activated, the area will be set up according to the EOC plan layout.
5. The initial situation briefing will be provided by the EOC Director when the EOC is activated. Subsequent briefings will be held as directed by the EOC Director.

Allan Hancock Joint Community College District
Emergency Response Plan
Lines of Succession for College President

In the absence of the College President, the Emergency Operations Plan mandates the following succession lines;

1. Vice President, Instruction
2. Vice President, Student Services
3. Vice President, Administration Services
4. Other Senior Administrator, (Designated Acting President)
5. Police Chief, Sergeant or on-duty officer (in that order)
6. Emergency Services Coordinator

**Allan Hancock Joint Community College District
Emergency Response Plan
EOC Layout**



AHC EOC POSITION DESCRIPTIONS & CHECKLISTS

EMERGENCY OPERATIONS CENTER (EOC) OVERVIEW

The Allan Hancock College (AHC) Emergency Operations Center is designed to enable the college to manage incidents and disasters utilizing the Incident Command System. The AHC EOC is located at Building-B Board Room.

General information on EOC operations can be found in the AHC Emergency Operations Plan. This Annex provides detailed information on the ICS positions most likely to be active in the AHC EOC.

EMERGENCY OPERATIONS CENTER FLOOR PLAN

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART

COMMAND STAFF

OVERVIEW

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Command Staff of the AHC EOC. The checklists are meant to guide the activities that should be considered by personnel assigned to section positions. They are not meant to list required activities, nor should the items in the checklists be interpreted as being in desired chronological order.

EOC DIRECTOR

The EOC Director reports to the AHC Superintendent/President. The EOC Director has overall responsibility and authority delegated from the AHC Superintendent /President for the operation of the EOC, including the development and implementation of strategy and the ordering and releasing of resources. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to the AHC Superintendent/President and the County EOC may vary depending upon the level of emergency.

The EOC Director will delegate authority as appropriate and necessary to members of the Command Staff and to the General Staff. Positions reporting to the EOC Manager are:

Command Staff:

Public Information Officer (PIO)

Liaison Officer

Safety Officer

AHC Agency Representative to the County EOC

Section Chiefs (General Staff):

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance Section Chief

RESPONSIBILITIES

Establish the appropriate staffing level for the Allan Hancock College EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

With input from EOC staff, set AHC priorities and objectives for response efforts.

Ensure that all AHC objectives are accomplished to meet established priorities.

Exercise overall management responsibility for the coordination between stakeholders and other AHC facilities.

Ensure that inter-agency coordination is accomplished effectively between the AHC and other outside agencies.

EOC DIRECTOR CHECKLISTS

ACTIVATION PHASE:

Place Emergency Operations Center (EOC) staff on standby.

Make contact with and brief the AHC Superintendent/President.

Ensure notification to all appropriate personnel.

If required, activate the Emergency Operations Center.

Determine appropriate level of EOC activation based on best available information.

Coordinate with all AHC campuses and facilities to ensure appropriate levels of activation are in place.

Mobilize appropriate personnel for the initial activation of the EOC.

Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.

Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.

	Verify activation of the Incident Command System.
	Ensure that the AHC EOC is properly set up and ready for operations.
	Ensure that a AHC EOC check-in procedure is established immediately.
	Ensure that a AHC EOC organization and staffing chart (ICS Form 207) is completed and posted.
	Determine which sections are needed, assign Section Chiefs as appropriate.
	Determine which Command Staff positions are required and assign appropriate personnel.
	Determine the need for an AHC Agency Representative at the County EOC or local Incident Management Team (IMT).
	Ensure that telephone and/or radio communications with all stakeholders and the County EOC are established and functioning.
	Schedule the initial EOC Planning meeting.
	Based on current status reports, establish initial objectives for the EOC.
OPERATIONAL PHASE:	
	Monitor Command Staff activities to ensure that all appropriate actions are being taken.
	If the incident may last for more than one operational period, prepare EOC objectives for the initial Planning Meeting that include the following:
	Overall strategy and objectives.
	Estimate of incident duration.
	Incident priorities to meet the objectives.
	Staffing organization chart to include additional shifts.
	Convene the initial Planning Meeting. Ensure that all Section Chiefs, Command Staff, and other key representatives are in attendance. Ensure that appropriate Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section Chief.
	Once the EOC Incident Action Plan (IAP) is completed, review, approve and authorize its implementation and have it distributed.
	Brief the AHC Superintendent/President on the status of the emergency and the EOC IAP.
	In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following AHC procedures for information releases and media briefings.
	Ensure the County Office of Emergency Management is notified of the emergency. Coordinate with the County via the County EOC if appropriate.
	Coordinate AHC priorities and objectives with the County and with other emergency response agencies, as appropriate.
	Report situation, including any school evacuations and support requirements to the County EOC or County OEM.
	Request assistance from the County OEM/EOC as required.
	Conduct periodic reviews with the General Staff to ensure EOC objectives are current and appropriate.
	Conduct periodic briefings for the AHC Superintendent/President as appropriate.
	Brief your relief at shift change using the AHC IAP, ensuring that ongoing activities are identified and follow-up requirements are known.
DEMOBILIZATION PHASE:	
	Authorize demobilization of Sections and Units when they are no longer required.
	Notify the AHC Superintendent/President and the County EOC of the planned demobilization.
	Ensure that any open actions not yet completed will be handled after demobilization.
	Ensure that all required forms or reports are completed prior to demobilization.
	Notify all Sections to collect documentation to provide input to the After Action Report/Improvement Plan. (AAR/IP)
	Ensure the Planning Section has collected all relevant documentation and begins the process of After Action review and Improvement Planning.
	Ensure each Section provides the Finance/Administration Section with appropriate records and information to documented disaster related costs.
	Make sure that staff receive debriefing and counseling, as needed.
	Deactivate the EOC at the designated time.
	As soon as possible, while interest in emergency preparedness is still high, recommend that the AHC Superintendent/President place emergency preparedness and hazard mitigation proposals on the AHC Board agenda. Suggestions for these include, but are not limited to: 1) Debrief and critique of the emergency response effort using AAR/IP, 2) Having the MESD and individual schools review their plans and procedures, 3) Discussions of the recovery effort and 4) Ensure that fiscal records are submitted to the Finance/Administration Section.

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is the primary point of contact between the AHC Superintendent/President, AHC EOC Director, the County PIO, the media and the public. The Public Information Officer reports to the AHC EOC Director.

The PIO is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. The PIO shall coordinate directly with the EOC Director to ensure uniformity and consistency of information publicly disseminated. The PIO prepares information releases, briefs media representatives, and provides for press conferences. The PIO also conducts rumor control activity. All messages from the PIO must be approved by the EOC Director before being released. The PIO will provide guidance as appropriate to AHC staff on the release of emergency related information.

Assistant Public Information Officers may be assigned as needed. The Assistants may be assigned to handle specific Information.

PUBLIC INFORMATION OFFICER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Set up your workstation and review your position responsibilities.
	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. Obtain supplies from the Logistics Section as needed.
	Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

OPERATIONAL PHASE:

	Obtain policy guidance from the EOC Director with regard to media releases. Ensure EOC Director approves all messages before release.
	Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
	Coordinate with the Documentation Unit and identify the method for obtaining and verifying significant information as it is developed.
	Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
	Implement and maintain an overall information release program.
	Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.
	Provide adequate staff to answer questions from members of the media.
	Interact with other EOC PIOs and obtain information relative to public information operations.
	Develop content for AHC RAVE and the state's Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
	In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Director.
	At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
	Ensure that a rumor control function is established to correct false or erroneous information.
	Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas as needed.
	Provide appropriate staffing and telephones to efficiently handle incoming media and public calls (Call Center).
	Update the AHC web site with current news releases as appropriate.
	Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
	Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
	Monitor broadcast media, using information to develop follow-up news releases and rumor control.
	Ensure that file copies are maintained of all information released.
	Provide copies of all media releases to the EOC Director.

	Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
	Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Director.
	Complete all required forms, reports, and other documentation.
	Provide input to the After Action/Corrective Action report.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

LIAISON OFFICER	
The AHC EOC Liaison Officer is the primary point of contact for coordination with any supporting or assisting Agency Representatives assigned to the AHC EOC. The Liaison Officer also ensures that the EOC Director is kept informed of what agencies are represented in the AHC EOC and as the primary contact, relieves the EOC Director from acting as their point of contact.	
RESPONSIBILITIES:	
Oversee all liaison activities; coordinate with outside agency representatives assigned to the MESD EOC.	
Work with EOC Section Chiefs to determine their needs for agency representatives and private sector representatives to meet operational requirements.	
Maintain a location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, status reports, and the EOC Incident Action Plan is provided to agency representatives on check-in.	
In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.	
LIAISON OFFICER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing.
	Report to EOC Director or other assigned Supervisor.
	Set up your workstation and review your position responsibilities.
	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
	Obtain assistance for your position through the Supply Unit in Logistics, as required.
OPERATIONAL PHASE:	
	Contact Agency Representatives already on-site, ensuring that they:
	Have signed into the EOC,
	Understand their role in the EOC,
	Know their work locations,
	Understand the EOC organization and floor plan.
	Determine if additional representation is required from the County EOC or other agencies.
	In conjunction with the EOC Director, coordinate with any outside Agency Representatives or County representatives not assigned to specific sections within the EOC.
	Assist the EOC Director in conducting regular briefings for any Agency Representatives and with distribution of the current EOC Incident Action Plan (IAP) and any other status reports.
	Request that any Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
	Maintain a roster of any Agency Representatives located at the EOC. Roster should include assignment within the EOC and should be distributed internally on a regular basis as it is updated.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Director.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

SAFETY OFFICER

The Safety Officer reports to the AHC EOC Director.

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

He or she maintains awareness of active and developing situations, approves the medical plan, and includes safety messages in internal written communications issued by the AHC EOC Director. The Safety Officer ensures a safe working environment is established and maintained within the AHC EOC.

RESPONSIBILITIES:

Ensure that all buildings and other facilities used in support of the AHC EOC are in a safe operating condition.

Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.

Stop or modify all unsafe operations, notifying the AHC EOC Director of actions taken.

SAFETY OFFICER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
--	---

	Report to AHC EOC Director.
--	-----------------------------

	Set up your workstation and review your position responsibilities.
--	--

	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
--	---

	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
--	---

OPERATIONAL PHASE:

	Tour the entire AHC EOC facility and evaluate conditions; advise the AHC EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.). Ensure that unsafe conditions are corrected.
--	---

	Survey the AHC EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
--	---

	Be familiar with particularly hazardous conditions in the facility; take action when necessary.
--	---

	Prepare and present safety briefings for the AHC EOC Director and EOC Staff at appropriate meetings.
--	--

	Be prepared to develop any Safety Plans required by the incident.
--	---

	If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
--	---

	Ensure that the AHC EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
--	---

	Keep the AHC EOC Director advised of unsafe conditions; take action when necessary.
--	---

	Coordinate with all stakeholders and AHC facilities with respect to any safety information and feedback about safety at their facilities; provide guidance when necessary.
--	--

	Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
--	--

DEMOBILIZATION PHASE:

	Deactivate your assigned position and close out logs when authorized by the AHC EOC Director.
--	---

	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
--	--

	Be prepared to provide input to the After Action Report/ Improvement Plan.
--	--

	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
--	---

	Clean up your work area before you leave.
--	---

	Leave a forwarding phone number where you can be reached.
--	---

AHC AGENCY REPRESENTATIVE

The AHC EOC Director may elect to send an AHC Agency Representative to the County EOC or some other location. In doing so, the AHC EOC Director may delegate whatever authority to the Agency Representative that the situation requires to share information, report back regarding County priorities and objectives, or to speak on behalf of the AHC EOC Director. The Agency Representative should have the authority to commit AHC resources and set AHC policy. Because of this, the person assigned as the Agency Representative should be a senior official of AHC.

RESPONSIBILITIES:

Represent the AHC EOC Director and AHC at the County EOC

Ensure the AHC EOC Director or designated point of contact is kept informed of County priorities, objectives and action plans.

Be the primary point of contact and coordination between the AHC EOC and the County EOC.

Other responsibilities as delegated by the AHC EOC Director depending upon the circumstances.

AGENCY REPRESENTATIVE CHECKLISTS

ACTIVATION PHASE:

Report to AHC EOC Director or other assigned Supervisor.

Determine your Point of Contact at the County EOC or location to which you are being assigned (usually the Liaison of the agency EOC).

Determine reporting schedule to the AHC EOC.

Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.

Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Deploy to the County EOC or other location as directed.

OPERATIONAL PHASE:

Meet with your point of contact (POC) at the County EOC (usually the County Liaison).

Identify your duty station and ensure you have proper equipment, connectivity, and communications with the AHC EOC.

Obtain briefing from your point of contact or other authority.

Keep the County Liaison informed of AHC EOC priorities, objectives and action plans.

Act as the primary point of contact for the AHC EOC staff with the County EOC.

Accomplish other duties and requests as assigned.

Attend briefings and planning meetings as required.

Provide input on the use of AHC resources or facilities.

Advise your point of contact (County EOC Liaison) of any special agency needs or requirements.

Report to the AHC EOC on the pre-arranged schedule.

DEMOBILIZATION PHASE:

Deactivate your assigned position and close out logs when authorized by the AHC EOC Director or your supervisor.

Complete all required forms, reports, and other documentation.

Be prepared to provide input to the After Action Report/Improvement Plan.

If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

Clean up your work area before you leave.

Leave a forwarding phone number where you can be reached.

OPERATIONS SECTION

OVERVIEW

The Operations section is responsible for managing operations directed towards reducing the immediate hazard at the incident site. For AHC, the Operations Section functions to support incident response activities at schools and other AHC facilities.

STAFFING

The determination of the appropriate level of staffing to manage the function is the responsibility of the Operations Section Chief. In general, the following conditions will apply.

Maintain a span of control not to exceed one supervisor for up to seven subordinates.

One person may have delegated authority for more than one area of responsibility.

Each of these functional areas can be expanded as needed with further delegation of authority. If a section is not activated, the AHC EOC Director will perform its responsibilities.

OPERATIONS SECTION CHIEF

The Operations Section Chief reports to the AHC EOC Director.

The Operations Section Chief directly manages all incident tactical activities and implements the Incident Action Plan (IAP). The Operations Section Chief should be designated for each operational period and will have direct involvement in the development of the IAP for the next operational period.

The Operations Section Chief determines and directs the execution of the strategies and tactics necessary to achieve the incident objectives as written in the Incident Action Plan.

RESPONSIBILITIES:

Ensure that operational objectives identified in the Incident Action Plan are carried out effectively.

Establish the appropriate level of Unit organizations within the Operations Section needed to accomplish incident objectives.

Continuously monitor the organizational effectiveness and modify as necessary.

Exercise overall responsibility for the coordination of Unit activities within the Operations Section.

Ensure that the Planning Section is provided with status reports as needed.

Conduct periodic Operations briefings for the AHC EOC Director as required or requested.

Participate in the development of the IAP for the next operational period.

OPERATIONS SECTION CHIEF CHECKLISTS

ACTIVATION PHASE:

- | | |
|--|--|
| | Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources. |
| | Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift. |
| | Ensure that the Operations Section is set up and that appropriate personnel, equipment, and supplies are in place, including maps and status boards. |
| | Meet with Planning Section Chief; obtain a preliminary situation briefing. |
| | Coordinate with the Planning Section Chief to determine the need for any special skills, such as Geographic Information System. |
| | Based on the situation, activate Units within section as needed and designate Unit Leaders for each element. |
| | Ensure that sufficient staffing is in place to provide for coordinating services to meet AHC responsibilities. |
| | Request additional personnel for the section as necessary for 24-hour/extended operations, if needed. |
| | Obtain a current communications status briefing from the Communications Unit in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section. |
| | Establish radio or phone communications with the County EOC. |
| | Coordinate with the AHC EOC Director regarding the need for Agency Representatives in the Operations Section. |
| | Based on the situation known or forecasted, determine likely future needs of the Operations Section. |

OPERATIONAL PHASE:	
	Ensure Operations Section position logs and other necessary files are maintained.
	Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including status reports and other reports as required.
	Ensure that all media contacts are referred to the AHC Public Information Officer.
	Conduct periodic briefings as needed.
	Attend and participate in Planning Meetings.
	Determine the strategies and tactics necessary to carry out the incident objectives as identified in the IAP.
	Continually monitor Operations Section strategies for effectiveness.
	Ensure that the Units coordinate all resource needs through the Logistics Section.
	Ensure that intelligence information from each Unit is made available to the Planning Section in a timely manner.
	Brief the AHC EOC Director on all major developments.
	Ensure that situation status information is disseminated to EOC staff, to the AHC Agency Representative at the County EOC and to others as required.
	Brief Units periodically on any updated information you may have received. Share status information with other sections as appropriate.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the AHC EOC Director.
	Complete all required forms, reports, and other documentation.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

PLANNING SECTION

OVERVIEW

The Planning Section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps, and gathers and disseminates information critical to the incident.

STAFFING

The determination of the appropriate level of staffing is the responsibility of the Plans Sections Chief. In general, the following conditions will maintain a span of control not to exceed one supervisor for up to seven subordinates.

One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.

Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the AHC EOC Director will perform its responsibilities.

PLANNING SECTION FUNCTIONAL DESCRIPTION

The Planning Section in the AHC EOC acts as the primary element of the AHC EOC that manages information and develops the EOC Incident Action Plan (IAP) when there are ongoing operations past one operational period.

Planning Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

Staff assigned to the Units within the EOC Planning Section receive incoming status reports, AHC status reports, weather reports and other field intelligence. Incoming information is documented and routed to the appropriate EOC section.

The Planning Section ensures adequate documentation and information flow for the AHC EOC Director.

PLANNING SECTION CHIEF

The Planning Section Chief reports to the AHC EOC Director.

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period. Gathers information from a variety of sources, analyzes and verifies information, and prepares and updates AHC EOC information and displays. He or she is responsible for the identification of alternate strategies, the prediction of incident potential, the identification of needed specialized resources and demobilization and recovery.

The Planning Section oversees the planning meetings and prepares the EOC Incident Action Plan. The Planning Section will collect EOC documentation, and prepare advance planning information and the After Action Report/Improvement Plan.

The Planning Section Chief supervises the Documentation, Resource, Facility Assessment and Situation Units, to the extent these Units are activated.

RESPONSIBILITIES:

Collect, analyze, and display situation information.

Prepare periodic status reports.

Prepare and distribute the EOC Incident Action Plan.

Facilitate Planning Meetings.

Conduct Advance Planning activities and reports.

Provide technical support services to the various EOC sections and Units, and document and maintain files on all EOC activities, including the After Action Report/Improvement Plan (AAR/IP).

Establish the appropriate level of organization for the Planning Section.

Exercise overall responsibility for the coordination of Unit activities within the section.

Keep the AHC EOC Director informed of significant issues affecting the Planning Section.

In coordination with the other Section Chiefs, ensure that status reports are completed and utilized as a basis for situation analysis reports, and the EOC Incident Action Plan.

PLANNING SECTION CHIEF CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
	Ensure that the Planning Section is set up and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Documentation Unit
	Resource Unit
	Facility Assessment Unit
	Situation Unit
	Request additional personnel as necessary to maintain a 24-hour operation.
	Establish contact with the Operations Section to receive status reports through the AHC Agency Representative at the County EOC.
	Meet with Operations Section Chief; obtain and review any major incident reports.
	Develop plans for carrying out all Unit responsibilities in the Section.
	Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
	Keep the AHC EOC Director informed of significant events.
OPERATIONAL PHASE:	
	Ensure that Planning Section position logs and other necessary files are maintained.
	Ensure that Documentation Unit is maintaining current information for the Incident Action Plan (IAP) and any other situation status reports.
	Ensure that the Incident Action Plan (IAP) is produced and distributed.
	Develop additional situation status reports as requested by the AHC EOC Director.
	Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
	Facilitate the Planning Meetings approximately two hours before the end of each operational period.
	Ensure that objectives for each section are completed, collected and posted in preparation for the next Planning Meeting.
	Ensure that the Incident Action Plan is completed and distributed prior to the start of the next operational period.
	Work with each Unit within the Planning Section to ensure the section objectives, as defined in the current IAP are being addressed.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
	Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action Report/Improvement Plan (AAR/IP).
	Provide technical specialists to all EOC sections as required.
	Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
	Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
	Facilitate recovery planning meetings involving appropriate Command and General Staff personnel.
	Develop a recovery plan and strategy for AHC.
	Coordinate with the Finance/Administration Section to ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the AHC EOC Director.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to and to complete the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

LOGISTICS SECTION	
OVERVIEW	
The Logistics Section provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.	
STAFFING	
The determination of the appropriate level of staffing is the responsibility of the AHC EOC Logistics Chief. In general, the following conditions will apply:	
Staff the section with the persons assigned by the AHC EOC Logistics Chief.	
Maintain a span of control not to exceed one supervisor for up to seven subordinates.	
One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.	
Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the AHC EOC Director will perform its responsibilities.	
LOGISTICS SECTION FUNCTIONAL DESCRIPTION	
The Logistics Section in the AHC EOC acts as the primary element of the AHC EOC that manages services and support to the various Sections in the AHC EOC and to individual AHC facilities.	
Logistics Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed. Staff assigned to the Units within the EOC Logistics Section receive and manage incoming information about AHC resources and capabilities to support AHC operations, including locating outside resources that are needed. Incoming information is documented and routed to the appropriate EOC section.	
The Logistics Section ensures that the AHC EOC Director has the resources needed to support AHC operations, staff, students and facilities.	
LOGISTICS SECTION CHIEF	
The Logistics Section Chief reports to the AHC EOC Director.	
The Logistics Section Chief manages and coordinates logistical efforts. He or she identifies anticipated and known incident service and support requirements, and requests additional resources as required.	
The Logistics Section Chief supervises the Communications, Facilities, Food, Supply, and Transportation Units, to the extent these Units are activated.	
RESPONSIBILITIES:	
Provide communication services, care and shelter, resource tracking; acquiring equipment, supplies, personnel, facilities, animal care, and transportation services; as well as arranging for food, lodging, and other support services for incident personnel as required.	
Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.	
Coordinate with the Operations Section Chief to establish priorities for resource allocation to meet both county and local government requests.	
Keep the AHC EOC Director informed of all significant issues relating to the Logistics Section.	
Ensure communications services are established and maintained to support AHC and the AHC EOC.	

LOGISTICS SECTION CHIEF CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
	Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Communications Unit
	Facilities Unit
	Food Unit
	Supply Unit
	Transportation Unit
	Advise Logistics Section Units to coordinate with appropriate Units in the Operations Section to prioritize and validate resource requests from AHC and facilities. This should be done prior to acting on the request.
	Meet with the AHC EOC Director and Command Staff and identify resource needs.
	Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
	Assist Unit Leaders in developing objectives for the section for the first operational period
	Provide periodic Section status reports to the AHC EOC Director.
OPERATIONAL PHASE:	
	Ensure that Logistics Section position logs and other necessary files are maintained.
	Attend and participate in EOC Incident Action Planning meetings.
	Ensure that the Supply Unit coordinates with the Procurement Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
	Ensure that transportation requirements in support of response operations are met.
	Ensure that all requests for facilities and facility support are addressed.
	Ensure that all AHC resources are tracked and accounted for, as well as outside resources ordered through the County EOC.
	Provide section staff with information updates as required.
	Refer all contacts with the media to the Public Information Officer.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the AHC EOC Director.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

FINANCE/ADMINISTRATION SECTION	
OVERVIEW	
<p>The Finance/Administration Section is established when there is a specific need for financial and/or administrative services to support incident management activities. Large or evolving scenarios may involve significant funding originating from multiple sources. In addition to monitoring these sources, the Section Chief must track and report to the AHC EOC Director the accrued cost as the incident progresses. This allows the AHC EOC Director to forecast the need for additional funds before operations are negatively affected. The Section Chief may also need to monitor expenditures to ensure that applicable statutory rules are met.</p>	
STAFFING	
<p>The determination of the appropriate level of staffing is the responsibility of the Finance/Administration Section Chief. In general, the following conditions will apply:</p> <p>Staff the section with the persons assigned by AHC.</p> <p>Maintain a span of control not to exceed one supervisor for up to seven subordinates.</p> <p>One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.</p> <p>Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the AHC EOC Director will perform its responsibilities.</p>	
FINANCE/ADMINISTRATION SECTION FUNCTIONAL DESCRIPTION	
<p>The Finance/Administration Section acts as the primary element of the AHC EOC that manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.</p> <p>Finance/Administration Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.</p> <p>Staff assigned to the Units within the EOC Finance/Administration Section receive financial and administrative information from all functional units within the EOC as well as AHC Administration. Incoming information is documented and routed to the appropriate EOC section.</p> <p>The Finance/Administration Section positions are extremely important in that they ensure appropriate financial accountability for the AHC EOC Manager.</p>	
FINANCE/ADMINISTRATION SECTION CHIEF	
<p>The Finance/Administration Section Chief reports to the AHC EOC Director.</p> <p>The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.</p>	
RESPONSIBILITIES:	
Ensure that all financial records are maintained throughout the emergency.	
Ensure that all on-duty time is recorded for all emergency response personnel.	
Ensure that all on-duty time sheets are collected.	
Ensure there is a continuum of the payroll process for all AHC employees responding to the emergency.	
Determine purchase order limits for the procurement function in Logistics.	
Ensure that all workers compensation claims resulting from the emergency are turned over to the AHC Risk Manager.	
Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.	
Provide administrative support to all EOC Sections as required.	
Activate Units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.	
Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Operations Section for transmittal to the AHC EOC.	

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log (ICS Form 214) that chronologically describes your actions taken during your shift.
	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Cost/Accounting Unit
	Personnel/Volunteer Unit
	Procurement Unit
	Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
	Meet with all Section Unit Leaders and ensure that responsibilities are clearly understood.
	Notify the AHC EOC Director when the Finance/Administration Section is operational.
OPERATIONAL PHASE:	
	Ensure that Finance/Administration Section position logs and other necessary files are maintained.
	Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
	Participate in all Planning Meetings.
	Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the IAP.
	Keep the AHC EOC Director, General Staff, and Section Chiefs aware of the current fiscal situation and other related matters, on an on-going basis.
	Ensure that the Section maintains all financial records throughout the emergency.
	In coordination with the AHC EOC Director, ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
	Ensure that all workers compensation claims resulting from the emergency are turned over to the AHC Risk Manager.
	Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
	Monitor expenditures and apply applicable statutory rules as necessary.
	Coordinate closely with Planning and Logistics Sections to ensure that operational records can be reconciled with financial documents.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the AHC EOC Director.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

Allan Hancock Joint Community College District

Emergency Response Plan

Appendix 1 – Briefing for Opening the EOC

The Emergency Operation Center (EOC) Director when opening the EOC can use the following information to inform the EOC participants.

1. The scope and known specifics of the incident that has caused the EOC to be activated
2. Location of the incident
3. Number of people to be assigned to the EOC (ICS positions to be filled)
4. Number of currently known injured
5. The expected time period of the activation of the EOC
6. Security and safety (both the campus and EOC)
7. Communication network
8. Continue briefing as often as necessary, but at least every two hours to upgrade EOC staff
9. Prepare the Incident Action Plan and maintain the ICS 214

Allan Hancock Joint Community College District

Emergency Response Plan

Appendix 2 – Closing/Deactivating the EOC

When it is determined that closure of the EOC is imminent, a prepared and final briefing will be held. The EOC will close/deactivate only after the emergency has been mitigated.

The debriefing should allow each EOC staff member to make comments, suggestions and offer a "thumbnail" critique of specific actions and/or lessons learned.

During the debriefing the following may be included:

1. Reports that are due or need to be collected
2. Overall EOC performance
3. Success stories and/or lessons learned
4. Backup or archive all computer records
5. Collect all information and damage reports from other participating agencies
6. If a proclamation of a campus emergency had been declared, ensure that a proclamation to terminate the campus emergency is issued.
7. Make copies of reports or other documents that will be necessary to present to local, state and federal agencies

Allan Hancock Joint Community College District

Emergency Response Plan

Appendix 3 – ICS EOC Organization Chart

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____	Date To: _____ Time To: _____
3. Organization Chart		
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[] </pre>		
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

Allan Hancock Joint Community College District

Hazard Specific Annex 1

Earthquake

Purpose:

- An earthquake is a natural phenomenon that results from a sudden release of stored energy in the earth's crust.
- Damage may be minor to catastrophic and include multiple casualties.
- The purpose of this annex is to ensure procedures are in place to protect students, staff, visitors, and school resources in case of an earthquake.

Activating the Emergency Operations Center (EOC)

Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of the EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuations/Reverse Evacuations (recalling of people back into buildings)
- Shelter-in-place
- Reunification
- Continuity of Operations
- Mass Care
- Psychological Counseling
- Special Needs Population
- Aftershocks
- Debris Removal
- Access Control

EOC Considerations:

- Notifying of local authorities.
- On-going intelligence gathering from all sources.
- Determining what procedures should be activated.
- Determining depth of staffing.
- On-going notifications of students, visitors and staff.
- Implementation of communication plan.
- Short/long-term effect on AHC.
- Collect, evaluate and share information.
- Reviewing/clarifying EOC procedures with staff.
- Documentation of events for cost recovery (ICS Form 214).
- Declaration of Emergency.
- Safeguarding AHC property.
- Developing an Incident Action Plan (IAP).
- Supporting the "Field" component of the incident.
- Integrity of the EOC.

Staff Actions:

- Remain with your students.
- Ensure students are removed from the immediate area of danger.
- Shelter-in-Place based on instructions received or best information available. Remain sheltered until an ALL-CLEAR has been issued.
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available.
- Maintain accountability of students. Report missing or injured students to AHC Police Department.
 - *Santa Maria Campus* at Extension **3911**.
 - AHC Police Dept. *Lompoc Valley Center* at Extension **5911**.
 - Cell Phone users 9-1-1.
 - Provide specific location and nature of problem.
 - Stay on the phone until dispatcher says to hang up.
- Document all activities taken (ICS Form 214) cost recovery.
- Alert others in the area to leave or shelter-in -place.
- Ensure notification to the **AHC Police Department** has been made.
- Ensure the **AHC College President** is notified.
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued.
- Assist any Special Needs individual(s) with evacuation as necessary.

Allan Hancock Joint Community College District

Hazard Specific Annex 2

Fire

Purpose:

- The purpose of this annex is to ensure procedures are in place to protect students, staff, visitors and school resources in case of a fire.

Activating the Emergency Operations Center (EOC)

Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuations
- Shelter-in-place
- Reunification
- Continuity of Operations
- Mass Care
- Psychological Counseling
- Special Needs Population

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of staffing
- On-going notifications of students, visitors, and staff
- Implementation of communication plan
- Short/long-term effect on AHC
- Reviewing/clarifying EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC property
- Developing an Incident Action Plan (IAP)
- Supporting the “Field” component of the incident
- Reunification

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- Any staff discovering fire or smoke conditions will activate the nearest smoke/fire alarm
- Initiate evacuation procedures based on instructions received or best information available after a fire alarm activation
- Maintain accountability of students. Report missing or injured students to the AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Alert others in the area to leave
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified
- Close windows and doors and limit access to affected areas
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued
- Assist any Special Needs individual with evacuation as needed

Allan Hancock Joint Community College District

Hazard Specific Annex 3

Hazardous Materials Release

Purpose:

- Hazardous materials are used for a variety of reasons and are regularly transported by road, train and aircraft throughout the Santa Maria Valley.
- Chemical spills may originate inside or outside of a building on campus or other nearby location.
- Examples include: rail car accidents, tanker truck accidents and industrial accidents.
- The purpose of this annex is to ensure procedures are in place to protect students, staff and school resources in case of a hazardous materials release.

Activating the Emergency Operations Center (EOC)

Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of the EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuations/Reverse Evacuations (recalling of people back into buildings)
- Shelter-in-place
- Reunification
- Continuity of Operations
- Mass Care
- Psychological counseling
- Special Needs Population
- Shutting HVAC system(s) down

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of staffing
- On-going notifications of students, visitors, and staff
- Implementation of communication plan
- Short/long-term effect on AHC
- Reviewing/clarifying EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC property
- Developing an Incident Action Plan (IAP)
- Supporting the “Field” component of the incident

Staff Actions:

- Remain with your students.
- Ensure students are removed from the immediate area of danger
- Shelter-in-Place based on instructions received or best information available. Remain sheltered until an ALL-CLEAR has been issued
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available
- Maintain accountability of students. Report missing or injured students to AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Alert others in the area to leave or shelter-in -place
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified
- Close windows and doors and limit access to affected areas
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued
- Assist any Special Needs individual with evacuation as needed

Allan Hancock Joint Community College District

Hazard Specific Annex 4

Utilities Failure

Purpose:

- Failure of any of the major utility systems at Allan Hancock College can have minor to major effects upon the campus.
- Power outages, natural gas, and telephone service disruption may occur with little or no warning.
- The purpose of this annex is to ensure procedures are in place to protect students, staff and school resources in case of a utility's failure.

Activating the Emergency Operations Center (EOC)

- Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of EOC is necessary and to what level it should be staffed

Operational Considerations:

- Evacuations
- Shelter-in-place
- Continuity of Operation
- Special Needs Population

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of staffing
- On-going notifications of students, visitors and staff
- Short/long-term effect on AHC
- Collect, evaluate and share information
- Reviewing/clarifying EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC property
- Developing an Incident Action Plan (IAP)
- Supporting the "Field" component of the incident

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- Shelter-in-Place based on instructions received or best information available Remain sheltered until an ALL-CLEAR has been issued
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available
- Maintain accountability of students. Report missing or injured students to the AHC Police Department
 - *Santa Maria Campus* at Extension **3911**.
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**.
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Alert others in the area to leave or shelter-in-place
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified.
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued.
- Assist any Special Needs individual with evacuation as necessary.

Allan Hancock Joint Community College District

Hazard Specific Annex 5

Civil Disturbance or Armed Intruder on Campus

Purpose:

- The purpose of this annex is to ensure there are procedures in place to protect staff, students, visitors, and AHC property in the event of a civil disturbance or an armed intruder on campus.
- This annex outlines additional responsibilities for staff during a civil disturbance or responding to an armed intruder on campus.

Activating the Emergency Operations Center (EOC)

- Based on the best available information, gathered from all available resources, the Emergency Operations Center Director will determine if activation of the EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Locating and neutralizing any threat to AHC students, visitors or staff
- Evacuation/Reverse Evacuation
- Lockdown
- Relocation
- Reunification
- Continuity of Operations
- Mass Care
- Special Needs Population
- Psychological Counseling

EOC Considerations:

- Notification of local authorities
- Determining what procedures should be activated
- On-going intelligence gathering from all sources
- Closures, partial closures, relocation
- Determine depth of EOC staffing
- Public Information and warning
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC Property
- Development of an Incident Action Plan
- Supporting the “Field” component of the incident

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- In the event of a lock-down, ensure classroom/office doors are locked, keep students clear of windows, close window blinds, silence electronic devices
 - Do not open door until police or AHC employee direct you to do so
- Initiate evacuation to a place of safety as directed or as necessary
- Immediately report any intruder or suspicious person to the *Santa Maria Campus - AHC Police Department* Extension **3911** or the *Lompoc Valley Center AHC Police Department* Extension **5911**
- Maintain accountability of students. Report missing or injured students to AHC Police Dept.
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Do not return to evacuated area until an ALL-CLEAR has been issued
- Ensure the **AHC College President** is notified
- Assist Special Needs Population as needed

Allan Hancock Joint Community College District

Hazard Specific Annex 6

Bomb Threat

Purpose:

- Bomb threats or explosions are a law enforcement incident.
- Damage may be minor to catastrophic and include multiple casualties.
- The purpose of this annex is to ensure procedures are in place to protect students, staff, visitors, and school resources in case of a bomb threat.

Bomb Threat:

- Bomb threats usually received by phone.
- Call-taker should get as much information from caller as possible. Use *Bomb Threat Checklist*.

Activating the Emergency Operations Center (EOC):

- Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuations/Reverse Evacuations (recalling of people back into buildings)
- Shelter- in-place
- Reunification
- Continuity of Operations
- Mass Care
- Psychological Counseling
- Special Needs Population
- Secondary Devices
- Rumor Control

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of staffing
- On-going notifications of students, visitors and staff
- Implementation of communication plan
- Short/long-term effect on AHC
- Collect, evaluate and share information
- Reviewing/clarifying EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC property
- Developing an Incident Action Plan (IAP)
- Supporting the “Field” component of the incident
- Integrity/Safety of the EOC

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- Never handle a device or suspicious package
- Shelter-in-Place based on instructions received or best information available Remain sheltered until an ALL-CLEAR has been issued
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available
- Maintain accountability of students. Report missing or injured students to the AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Alert others in the area to leave or shelter-in-place.
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified.
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued.
- Assist any Special Needs individual with evacuation as necessary.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*** Refer to your local bomb threat management plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

OTHER INFORMATION:

Allan Hancock Joint Community College District

Hazard Specific Annex 7

Airplane Crash

Purpose:

- Allan Hancock College sits near the flight path of Santa Maria Regional Airport
- An in-flight emergency, pilot error, weather or catastrophic failure could cause a plane to crash into a part of the Santa Maria Campus
- Fire, building collapse, mass casualties and hazardous materials release are all possibilities following a airplane crash
- The purpose of this annex is to ensure procedures are in place to protect students, staff and school resources in case of an airplane crash

Activating the Emergency Operations Center (EOC)

- Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of EOC is necessary and to what level it should be staffed. The purpose of this annex is to ensure procedures are in place to protect students, staff, visitors, and school resources in case of an airplane crash

Operational Considerations:

- Evacuations/Reverse Evacuations (recalling of people back into buildings)
- Shelter- in-place
- Reunification
- Continuity of Operations
- Mass Care
- Psychological counseling
- Special Needs Population
- Debris Removal
- Access Control

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of staffing
- On-going notifications of students, visitors, and staff
- Implementation of communication plan
- Short/long-term effect on AHC
- Collect, evaluate and share information
- Reviewing/clarifying EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding AHC property
- Developing an Incident Action Plan (IAP)
- Supporting the “Field” component of the incident
- Integrity of the EOC

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- Shelter-in-Place based on instructions received or best information available Remain sheltered until an ALL-CLEAR has been issued
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available
- Maintain accountability of students. Report missing or injured students to AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Alert others in the area to leave or shelter-in-place
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified
- Do not return to buildings that have been evacuated until an ALL-CLEAR has been issued
- Assist any Special Needs individual with evacuation as necessary

Allan Hancock Joint Community College District

Hazard Specific Annex 8

Environmental (Heat, Cold, Wind, & Storm)

Purpose:

- Flooding is a natural feature of weather, climate and topography in any specified area
- Weather extremes, heat, cold and wind occur and usually causes no major damage.
In the event of an extreme, prolonged weather cycle, AHC may lose power, thus affecting heating and cooling abilities
- The purpose of this annex is to ensure that Allan Hancock College has procedures in place to protect the lives of the students, visitors, and staff in the event of an environmental emergency

Activating the Emergency Operations Center (EOC)

Based on the best available information, gathered from all available resources, the Emergency Operations Center Director will determine if activation of the EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuation/Reverse Evacuation
- Relocation
- Reunification
- Continuity of Operations
- Mass Care
- Special Needs Population
- Psychological Counseling

EOC Considerations:

- Notification of local authorities of intent to evacuate, relocation area and route to be taken
- Campus closure, full or partial
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- Determining depth of EOC staffing
- On-going notifications to students, visitors and staff
- Review/clarify EOC procedures with staff
- Documentation of events for cost recovery (ICS Form 214)
- Declaration of Emergency
- Safeguarding of AHC property
- Development of an Incident Action Plan (IAP)
- Supporting the “Field” component of the incident

Staff Actions:

- Remain with your students
- Ensure students are removed from the immediate area of danger
- Initiate evacuation as directed or as necessary
- Maintain accountability of students. Report missing or injured students to AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Document all activities taken (ICS Form 214) cost recovery
- Do not return to evacuated area until an ALL-CLEAR has been issued
- Ensure the **AHC College President** is notified
- Assist Special Needs Population as needed

Allan Hancock Joint Community College District

Hazard Specific Annex 9

Aggressive/Threatening Behavior

Purpose:

- Allan Hancock College is committed to providing a safe, secure learning and work environment for students, employees and visitors that is free from threats, intimidation and violence.
- Workplace violence is defined as “*Any physical assault or threatening behavior occurring in the workplace by employees, students or third-parties*”

Activating the Emergency Operations Center (EOC)

Based on the best available information, gathered from all available resources, the Emergency Operations Center Director (EOC Director) will determine if activation of EOC is necessary and to what level it should be staffed.

Operational Considerations:

- Evacuations/Reverse Evacuations (recalling of people back into buildings)
- Shelter-in-place

EOC Considerations:

- Notifying of local authorities
- On-going intelligence gathering from all sources
- Determining what procedures should be activated
- On-going notifications of students, visitors and staff
- Safeguarding AHC property
- Psychological Counseling

Staff Actions:

- Remain with your students.
- Ensure students are removed from the immediate area of danger
- Avoid physical confrontation except as a last resort to protect yourself, students or staff
- Shelter-in-Place based on instructions received or best information available. Remain sheltered until an ALL-CLEAR has been issued
- Initiate evacuation procedures or reverse evacuation procedures as appropriate, based on instructions received or best information available
- Maintain accountability of students. Report missing or injured students to AHC Police Department
 - *Santa Maria Campus* at Extension **3911**
 - AHC Police Department *Lompoc Valley Center* at Extension **5911**
 - Cell Phone users 9-1-1
 - Provide specific location and nature of problem
 - Stay on the phone until dispatcher says to hang up
- Alert others in the area to leave or shelter-in -place
- Ensure notification to the **AHC Police Department** has been made
- Ensure the **AHC College President** is notified
- Assist any Special Needs individual with evacuation as needed

Allan Hancock Joint Community College District
Hazard Specific Annex 10
Disease Outbreak (Epidemic/Pandemic)

- Situations involving a pandemic or other community health concern often occur without warning and evolve quickly. The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that risks of a major pandemic, such as COVID-19, remains a high probability. Should any disease outbreak occur, it is the intention of the District to provide a coordinated and comprehensive response to the outbreak in order to minimize exposure, protect the safety of students and employees, and ensure continuation of education and services.
- The Santa Barbara County Public Health Department is the local authority on disease outbreak. The District will follow the direction, policies and procedures of this governing body regarding any disease outbreak impacting the District.
- An outbreak of a virus could significantly interrupt normal District functions for an unknown extended period of time and may require closure of any of its campuses.
- The primary focus of this Annex is to identify the hazards that will be produced by an outbreak, plan for and reduce the impact of the outbreak, maintain operations during and after an outbreak, and advise students, employees and visitors on the things they can do to mitigate the impact of an outbreak on both the District, themselves, and the local community.

Assumptions

The impact of a disease outbreak is unknown. The following pandemic assumptions will be utilized in the development of this Annex:

- A significant percentage of the workforce could be out sick beyond accrued sick days during a pandemic.
- People may decide to stay home to care for family members and/or are afraid of exposure.
- Flexibility will be necessary and might include expansion of physical space between work stations (social distancing) or allowing employees to work from home (if possible).
- Leave policies will need to be flexible.
- Employees may need personal protective equipment (PPE) to maintain critical services.
- Availability of supplies will be limited due to hoarding, limited production, and transportation limitations.
- Assistance from outside organizations or levels of government will be unlikely if the outbreak is nationwide/worldwide.
- The District may be closed because of staffing shortages, a community quarantine or direct order of the Santa Barbara County Public Health Department.

Action Plan

- Planning, Communication and Surveillance
 - Communicate planning and general public health information to the District community.
 - Maintain a reasonable amount of medical and other supplies on campus.
 - Monitor World Health Organization (WHO), CDC (Centers for Disease Control), state, and local health agencies for information regarding the pandemic or epidemic virus and/or other activity.
 - Coordinate documentation processes and organizational management for necessary California Office of Emergency Services (CAL OES) and Federal Emergency Management Agency (FEMA) forms.
 - Develop an algorithm and “roadmap” for the creation and submittal of incident specific forms required by CAL OES and FEMA.
- Any Virus or Other Outbreak Identified:
 - Monitor WHO, CDC and local health agencies for information.
 - Implement travel restrictions recommended by CDC and US Department of State.
 - Communicate specific District and public health information to the District community.
 - Increase stock of supplies needed to provide care in the event of a local outbreak.
- Any Virus or Other Outbreak
 - Monitor WHO, CDC, state and local health agencies for information regarding the virus and/or other activity.
 - Increase stocks of supplies needed to provide care in the event of a local outbreak.
 - Monitor for the virus activity and severity in the District community.
 - Consider limitation and/or suspension of District operations.
 - Communicate disease recognition and management, personal protection, social distancing, quarantine and isolation information to the District community.
 - Consider language barriers, students with disabilities, cultural barriers, and those struggling with extreme poverty.



Allan Hancock College Joint Community College District

Essential EOC Disaster Forms

Annex 11

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, the ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT Emergency Operations Plan empowers the Superintendent/President to proclaim a Campus State of Emergency when the campus has been affected by a significant incident, major emergency or disaster; and

WHEREAS, the Superintendent/President does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus caused by _____ on the _____ date of _____, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist through _____ or until its termination is proclaimed by the Superintendent/President of Allan Hancock Joint Community College District.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Santa Barbara, the City of Santa Maria, the City of Lompoc, the City of Solvang, the City of Guadalupe, and the Board of Trustees of the Allan Hancock Joint Community College District.

Print Name and Title

Date

Signature

Date

Allan Hancock Joint Community College District

Hazard Specific Appendix 5

Standard Response Protocol

THE STANDARD RESPONSE PROTOCOL

A critical ingredient in the safe campus recipe is the uniform classroom response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

Historically, colleges have taken a scenario-based approach to respond to hazards and threats. It's not uncommon to find a stapled sheaf of papers or tabbed binder in an instructor's desk that describes a variety of things that might happen, and the specific response to each event.

SRP IS ACTION BASED

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, professors and first responders.

1. **Hold** is followed by "In your Room or Area. Clear the Halls" and is the protocol used when the hallways need to be kept clear of people.
2. **Secure** is followed by "Get Inside, Lock Outside Doors" and is the protocol used to safeguard people within the building.
3. **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep people quiet and in place.
4. **Evacuate** may be followed by a location, and is the protocol used to move people from one location to a different location in or out of the building.
5. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to local responders would then be "We are under Lockdown."

Each response has specific student and staff actions. The Evacuate response might be followed by a location: "Evacuate to the Commons." Responses can also be chained. For instance, "Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold."

BENEFITS

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For staff, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the building to an Evacuation.

SECURE VS. LOCKDOWN

The differentiation between Secure and Lockdown is a critical element in SRP. Secure recovers people from outside the building, protects the building perimeter and locks or monitors all exterior doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious animal on the grounds would be examples of a Secure response. While the Secure response encourages greater situational awareness, it allows for educational practices to continue with little interruption or distraction.

Lockdown is a room-based protocol that requires locking or barricading the door(s), turning off the lights and requiring occupants remain out of sight of any corridor windows, and remain quiet. It does not mandate locking exterior doors for a few reasons: risk is increased to occupants or staff in exposed areas attempting to lock the doors, and locking exterior doors inhibits entry of first responders and increases risk as responders attempt to breach doors. If the doors are already locked, leave them alone.

Be aware that situations can change quickly. Depending on what's happening, a Lockdown might change to a Secure condition, or the Secure condition evolves to Lockdown.

TACTICAL RESPONSES

SRP also acknowledges that some incidents involve a tactical response from law enforcement, and suggests consultation with local law enforcement regarding expectations and actions.



SRP IN A NUTSHELL

5 ACTIONS

Each protocol has specific staff and student activity that are unique to the action. In the event a student or staff member identifies the initial threat, calling 911 and administration is advised.



HOLD! IN YOUR ROOM OR AREA. CLEAR THE HALLS.

Students are trained to:

- Clear the halls and remain in the room or area until the "All Clear" is announced
- Do business as usual

Staff is trained to:

- Close and lock door
- Account for students and adults
- Do business as usual



SECURE! GET INSIDE. LOCK OUTSIDE DOORS.

Students are trained to:

- Move away from sight
- Maintain silence

Staff are trained to:

- Recover students and staff from outside building

- Lock or monitor outside doors
- Increase situational awareness
- Account for staff and students
- Do business as usual



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Staff are trained to:

- Recover people from the hallway if possible
- Lock or barricade doors

- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE! TO A LOCATION

Students are trained to:

- Leave belongings behind if required to
- If possible, bring their phone
- Evacuate as a class or individually
- Follow instructions

Staff are trained to:

- Lead students to Evacuation location
- Account for students and staff
- Report injuries or problems at Evacuation Assembly using Red Card / Green Card method



SHELTER! FOR HAZARD USING A SAFETY STRATEGY

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate hazards and safety strategies

Staff are trained in:

- Appropriate hazards and safety strategies
- Accounting for students and staff
- Report injuries or problems using Red Card/Green Card method.

ONE DEMAND

The protocol also carries an obligation. An implicit part of the SRP is that campus authorities are transparent about what's going on. People need accurate information for the greatest survivability, to minimize panic, and to mitigate recovery.

Note: Training includes preparation for some alternative methods during a tactical response but reinforces deference to local law enforcement.



STANDARD RESPONSE PROTOCOL

PROTOCOL DETAILS SUMMARY

This section of the guidance defines conditions, actions, responsibilities and other aspects of preparing and incorporating The Standard Response Protocol within a school or district safety plan.

PREREQUISITES: NIMS AND ICS

In order to coordinate the use of the SRP in district plans, it is highly recommended that key individuals within the district and those with a role in district/campus emergency operations, complete the following courses through FEMA.



FEMA

1. IS-100.HE: Introduction to the Incident Command System ICS-100 for Higher Education
2. IS 360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
3. IS-363: Introduction to Emergency Management for Higher Education

These courses are available online, at no cost, online using the web at <http://training.fema.gov>. Look under the Independent Study tab.

Anticipate 1 to 3 hours per course to successfully achieve certification. The courses are offered at no charge. Note: The “I Love U Guys” Foundation is not affiliated with FEMA.

CAMPUS SAFETY PROGRAM

Colleges and universities incorporating SRP must have, or be working to, develop written safety plans and ongoing safety programs as identified in the safety plan.

THE ABSENCE OF LOCKS OR KEYS

Often in a college and university environment much of the facility lacks the physical capability to lock interior doors. Where lecture halls, auditoriums, labs or classrooms do have locks, often the instructor or professor is not provided the key. Yet, the value of a locked or barricaded door has historically proven to reduce injury or death in cases of active violence. This conundrum can be partially mitigated through student orientation or staff training.

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Training would include identification of un-lockable doors, identification of egress points, and barricade strategies.

DOORS, LOCKS, STRESS AND FIRE MARSHALS

A consistent observation by first responders is that human beings, under stress, have difficulty completing even mundane tasks when they are under stress. The otherwise simple task of locking the door may become extremely difficult for an instructor who has just heard a Lockdown order. Elevated adrenaline levels may result in the loss of fine motor skills and often result in extended times to insert a key and lock a door.

It's important to discuss security options and modification with local fire authorities. Some will allow a locked classroom door to be propped open during the day, while some will not. Variances in local Fire Codes and application will help determine the options for your schools.

RESOURCES AND CREATING RELATIONSHIPS

Throughout this book, you'll see quite a few suggestions to contact your local or regional responders, whether it's law enforcement, university police departments, emergency services or fire departments. Communication with these local resources is essential.

In most areas, schools are the largest population centers during a school day, so it makes sense to utilize the advice and services those agencies provide. Additionally, some county emergency managers are equipped to assist with your safety planning. Some schools are able to engage with their regional Department of Homeland Security for training resources.

Take a look around your county and state and see what's available.

MEMORANDA OF UNDERSTANDING

Establishing a Memorandum of Understanding (MOU) and/or Mutual Aid Agreement (MAA) between stakeholders is imperative. Formalized MOUs are a requirement for full adherence to the SRP and should be reviewed and renewed on a scheduled basis.

THE “I LOVE U GUYS” FOUNDATION MOUS OR NOTICE OF INTENT

Some colleges may also desire a formalized MOU with The “I Love U Guys” Foundation. Sample MOUs are provided in this guide for that purpose. The purpose of this MOU is to confirm adherence to the protocol by campuses, departments and agencies. It also confirms the online availability of the Foundation's materials.

At a minimum, colleges and universities that will ultimately incorporate the SRP into their safety plans and practices should formally notify the Foundation with a “Notice of Intent.”

LIAISONS AND OTHER MOUS

The college, department or agency should have a dedicated liaison and a Memorandum of Understanding with city, county or parish law enforcement agencies, fire departments, emergency medical services and emergency managers.



STANDARD RESPONSE PROTOCOL

COMMUNICATION

Every campus Emergency Operations Plan (EOP) should contain a section for communicating both internally and externally during a crisis situation.

In any type of event, clear and well-planned communication is essential. Depending on the type of incident, you might have only minutes to prepare a statement and communicate it to the appropriate people.

Primarily, give the staff and students as much information as possible so they can make informed decisions about their actions. If little is known about the situation, tell them that. Communication to the community is critical as well.

INCIDENT COMMAND

When your Safety Team is creating an EOP, they'll include some level of the Incident Command System (ICS), which is the hierarchy of authority and responsibilities. One role in ICS is the Public Information Officer (PIO) and this role can be used on a daily basis.

Many schools have a full time Communication/PIO supervisor. Within a school, there is usually at least one person who manages the low level event and activity communication along with their primary job.

High level event information should be handled by a competent and well versed individual who provides information that is clear, concise, and complete enough in content to further the mission.

Create a policy for protocol and content for each communication channel to maintain consistency.

CHANNELS

Decide which methods of communication are the best fit for your community. This is reliant on your community's internet bandwidth, cell phone service and other preferences. Whatever you choose needs to be reliable, fast, and reach a high percentage of the community members. Document who on the Communication Team has access to update each channel.

Also, think about which channels are used regularly for day to day messaging, like emails, and consider using alternate methods for emergencies such as text and phone, which may not be used as frequently. Doing so will alert the recipients that this is not the daily message, but something more important.

TIME

For certain incidents there are only a few minutes to prepare. If Law Enforcement or Fire is involved, people will hear about an incident quickly. Reaching your stakeholders immediately with any type of message acknowledging the

incident is essential. Have some basic message formats approved and ready to use.

CONTENT

Not every situation needs immediate text messages and emails, so it's important to determine what is warranted and when. Less urgent situations—a school cancellation with ample notice, for example—might warrant an email, mass phone message and website update, whereas an evacuation requires mass phone calls and text messages to ensure that information is received quickly.

An initial message can be as simple as stating that something has happened, and telling stakeholders where to find updates. Since most campuses have a number of buildings, give very specific location information because people are almost always moving around between areas.

Include only the factual information you have; do not speculate. The recipients of your outgoing messages must be able to trust in the validity of the content.

Any situation that requires emergency communication for an incident will also require a follow-up.

PREPARATION

A tabletop exercise is a start; basically it's a brainstorming session. Your Communication Team can talk through possible scenarios and formulate messaging accordingly. They must think about what immediate information is necessary, how to follow up, and who they will need to speak with/follow to receive trusted updates.

Use the 27/9/3 rule during message preparation. This is a very basic recommendation and suggests using a total of 27 words, which can be spoken in about 9 seconds, containing three or fewer key points.

The team should pre-script some basic messages that may be sent out, with blank spaces for details like time and date. Having these pre-approved and available will aid the team later if they're under stress or time constraints.



HOLD

In Your Room or Area

HOLD IN YOUR ROOM OR AREA. CLEAR THE HALLS

The Hold Protocol is called when there is a situation requiring people to remain in their rooms or areas in a building for short periods of time. For example, an altercation may require keeping people out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

There may be a need for people who are not in a room to proceed to an area where they can remain safe and out of the way.

PUBLIC ADDRESS

The public address for Hold is: "Hold in your room or area. Clear the Halls." and is repeated twice each time the public address is performed. There may be a need to add directives for people who are in a location where they should remain until the hold is lifted.

"Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls."

PUBLIC ADDRESS - RELEASE

A Hold can be released by Public Address.

"The Hold is released. All Clear.
The Hold is released. All Clear."

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

ACTIONS

People are to remain in their room or area, even if a class is over, until the all clear is announced.

People in common areas, such as libraries or foyers, may be asked to remain in those areas or move to adjoining areas.

People outside of the building should remain outside unless otherwise directed.

RESPONSIBILITY

Typically, office staff and campus safety teams are responsible for initiating a Hold, however anyone should be able to call for a Hold if they observe something happening that would require this action.

PREPARATION

Campus training.

DRILLS

Hold should be drilled at least once a year to create familiarity with the actions.

CONTINGENCIES

People are trained that if they are not in a room they may be asked to identify the nearest room stay for the duration of the Hold.

EXAMPLES OF HOLD CONDITIONS

The following are some examples of when a campus building might initiate a Hold:

- An altercation in a hallway;
- A medical issue that need attention;
- Large equipment delivery in a common area that requires an extra level of precaution.



SECURE

Get Inside, Lock Outside Doors.

SECURE GET INSIDE, LOCK OUTSIDE DOORS.

The Secure Protocol is called when there is a threat or hazard outside of the campus buildings. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the vicinity, Secure uses the security of the physical facility to act as protection.

PUBLIC ADDRESS

The public address for Secure is: "Secure! Get Inside. Lock outside doors" and is repeated twice each time the public address is performed.

"Secure! Get Inside, Lock outside doors.
Secure! Get Inside, Lock outside doors."

MASS NOTIFICATION

Where mass notification is used in lieu of public address, the message should be similar to "Secure! Get inside. Lock outside doors." Or it may include a single building name or portion of the campus.

ACTIONS

The Secure Protocol demands bringing people into a secure building, and locking or monitoring all outside access points.

Where possible, educational activities would continue uninterrupted. Events and classes being held outside would be temporarily abandoned and people brought into the nearest building until the situation is resolved.

There may be occasions when people expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be discouraged.

During the training or orientation, it should be emphasized to students and staff that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

MONITORED ENTRY

When there is a perceived threat but it's not immediate, anyone entering the building is monitored if there is staff to do so. Since colleges and universities have people moving through the buildings frequently, this may be challenging. People moving between buildings or going to a parking lot might be escorted with a heightened awareness.

RESPONSIBILITY

Depending on the building, staff who have a permanent workspace there may be required to lock access points. People assigned "Primary Responsibility" for a "Secure Zone" should be identified in advance and should actively

drill the protocol. A Secure Zone may include doorways, windows, loading docks, and fire escape access points. The assigned staff is designated as having "Secure Duty."

Assign someone to attach the Secure posters, outfacing, to building entry doors to alert people of the Secure condition.

REPORTED BY

Secure is typically reported by emergency dispatch to the school office. Office staff then invokes the public address and informs administration.

It may also be reported by students, staff or teachers if a threat is directly observed outside of the building.

PREPARATION

Identification of perimeter access points that must be locked in a Secure event defines the perimeter. Logical areas, building wings or other access point groupings define individual "Secure Zones" within the perimeter.

Some colleges may have campus perimeters in addition to building perimeters, such as gates and fences. There may be conditions where the campus perimeter would or would not be affected by Secure.

Individual Secure Duty Checklists should be created for each person assigned with either Primary or Secondary Secure Duty.

Consider different levels of training for full-time staff, adjuncts, contractors and students. Each group has a different level of responsibility and knowledge regarding the campus. For example, resident assistants in dorms will have different types of training responsibilities and concerns than an instructor. Contractors providing daily services will need to be trained along with staff for the best outcomes.

DRILLS

Secure drills should be performed at least twice a year and should include full-time staff, adjuncts, contractors and students. At least one should be performed while outdoor activities are in progress.

CONTINGENCIES

There may be physical attributes to the campus that mandate special handling of a Secure event. An example would be a campus where modular buildings are present. If the modular building cannot be secured, it may be best for people to Evacuate to a securable building. Listen for specific additional directives.

If, during a Secure event, an additional hazard manifests (i.e.: fire, flood, hazmat), then additional directives will be given for the appropriate response.



LOCKDOWN

Locks, Lights, Out of Sight

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside a building. Lockdown uses room security actions to protect people from an immediate threat.

PUBLIC ADDRESS

The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

"Lockdown! Locks, Lights, Out of Sight!
Lockdown! Locks, Lights, Out of Sight!"

MASS NOTIFICATION

Where mass notification is used in lieu of public address, the message should be similar to "Lockdown! X Building. Locks, Lights, Out of Sight! There is an active shooter." Identify both the location and the nature of the threat.

ACTIONS

The Lockdown Protocol demands locking or barricading individual room doors or other access points, moving occupants out of line of sight of corridor windows, and maintaining silence.

There is no call to action to lock the building's exterior access points. Leave the perimeter as is.

Training reinforces the practice of not opening the classroom door once in Lockdown. No indication of occupancy should be revealed until first responders open the door.

If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

The instructor or other staff member is responsible for implementing a Lockdown in their room. They should lock or barricade access points and facilitate moving occupants out of sight.

Determine if attendance has changed since the beginning of class, or otherwise try to quietly take account of students and others.

REPORTED BY

Lockdown is typically reported by students or staff to the safety personnel. Who then invokes, or instructs administration to invoke, the public address or mass notification. It may also be reported by local emergency dispatch.

Initiating the Lockdown may happen through various methods, or a combination of methods, depending on the procedures and alert systems utilized by each campus. Plan

the communication method in advance to set expectations. Regardless of the method(s) of alert notification, the initiation of a Lockdown should be consistent, simple and swift, and include immediate notification of administration and local law enforcement.

PREPARATION

Identify room access points that can and should be locked. These may include doorways, windows, loading docks, and fire escape ladder access points.

Staff and students should be trained to not open the door until an administrator or first responder unlocks it.

People should be advised that a Lockdown may persist for several hours, and during an incident silence is essential.

DRILLS

Lockdown drills should be performed at least twice a year, or as mandated by the state, and should include full-time staff, adjuncts, contractors and students. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, law enforcement participation in the drill should occur no less than once every two years. See the Lockdown Drills section.

CONTINGENCIES

Students and staff who are outside of a room during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open room.

In this situation students and staff must be trained to hide or evacuate themselves away from the building.

If, during a Lockdown, an intruder is actively attempting to enter a room that people are in, or an additional hazard manifests (i.e.: fire, flood or hazmat) then situational decisions must be made, evacuation to a non-usual location or by non-usual means (climbing out a window) may be required, or as a last resort preparing to defend the room or yourself may be necessary.

EXAMPLES OF LOCKDOWN CONDITIONS

The following are a few examples of when a school or emergency dispatch might call for a Lockdown.

- Intruder
- Dangerous and violent person
- Domestic issue
- Active assailant

RED CARD/GREEN CARD

Red Card/Green Cards should NOT be used for a Lockdown. Based on a number of tactical assessments, the overwhelming consensus is that this practice provides information to an assailant that there are potential targets in that room.



EVACUATE

A Location may also be given

EVACUATE TO A LOCATION

Evacuate is called when there is a need to move people from one location to another.

Most often, evacuations will be necessary when there's a heating/ventilation system failure, gas leak, or bomb threat in the area. In those cases, people will be allowed to bring their personal items with them. An evacuation drill is very similar to a fire drill.

PUBLIC ADDRESS

The public address for Evacuate is: "Evacuate! To a Location" and is repeated twice each time the public address is performed. For instance, "Evacuate! To the lobby."

"Evacuate! To a location.
Evacuate! To a location."

ACTIONS

The Evacuate Protocol demands students and staff move in an orderly fashion. In a tactical response, students and staff should be prepared to follow specific instructions given by first responders.

First responders may ask students and staff to place their hands on their heads or use different evacuation methods, i.e. run, crawl, cover mouth and nose, etc.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

Safety personnel or a first responder is responsible for initiating an evacuation.

PREPARATION

Evacuation preparation involves the identification and marking of facility Evacuation Points using consistent signage, as well as student and staff training for both normal and tactical evacuations.

EVACUATION ASSEMBLY

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Staff are instructed to take roll or record names and account for any missing or extra staff or students after arrival at the Evacuation Assembly Point.

DRILLS

Evacuation drills should be performed twice a year, or as mandated by the state. Fire drills constitute a valid evacuation drill. (Note: Fire Codes often mandate more frequent fire drills.)

CONTINGENCIES

Students are trained that if they are separated from their class during an tactical evacuation, then joining another evacuated group is acceptable. They should be instructed

to identify themselves to a staff member after arriving at the Evacuation Assembly.

RED CARD/GREEN CARD

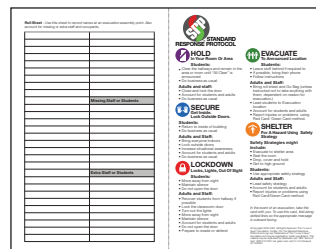
This is for use in an Evacuation Assembly to do a quick status assessment. It is not for classroom use during a Lockdown or Drill. Choose to use the one that's best for your environment.

After arriving at an Evacuation Assembly and taking roll, the Red/Green Cards are used for administration or first responders to quickly, visually identify the status of the teachers' classes after an evacuation.

- Green Card (OK) - All students accounted for, No immediate help is necessary
- Red Card (Help) - Extra or missing students, or vital information must be exchanged



- Red and White Cross (Medical Help) - Immediate medical attention is needed



- This includes a roll sheet for users to record who is in their group.



- The Alert card is used to indicate there is a problem in your group and you need assistance.





SHELTER

State the Hazard and Safety Strategy

SHELTER

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornado, earthquake, hazardous materials situation or other local threats.

PUBLIC ADDRESS

The public address for shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

“Shelter! For a hazard. Using safety strategy.
Shelter! For a hazard. Using safety strategy.”

HAZARDS MAY INCLUDE

- Tornado
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake
- Tsunami

SAFETY STRATEGIES MAY INCLUDE

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

ACTIONS

Collaboration with local responders, the National Weather Service, and other local, regional and state resources will help in developing specific actions for your district response.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

Each individual is responsible for sheltering. Campuses should have procedures for all foreseeable local hazards and threats which include provisions for those individuals with access and functional needs.

PREPARATION

Identification and marking of facility Shelter areas.

DRILLS

Shelter safety strategies should be drilled at least once a year, or as mandated by the state.

SHELTER - STATE THE HAZARD AND SAFETY STRATEGY

Using the Shelter Protocol and stating the hazard allows for understanding of the threat and the associated protective actions. Most often, the Shelter Protocol is utilized for tornadoes and other severe weather, in which case it would include the shelter location for students and staff, and what protective posture or action they should take.

Sheltering for a Hazmat spill or release is very different. In the case of a Hazmat situation, students and staff would be directed to close their windows, shut down their heating and air conditioning units and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. Listening to specific directives is critical to a successful emergency response.

PLAIN LANGUAGE

NIMS and ICS require the use of plain language. Codes and specific language that are not readily understood by the general public are no longer to be used. The SRP uses shared, plain, natural language between students, staff and first responders. If there are specific directives that need to be issued for a successful response on a campus, those should be made clearly using plain language. There is nothing wrong with adding additional directives as to where to shelter, or what protective actions should be used in the response.

ABOUT SHELTER-IN-PLACE

There is a long tradition of using the term “Shelter-in-place” for a variety of hazards. While still in common use, the SRP suggests simply stating the hazard and providing a safety strategy.

A deep exploration of the FEMA website found over a dozen different scenarios where “Shelter-in-place” was advised. Two of the most common were for Tornado or Hazmat. Very different actions would be taken for those hazards. A single directive, “Shelter-in-place” doesn’t provide the necessary information. “Tornado! Get to the storm shelter!” is more direct.

CUSTOMIZATION

The classroom poster is sufficient for generic Shelter guidance. The Foundation recognizes that localized hazards may need to be added to the poster. For this reason, the Public Address poster is available in MS Word for customization.

**Allan Hancock Joint Community College
District Hazard Specific Appendix 6
Confidential Phone Directory**

See separate list of phone numbers at the EOC

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: 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): <div style="height: 400px; border: 1px solid black; margin-top: 10px;"></div>		
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. <div style="height: 150px; border: 1px solid black; margin-top: 10px;"></div>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 1		Date/Time: _____

INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance/Admin Section Chief

6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
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ICS 201, Page 3	Date/Time: _____
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INCIDENT BRIEFING (ICS 201)

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)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4		Date/Time: _____			

ICS 201

Incident Briefing

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 <ul style="list-style-type: none"> • 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)	<p>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.</p> <p>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 (ICS 209).</p> <p>North should be at the top of page unless noted otherwise.</p>
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.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> Incident Commander(s) Liaison Officer Safety Officer Public Information Officer Planning Section Chief Operations Section Chief Finance/Administration Section Chief Logistics Section Chief 	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> Date/Time Ordered 	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> ETA 	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> Arrived 	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> Notes (location/assignment/status) 	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: <div style="display: flex; justify-content: space-between;"> <div> Date From: _____ Time From: _____ </div> <div> Date To: _____ Time To: _____ </div> </div>	
3. Objective(s):		
4. Operational Period Command Emphasis:		
General Situational Awareness		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 </div> <div> <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents </div> </div> </div> <div style="width: 45%;"> Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div>		
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
8. Approved by Incident Commander: Name: _____ Signature: _____		
ICS 202	IAP Page _____	Date/Time: _____

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p><u>S</u>pecific – Is the wording precise and unambiguous?</p> <p><u>M</u>easurable – How will achievements be measured?</p> <p><u>A</u>ction-oriented – Is an action verb used to describe expected accomplishments?</p> <p><u>R</u>ealistic – Is the outcome achievable with given available resources?</p> <p><u>T</u>ime-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 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.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: _____ Division: _____ Group: _____ Staging Area: _____	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): <u>Name/Function</u> _____ <u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u> _____ _____/_____ _____ _____/_____ _____ _____/_____ _____ _____/_____ _____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204		IAP Page _____		Date/Time: _____	

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • 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).

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

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

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

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.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 talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

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).
- This 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 <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	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 <ul style="list-style-type: none"> • 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).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Time From: _____		Date To: _____ Time To: _____			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

ICS 206

Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> Trauma Center <input type="checkbox"/> Yes Level: _____ 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
3. Organization Chart			
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[] </pre>			
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	

ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none"> • 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).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____

ICS 208

Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for 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 <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by <ul style="list-style-type: none"> • 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).

SITE SAFETY AND CONTROL PLAN ICS 208 HM	1. Incident Name:	2. Date Prepared:	3. Operational Period: Time:									
Section I. Site Information												
4. Incident Location:												
Section II. Organization												
5. Incident Commander:	6. HM Group Supervisor:	7. Tech. Specialist - HM Reference:										
8. Safety Officer:	9. Entry Leader:	10. Site Access Control Leader:										
11. Asst. Safety Officer - HM:	12. Decontamination Leader:	13. Safe Refuge Area Mgr:										
14. Environmental Health:	15.	16.										
17. Entry Team: (Buddy System) Name: PPE Level		18. Decontamination Element: Name: PPE Level										
Entry 1		Decon 1										
Entry 2		Decon 2										
Entry 3		Decon 3										
Entry 4		Decon 4										
Section III. Hazard/Risk Analysis												
19. Material:	Container type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment:												
Section IV. Hazard Monitoring												
20. LEL Instrument(s):						21. O ₂ Instrument(s):						
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):						
Comment:												
Section V. Decontamination Procedures												
24. Standard Decontamination Procedures:									YES:		NO:	
Comment:												
Section VI. Site Communications												
25. Command Frequency:				26. Tactical Frequency:				27. Entry Frequency:				
Section VII. Medical Assistance												
28. Medical Monitoring:		YES:	NO:	29. Medical Treatment and Transport In-place:					YES:	NO:		
Comment:												

Section VIII. Site Map

30. Site Map:

Weather ☐ Command Post ☐ Zones ☐ Assembly Areas ☐ Escape Routes ☐ Other ☐**Section IX. Entry Objectives**

31. Entry Objectives:

Section X. SOP S and Safe Work Practices

32. Modifications to Documented SOP s or Work Practices:

YES:

NO:

Comment:

Section XI. Emergency Procedures

33. Emergency Procedures:

Section XII. Safety Briefing

34. Asst. Safety Officer - HM Signature:

Safety Briefing Completed (Time):

35. HM Group Supervisor Signature:

36. Incident Commander Signature:

INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN ICS 208 HM

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

Item Number	Item Title	Instructions
1.	Incident Name/Number	Print name and/or incident number.
2.	Date and Time	Enter date and time prepared.
3.	Operational Period	Enter the time interval for which the form applies.
4.	Incident Location	Enter the address and or map coordinates of the incident.
5 - 16.	Organization	Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring.
17 - 18.	Entry Team/Decon Element	Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.)
19.	Material	Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)
20 - 23.	Hazard Monitoring	List the instruments which will be used to monitor for chemical.
24.	Decontamination Procedures	Check NO if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions.
25 - 27.	Site Communications	Enter the radio frequency(ies) which apply.
28 - 29.	Medical Assistance	Enter comments if NO is checked.
30.	Site Map	Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)
31.	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop entry operations.
32 - 33.	SOP s, Safe Work Practices, and Emergency Procedures	List in Comments if any modifications to SOP s and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone.
34 - 36.	Safety Briefing	Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization: 	5. Incident Management Organization: 	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”): 	8. Percent (%) Contained Completed	*9. Incident Definition: 	10. Incident Complexity Level:
*11. For Time Period: From Date/Time: _____ To Date/Time: _____			

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State: 	*17. County/Parish/Borough: 	*18. City:
19. Unit or Other: 	*20. Incident Jurisdiction: 	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference: 	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point): 		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels): 		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): 				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): 				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.): 	A. Structural Summary 	B. # Threatened (72 hrs) 	C. # Damaged 	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____				
<i>* Required when applicable.</i>				

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
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Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date																																				
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>																																						
D. Fatalities			D. Fatalities																																						
E. With Injuries/Illness			E. With Injuries/Illness																																						
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue																																						
G. Missing (note if estimated)			G. Missing																																						
H. Evacuated (note if estimated)			H. Sheltering in Place																																						
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations																																						
J. In Temporary Shelters (note if est.)			J. Require Immunizations																																						
K. Have Received Mass Immunizations			K. In Quarantine																																						
L. Require Immunizations (note if est.)																																									
M. In Quarantine																																									
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>																																						
33. Life, Safety, and Health Status/Threat Remarks:			*34. Life, Safety, and Health Threat Management: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">A. Check if Active</th> </tr> <tr><td style="padding: 5px;">A. No Likely Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">B. Potential Future Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">C. Mass Notifications in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">D. Mass Notifications Completed</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">E. No Evacuation(s) Imminent</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">F. Planning for Evacuation</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">G. Planning for Shelter-in-Place</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">H. Evacuation(s) in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">I. Shelter-in-Place in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">J. Repopulation in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">K. Mass Immunization in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">L. Mass Immunization Complete</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">M. Quarantine in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">N. Area Restriction in Effect</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>				A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	A. Check if Active																																								
A. No Likely Threat	<input type="checkbox"/>																																								
B. Potential Future Threat	<input type="checkbox"/>																																								
C. Mass Notifications in Progress	<input type="checkbox"/>																																								
D. Mass Notifications Completed	<input type="checkbox"/>																																								
E. No Evacuation(s) Imminent	<input type="checkbox"/>																																								
F. Planning for Evacuation	<input type="checkbox"/>																																								
G. Planning for Shelter-in-Place	<input type="checkbox"/>																																								
H. Evacuation(s) in Progress	<input type="checkbox"/>																																								
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M. Quarantine in Progress	<input type="checkbox"/>																																								
N. Area Restriction in Effect	<input type="checkbox"/>																																								
	<input type="checkbox"/>																																								
	<input type="checkbox"/>																																								
	<input type="checkbox"/>																																								
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):																																									
36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes: <div style="margin-top: 10px;"> 12 hours: 24 hours: 48 hours: 72 hours: Anticipated after 72 hours: </div>																																									
37. Strategic Objectives (define planned end-state for incident):																																									

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
Additional Incident Decision Support Information <i>(continued)</i>	
38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.	
12 hours: 24 hours: 48 hours: 72 hours: Anticipated after 72 hours:	
39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:	
12 hours: 24 hours: 48 hours: 72 hours: Anticipated after 72 hours:	
40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: <ol style="list-style-type: none"> 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.	
41. Planned Actions for Next Operational Period:	
42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):	
43. Anticipated Incident Management Completion Date:	
44. Projected Significant Resource Demobilization Start Date:	
45. Estimated Incident Costs to Date:	
46. Projected Final Incident Cost Estimate:	
47. Remarks (or continuation of any blocks above – list block number in notation):	
ICS 209, Page 3 of ____	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:
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Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):	50. Additional Personnel not assigned to a resource*	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – and individual overhead):
52. Total Resources			
53. Additional Cooperating and Assisting Organizations Not Listed Above:			
ICS 209, Page ____ of ____		* Required when applicable.	

ICS 209

Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions
2	Incident Number	<ul style="list-style-type: none"> Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. Examples include: <ul style="list-style-type: none"> A computer-aided dispatch (CAD) number. An accounting number. A county number. A disaster declaration number. A combination of the State, unit/agency ID, and a dispatch system number. A mission number. Any other unique number assigned to the incident and derived by means other than those above. Make sure the number entered is correct. Do not use the same incident number for two different incidents in the same calendar year. Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
*3	Report Version (check one box on left)	REQUIRED BLOCK. <ul style="list-style-type: none"> This indicates the current version of the ICS 209 form being submitted. If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS 209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<ul style="list-style-type: none"> Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	Incident Commander(s) & Agency or Organization	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter both the first and last name of the Incident Commander. If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”)	<ul style="list-style-type: none"> Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). Indicate that the size is an estimate, if a more specific figure is not available. Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). The incident may be one part of a much larger event (refer to introductory instructions under “Preparation”). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	Percent (%) Contained or Completed (circle one)	<ul style="list-style-type: none"> Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	Incident Definition	REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	For Time Period	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	<ul style="list-style-type: none"> Enter the start date (month/day/year). Enter the start time (using the 24-hour clock).
	To Date/Time	<ul style="list-style-type: none"> Enter the end date (month/day/year). Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	Prepared By	REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
<ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. 		
*16	State	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

Block Number	Block Title	Instructions
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the county, parish, or borough where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the city where the incident originated. If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE. <p>Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).</p>
21	Incident Location Ownership (if different than jurisdiction)	<ul style="list-style-type: none"> When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	<ul style="list-style-type: none"> Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	<ul style="list-style-type: none"> Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data.
24	Legal Description (township, section, range)	<ul style="list-style-type: none"> Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	REQUIRED BLOCK. <ul style="list-style-type: none"> List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	<ul style="list-style-type: none"> • Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	REQUIRED BLOCK. <ul style="list-style-type: none"> • Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> ○ Road closures. ○ Evacuations. ○ Progress made and accomplishments. ○ Incident command transitions. ○ Repopulation of formerly evacuated areas and specifics. ○ Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status.
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul style="list-style-type: none"> • When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	<ul style="list-style-type: none"> • Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
*31	Public Status Summary	<ul style="list-style-type: none"> This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. NOTE: <i>Do not estimate any fatality information.</i> NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. NOTE: <u>When providing an estimated value, denote in parenthesis: "est."</u> <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	<ul style="list-style-type: none"> For lines 31D–M below, enter the number of civilians affected for each category. Indicate if numbers are estimates, for those blocks where this is an option. Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> civilian/public fatalities. See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	Responder Status Summary	<ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: <i>Do not estimate any fatality information or responder status information.</i> • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	<ul style="list-style-type: none"> For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	<ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	Life, Safety, and Health Status/Threat Remarks	<ul style="list-style-type: none"> Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	Life, Safety, and Health Threat Management	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	<ul style="list-style-type: none"> • Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul style="list-style-type: none"> • Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: <ul style="list-style-type: none"> ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul style="list-style-type: none"> • Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	Strategic Objectives (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)		
38	<p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</p> <p>Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours</p> <p>24 hours</p> <p>48 hours</p> <p>72 hours</p> <p>Anticipated after 72 hours</p>	<p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p>

Block Number	Block Title	Instructions
39	<p>Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p>	<ul style="list-style-type: none"> List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams <u>48 hrs</u>: Mobile Communications Unit (Law/Fire) <u>After 72 hrs</u>: 1 Type 2 Incident Management Team Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”). Do not use this block for noncritical resources.
40	<p>Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <p>1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results.</p> <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p>	<ul style="list-style-type: none"> Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	Planned Actions for Next Operational Period	<ul style="list-style-type: none"> • Provide a short summary of actions planned for the next operational period. • Examples: <ul style="list-style-type: none"> ○ “The current Incident Management Team will transition out to a replacement IMT.” ○ “Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports.” ○ “Continue refining mapping of the recovery operations and damaged assets using GPS.” ○ “Initiate removal of unauthorized food vendors.”
42	Projected Final Incident Size/Area (use unit label – e.g., “sq mi”)	<ul style="list-style-type: none"> • Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	Anticipated Incident Management Completion Date	<ul style="list-style-type: none"> • Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	Projected Significant Resource Demobilization Start Date	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	Estimated Incident Costs to Date	<ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	Projected Final Incident Cost Estimate	<ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions
47	Remarks (or continuation of any blocks above – list block number in notation)	<ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section.
INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)		
<ul style="list-style-type: none"> • This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used. • Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have <i>not</i> yet arrived. <p><u>For summarizing:</u></p> <ul style="list-style-type: none"> • When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example, <ul style="list-style-type: none"> ○ Group State, local, county, city, or Federal responders together under such headings, or ○ Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name). • On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary. 		

Block Number	Block Title	Instructions
48	Agency or Organization	<ul style="list-style-type: none"> List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. Agencies or organizations may be listed individually or in groups. When resources are grouped together, individual agencies or organizations may be listed below in Block 53. Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. For example: <ul style="list-style-type: none"> <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	<ul style="list-style-type: none"> List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> Examples: Type 1 Fire Engines, Type 4 Helicopters Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. For example: <ul style="list-style-type: none"> <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). NOTE: One option is to group similar resources together when it is sensible to do so for the summary. <ul style="list-style-type: none"> For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	Total Personnel (includes those associated with resources – e.g., aircraft or engines – <i>and</i> individual overhead)	<ul style="list-style-type: none"> Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. WARNING: Do not simply add the numbers across! The number of Total Personnel for each row should include <u>both</u>: <ul style="list-style-type: none"> The total number of personnel assigned to each of the resources listed in Block 49, and The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating and Assisting Organizations Not Listed Above	<ul style="list-style-type: none"> • List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

RESOURCE STATUS CHANGE (ICS 210)

[illegible]

ICS 210

Resource Status Change

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 <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	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: <ul style="list-style-type: none"> • 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).
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 <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:							2. Incident Number:		3. Check-In Location (complete all that apply): <div>BaseStaging AreaICPHelibaseOther</div>					4. Start Date/Time: Date: Time:			
Check-In Information (use reverse of form for remarks or comments)																	
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											
ICS 211							17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____										

ICS 211

Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for 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	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	Start Date/Time <ul style="list-style-type: none"> • Date • Time 	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	<ul style="list-style-type: none"> • For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

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

ICS 213

General Message

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

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

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

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 <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
	5. Requested Delivery/Reporting Location:						
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
Finance	16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC						
	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		
ICS 213 RR, Page 1							

ACTIVITY LOG (ICS 214)

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

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214

Activity Log

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 <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
7	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).