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

Month Year

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Tactical Interoperable Communications Plan Signature Page

Approved by:

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Record of Change

Change No.	Description	Change Date	Approved By
001			

This Tactical Interoperable Communications Plan (TICP) is subject to information and/or equipment updates and changes. The use of this Record of Change helps manage TICP modifications throughout the life of this document. All attempts have been made to ensure the accuracy of the information within this TICP as of the initial distribution date. Any subsequent adjustments should be logged and coordinated with user agencies within this [State/Region/Urban Area].

Preface

This document establishes a Tactical Interoperable Communications Plan (TICP) for the [State/Region/Urban Area], inclusive of [State] Homeland Security Region [Region #/Title].

The TICP is intended to document the interoperable communications resources available within the designated area, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

See Appendix I for a list of resources available to assist in preparing/updating the TICP.

Executive Overview

This document establishes a Tactical Interoperable Communications Plan (TICP) for the [State/Region/Urban Area], inclusive of [State] Homeland Security Region [Region #/Title]. The TICP is intended to document the interoperable communications resources available within the designated area, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

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1 [State/Region/Urban Area] Information

1.1 Participating Jurisdictions/Agencies/Disciplines

This Tactical Interoperability Communication Plan (TICP) has been created for the [State/Region/Urban Area]. The plan is intended for use by first responders and may be used by governmental or non-governmental organizations and personnel requiring communications or coordination during an incident or planned event.

The jurisdictions, agencies, and disciplines represented in the TICP are listed in Table 1. Additional contact information for each agency is listed in Appendix A.

Table 1 Jurisdictions, Agencies, and Disciplines Represented in the TICP

Jurisdiction	Agency	Discipline

1.1.1 Nongovernmental Agencies Represented in the TICP

- [Add nongovernmental agencies]

1.1.2 Tribal Entities Represented in the TICP

- [Add tribal entities]

1.1.3 Other TICP(s) in the State

- [Add other]

1.2 TICP Point of Contact

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

Primary:

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

Alternate:

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

2nd Alternate:

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

2 Governance

2.1 Overview

The [State/Region/Urban Area] TICP addresses interoperable communications equipment and planning for the region. Though each agency, discipline, and jurisdiction participating in this plan is unique regarding their own interoperable communication needs and capabilities, proximity to one another, population, and shared incident/event responsibilities allow them to develop a single, consolidated regional TICP rather than several individual, potentially incompatible plans.

The TICP therefore consolidates information across agencies, disciplines, and jurisdictions by documenting regional communications capabilities in order to provide a usable and accurate regional tactical incident response tool.

The TICP was developed under the authority of the [Name of Council/Executive Board]. On [MM/DD/YY] the [Name of Council/Executive Board] appointed members to the [Name of Communications Committee/Subcommittee/Task Force], designated as an advisory committee to the [Name of Council/Executive Board]. Members include representatives from the following public safety and public service disciplines:

- Communications
- Critical Infrastructure/Utilities
- Emergency Management
- Emergency Medical Services
- Fire/Rescue
- Information Technology (IT)
- Investigations and Intelligence
- Law Enforcement
- Military
- Nongovernmental Organizations (NGOs)
- Public Health
- Public Works
- Tribal Entities
- [Add additional organizations]

2.2 Governing Body

The [Name of Council/Executive Board] is comprised of [Voting/Non-Voting] agency representatives in addition to the following fixed committee positions:

- [Title/position]
- [Title/position]
- [Title/position]
- [Title/position]

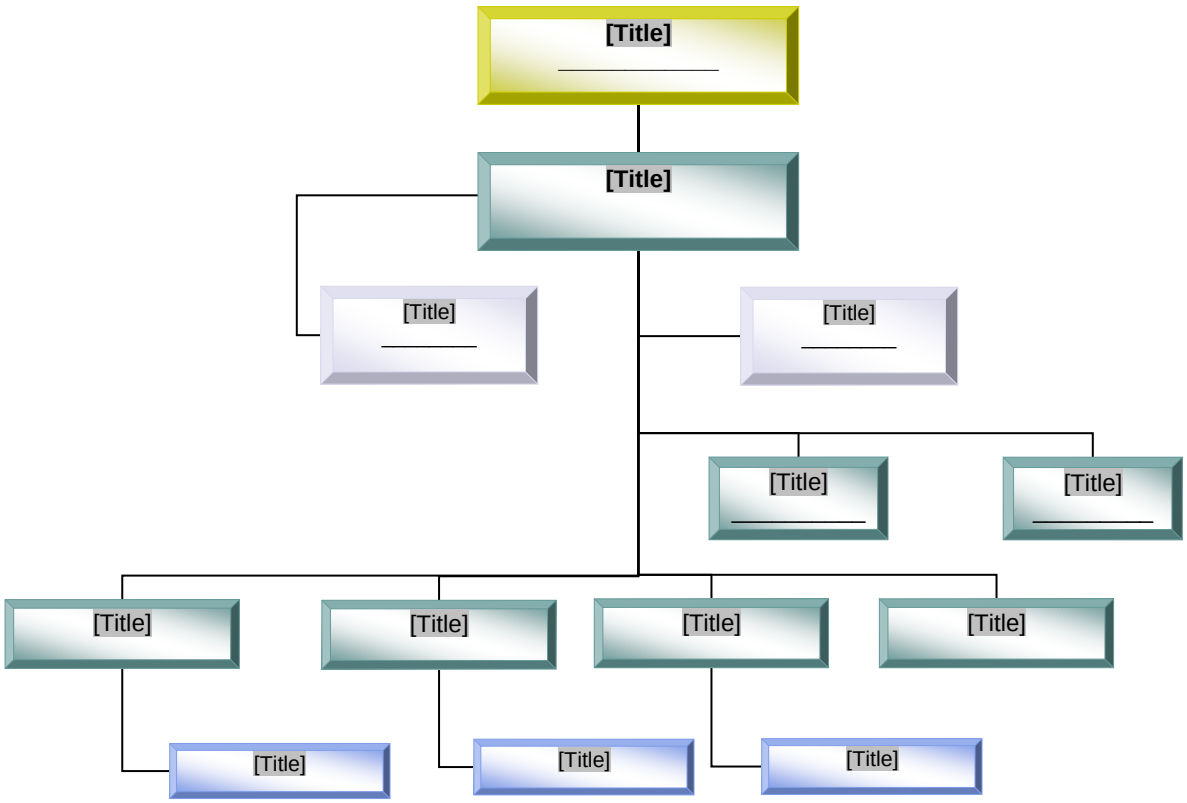


Figure 1 [State/Region/Urban Area] Governance Organization Chart

2.3 Membership

Appendix A provides POC information for members of the governing body and its subcommittees.

2.4 Responsibilities of the [Governing Body]

The [governing body] will:

- Maintain and update the TICP at regular intervals, or as critical updated information is identified.
- Disseminate updated plans to all participating agencies.
- Establish training requirements in support of the TICP.
- Promote interoperable communications capabilities through trained communications personnel.
- Initiate Memoranda of Understanding (MOUs) and Agreements for interoperable communications.
- Promote regular interoperable equipment/solutions testing, assist agencies with test evaluations, and dissemination the results.
- Re-evaluate regional requirements as technology evolves and circumstances dictate.
- Review communications related SOPs created by the included agencies, to preclude conflicts or non-compliance with current standards or initiatives.

2.5 Meeting Schedule

The [governing body] meets regularly at the [Location/Time/Date Information].

2.6 TICP Maintenance and Update

The [Name of Council/Executive Board] has the responsibility to review this document at a meeting called annually by the TICP POC. Requests for modifications or additions to this document should be submitted to the TICP POC for distribution to the [Name of Council/Executive Board]. Updates to this document can be recommended by any of the participating agencies. Agencies participating in this plan will be formally notified within [Number of days] of any approved modifications or additions to this TICP.

2.7 Agency Responsibilities and Rights

Agencies will retain the following rights and responsibilities:

- Agencies are responsible for considering and, if agreeing to, complying with MOUs and Agreements developed by the [Name of Council/Executive Board] in coordination with their respective jurisdictions.

- Authorized representatives of agencies participating in this plan have the authority to request the use of equipment, including systems and mobile assets, in accordance with Standard Operating Procedures (SOPs).
- Where applicable, agencies will be responsible for consistently maintaining, testing, and exercising connectivity to interoperable communications.
- Agencies retain the right to decide when and where to participate in interoperable communications. For example, agencies will retain the right to accept or decline a patch to a gateway system to provide interoperable communications during an incident.

2.8 Prioritization and Shared Use of Regional Interoperability Assets

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

Until such time as Incident Command is established, the lead agency designee (i.e., communications supervisor/command personnel), in cooperation with assisting agencies, will have the authority to designate the use of interoperable assets. Once Incident Command has been established, Command Staff or Communication Unit Leaders (when designated) direct the further coordination and delegation of the interoperable communications assets assigned to the event or incident in question.

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

1. Leverage face-to-face communications wherever appropriate. For example, the co-location of all Command and General Staff at the incident command post (ICP) provides the best direct communications and reduces the demand on interoperability resources.
2. Employ local communications assets until such time as either those assets become taxed or inadequate based on the nature and/or scope of the incident.
3. If response agencies are users of a shared system, utilize that shared system to establish interoperable communications.
4. If response agencies operate on disparate systems, utilize shared or mutual aid channels to establish interoperable communications.
5. If response agencies do not share systems or channels, utilize a gateway solution to establish interoperable communications.
6. Where interoperable communications cannot otherwise be established between response agencies, utilize swap or cache radios to establish operable communications for responders.

7. If no other method of interoperability can be established, relay communications through staff members.

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

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

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

1. Incidents with the greatest level of exigency (e.g., greater threat to life or property, more immediate need, etc.) have priority over less exigent incidents.
2. Agencies with single/limited interoperable options have priority use of those options over agencies with multiple interoperable options.
3. When at all possible, agencies already using an interoperable asset during an event should not be redirected to another resource.

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

3 Interoperability Equipment, Policies, and Procedures

This section describes all interoperable communications equipment and their associated policies and procedures in the [State/Region/Urban Area].

3.1 Shared Systems

"Shared system" refers to a single radio system used to provide service to several public safety or public service agencies. The table below lists all radio systems shared by more than one public safety or service agency operating in the [State/Region/Urban Area]. Details on each system are provided in Appendix B.

Note: that intra-system "shared channels" refer to common frequencies/talkgroups established and programmed into radios to provide interoperable communications among agencies using the ***same*** shared radio system. "Channel," in this context, refers to the name of a common frequency/talkgroup visually displayed on a user's radio.

Table 2 [State/Region/Urban Area] Shared System(s)

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

Region-wide Shared System Technology Overview

The [governing committee name] has identified [number here] shared communication systems that provide service to the [State/Region/Urban Area]. General interoperable communications rules of use, policies, and procedures that apply across these systems are detailed below.

Region-wide Shared System Policies and Procedures

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

- When an individual responder needs to interoperate with other agencies on their same shared system, the responder will notify their dispatch center. The dispatcher can then identify and designate an appropriate channel. Note that in cases where no dispatcher intervention is required, responders still notify dispatch that they are switching to a shared channel to maintain responder safety.
- Notify dispatch when the interoperability channels/talkgroups are no longer required and announce the return to normal operations channels.
- For extended incidents:

- The lead agency dispatcher notifies the [Communications Coordinator (COMC)/Communications Unit Leader (COML)/designee] that interoperability channels/talkgroups are in use.
- Each agency's dispatch center tells additional en-route responders what interoperability channels are in use for the incident.
- The Incident Commander determines when the interoperability channels are no longer required and notifies the appropriate dispatch center.

Region-wide Shared System Rules of Use

- **National Incident Management System** – Use an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **Plain Language** – All interoperable communications during multi-agency, multi-discipline incidents will be in plain language. Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here])

Region-wide Shared System Problem ID and Resolution

During an incident:

- During activation, report shared system problems to the Communications Technician (COMT) or COML/designee assigned to the incident/event who will follow established agency procedures to resolve the problem.

Following an incident, the following general problem ID and resolution processes apply to all shared systems:

- Report any problems with the shared system to the appropriate POC for the owning agency listed in Appendix B. The POC will be responsible for ensuring effective resolution to problems that exist with the shared system.
- Report any unresolved problems with that system directly to the [State/Region/Urban Area] [Communications Coordinator/COML/designee]. The [State/Region/Urban Area] [Communications Coordinator/COML/designee] ensures effective resolution to the reported shared system problems.

*(**Note:** Policies and procedures specific to a single shared system are listed subsequent to that specific shared system below)*

[Name] Shared System

[Name] Shared System Technology Overview

[Add text]

[Name] Shared System Policies and Procedures

[Add text]

[Name] Shared System Rules of Use

[Add text]

[Name] Shared System Problem ID and Resolution

[Add text]

3.1.1 Intra-System Shared Interoperability Channel(s)

Definition of an Intra-System Shared Channel

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

Intra-System Shared Channel Technology Overview

The [governing committee name] has identified [number here] shared communication systems that provide service to the [State/Region/Urban Area]. General interoperable communications rules of use, policies, and procedures that apply across these systems are detailed below.

Specific shared interoperable communication channels available within the region are listed in the tables below. More detailed information on each channel is documented in Appendix C.

Designated Intra-System Interoperability Channel(s)

Table 3 Intra-System Shared Channel(s)

System	Channel Name	Primary Use	Agencies Supported	Frequency/Band

[Name] Intra-System Shared Channel Policies and Procedures

The policies and procedures in this section apply to the local, regional, State, and Federal channels shared across multiple systems.

[Name] Intra-System Shared Channel Rules of Use

Intra-system shared channels are common frequencies/talkgroups established and programmed into radios to provide interoperable communications among agencies using the same shared radio system. The following rules of use apply to these channels:

- **National Incident Management System** – Use an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.

- **Plain Language** – All interoperable communications during multi-agency, multi-discipline incidents will be in plain language. Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here])

[Name] Intra-System Shared Channel Problem ID and Resolution

During an incident:

- During activation, report shared channels problems to the Communications Technician (COMT) or COML/designee assigned to the incident/event, who will follow established agency procedures to resolve the problem.

Following an incident, the following general problem ID and resolution processes apply to all shared channels:

- Report any problems with the intra-system shared channel to the appropriate POC for the owning agency listed in Appendix B. The POC will be responsible for ensuring effective resolution to problems that exist with the intra-system shared channel.
- Report any unresolved problems with that system directly to the [State/Region/Urban Area] [Communications Coordinator/COML/designee]. The [State/Region/Urban Area] [Communications Coordinator/COML/designee] ensures effective resolution to the reported intra-system shared channel problems.

(Note: Policies and procedures specific to a single intra-system shared channel are listed subsequent to specific intra-system shared channels below.)

[Name] Intra-System Shared Channel

[Name] Intra-System Shared Channel Technology Overview

[Add text]

Designated Intra-System Interoperability Channel(s)

Table 4 Intra-System Shared Channel(s)

System	Channel Name	Primary Use	Agencies Supported	Frequency/Band

[Name] Intra-System Shared Channel Policies and Procedures

[Add text]

[Name] Intra-System Shared Channel Rules of Use

[Add text]

[Name] Intra-System Shared Channel Problem ID and Resolution

[Add text]

3.2 Inter-System Shared Channel(s) Policies and Procedures

Definition of a Region-wide Inter-System Shared Channel

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

Region-wide Inter-System Shared Channel Technology Overview

Specific inter-system shared interoperable communication channels available within the region are listed in the tables below. More detailed information on each channel is documented in Appendix C.

Region-wide Inter-System Interoperability Channel(s)

Table 5 Inter-System Shared Channel(s)

Channel Name	Primary Use	Agencies Supported	Frequency/Band

Region-wide Inter-System Shared Channel Policies and Procedures

The policies and procedures in this section apply to the local, regional, State, and Federal channels shared across multiple systems.

Region-wide Inter-System Shared Channel Rules of Use

Inter-system shared channels are reserved for situations that require interoperable communications to coordinate multiple public safety entities and/or activities across two or more separate radio systems. The following rules of use apply to these channels:

- **National Incident Management System** – Use an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **Plain Language** – All interoperable communications during multi-agency, multi-discipline incidents will be in plain language. Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here])

Region-wide Inter-System Shared Channel Problem ID and Resolution

During an incident:

- During activation, report shared channels problems to the Communications Technician (COMT) or COML/designee assigned to the incident/event, who will follow established agency procedures to resolve the problem.

Following an incident, the following general problem ID and resolution processes apply to all shared channels:

- Report any problems with the inter-system shared channel to the appropriate POC for the owning agency listed in Appendix C**Error! Reference source not found.**. The POC will be responsible for ensuring effective resolution to problems that exist with the inter-system shared channel.
- Report any unresolved problems with that system directly to the [State/Region/Urban Area] [Communications Coordinator/COML/designee]. The [State/Region/Urban Area] [Communications Coordinator/COML/designee] ensures effective resolution to the reported inter-system shared channel problems.

*(**Note:** Policies and procedures specific to a single shared channel are listed subsequent to that specific shared channel below)*

[Name/Jurisdiction] Inter-System Shared Channel

[Name] Inter-System Shared Channel Technology Overview

[Add text]

Designated Inter-System Interoperability Channel(s)

Table 6 Inter-System Shared Channel(s)

Channel Name	Primary Use	Agencies Supported	Frequency/Band

[Name] Inter-System Shared Channel Policies and Procedures

[Add text]

[Name] Inter-System Shared Channel Rules of Use

[Add text]

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

[Add text]

3.2.1 ICALL/ITAC Shared Channel(s)

(Note: Although this is titled ICALL/ITAC, use nomenclature specific to the site, i.e. UCALL/UTAC, VCALL/VTAC, etc.)

ICALL/ITAC Shared Channel(s)

Table 7 ICALL/ITAC Shared Channel(s)

Channel Name	Primary Use	Agencies Supported	Frequency/Band

[Name] ICALL/ITAC Shared Channel Technology Overview

[Add text]

[Name] ICALL/ITAC Shared Channel Policies and Procedures

[Add text]

[Name] ICALL/ITAC Shared Channel Rules of Use

[Add text]

[Name] ICALL/ITAC Shared Channel Problem ID and Resolution

[Add text]

3.2.2 [Name/Jurisdiction] ICALL/ITAC Shared Channel

[Name] ICALL/ITAC Shared Channel Technology Overview

[Add text]

[Name] ICALL/ITAC Shared Channel Policies and Procedures

[Add text]

[Name] ICALL/ITAC Shared Channel Rules of Use

[Add text]

[Name] ICALL/ITAC Shared Channel Problem ID and Resolution

[Add text]

3.3 Gateways

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

Table 8 [State/Region/Urban Area] Gateway Systems

Gateway Name	Owning Agency	Day-to-Day or Incident / Event	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports

3.3.1 Region-wide Gateway Policies and Procedures

Region-wide Gateway Rules of Use

The following rules of use shall govern interoperable communications between agencies via gateways:

- **National Incident Management System** – Use an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **Plain Language** – All interoperable communications during multi-agency, multi-discipline incidents will be in plain language. Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here])
- **Encryption** – All encrypted radios users must operate in a "clear" mode when a gateway is used, unless otherwise arranged in advance. **Never assume encryption carries across the gateway.**
- **Monitoring** – The Incident Commander, or their designee, will ensure that each activated interoperability channel is monitored consistently while in use.

Region-wide Gateway Communications Request

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

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

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

Region-wide Gateway Deployment Procedures

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

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

The mobile gateway operator should follow these deployment procedures:

- Provide dispatch with an ETA at the incident and method of communications while en route (e.g., designated radio channel, cell number).
- Retrieve the dedicated unit and mobile gateway from its storage location and deliver it to the incident scene
- Report to the Incident Commander or Check-in on arrival.
- Once on-scene, establish patches via the mobile gateway in accordance with the Gateway Activation Procedures listed above.

Region-wide Gateway Activation Procedures

Once the owning agency grants authorization to use their fixed gateway, the region-wide procedures for establishing communications connectivity are:

- Select a channel or talkgroup on the home system for use in the gateway patch.
- Verify the system-wide availability of required resources (coordinate among control point dispatchers).
- Provide radio call sign/designator information to connected agencies as needed.
- Assign the requested unit/agency to that channel or talkgroup.
- Connect the agency to the appropriate talkgroup.

- Announce to users that interoperability is activated.
- Identify users on the interoperability channel using their agency name and unit identifier through *a roll call*.
- Monitor the interoperability channel to address requests.

Region-wide Gateway Deactivation Procedures

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

- Contact the monitoring dispatcher (for fixed gateways) or the mobile gateway operator (for mobile gateways) to request patch/gateway deactivation.
- Announce over all patched channels/talkgroups that connections will be deactivated prior to the connection being disabled.
- Return all personnel to their appropriate home system channel assignments.

Region-wide Gateway Problem ID and Resolution

During an incident:

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

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

- Report any problems with the gateway to the appropriate POC for that agency listed in Appendix D. The POC will be responsible for ensuring effective resolution to problems that exist with the gateway.
- Report unresolved gateway problems directly to the [State/Region/Urban Area] [Communications Coordinator/COML/designee]. The [State/Region/Urban Area] [Communications Coordinator/COML/designee] ensures effective resolution to reported gateway problems.

Region-wide Gateway Limitations

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

- The number of simultaneous patches that can be supported by the gateway will be limited by switch capacity and the number of lines connecting control centers and consoles. As a result, a limited number of patches involving resources at different control points can be supported simultaneously. Likewise, a limited number of patches involving resources that are accessed through a communications center console may be supported simultaneously.
- Home system coverage may limit communications. Gateway users must be within the footprint of their coverage area.

- Agencies not permanently configured on a given gateway will require additional planning to establish interoperable communications through that gateway.

Region-wide Gateway Test Procedures

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

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

*(**Note:** Policies and procedures specific to a single gateway are listed subsequent to that specific gateway below)*

3.3.2 [Name] Gateway

This section provides individualized guidance on how to request, deploy, and use specific [State/Region/Urban Area] gateways. Further detailed information on all [State/Region/Urban Area] gateways is listed in Appendix D.

[Name] Gateway Rules of Use

[Add text]

[Name] Communications Request

[Add text]

[Name] Mobile Gateway Deployment Procedures

[Add text]

[Name] Fixed Gateway Activation Procedures

[Add text]

[Name] Gateway Deactivation Procedures

[Add text]

[Name] Gateway Problem ID and Resolution

[Add text]

[Name] Gateway Limitations

[Add text]

[Name] Gateway Test Procedures

[Add text]

3.3.3 [Name] Gateway

[Name] Gateway Rules of Use

[Add text]

[Name] Communications Request

[Add text]

[Name] Mobile Gateway Deployment Procedures

[Add text]

[Name] Fixed Gateway Activation Procedures

[Add text]

[Name] Gateway Deactivation Procedures

[Add text]

[Name] Gateway Problem ID and Resolution

[Add text]

[Name] Gateway Limitations

[Add text]

[Name] Gateway Test Procedures

[Add text]

3.4 Cache Radios

Cache radios, also known as "swapped radios," refer to maintaining a cache of standby radios that can be deployed to support regional incidents. These radios may be from a regional cache or from a participating agency. These radios allow all responders to use common, compatible equipment during an incident. Specific caches within the [State/Region/Urban Area] are listed in the following table. Detailed information on cache radios can be found in Appendix E.

Table 9 [State/Region/Urban Area] Radio Cache(s)

Radio Cache Name	Make / Model	Owning / Managing Agency	Frequency Band	Quantity

3.4.1 Region-wide Cache Radio Policies and Procedures

[State/Region/Urban Area] radio caches have the following characteristics:

- Portable radios are fully charged and maintained, ready for immediate deployment.
- Deployed equipment includes battery chargers to support extended deployments.
- Personnel are available to transport equipment to the incident scene.
- Technicians are available for on-scene support during the deployment.

700 MHz Cache Radios

All [State/Region/Urban Area] 700 MHz radio caches are required to have the following channels/talkgroups programmed:

Table 10 Required Channels for [State/Region/Urban Area] 700 MHz Cache Radio(s)

Channel Name	Primary Use

If possible, the following channels/talkgroups should also be programmed into [State/Region/Urban Area] 700 MHz cached radios:

Table 11 Optional Channels for [State/Region/Urban Area] 700 MHz Cache Radio(s)

Channel Name	Primary Use

800 MHz Cache Radios

All [State/Region/Urban Area] 800 MHz radio caches are required to have the following channels/talkgroups programmed:

Table 12 Required Channel for [State/Region/Urban Area] 800 MHz Cache Radio(s)

Channel Name	Primary Use

If possible, the following channels/talkgroups should also be programmed into [State/Region/Urban Area] 800 MHz cached radios:

Table 13 Optional Channels for [State/Region/Urban Area] 800 MHz Cache Radio(s)

Channel Name	Primary Use

UHF Cache Radios

All [State/Region/Urban Area] UHF radio caches are required to have the following channels programmed:

Table 14 Required Channels for [State/Region/Urban Area] UHF Cache Radio(s)

Channel Name	Primary Use

If possible, the following channels should also be programmed into [State/Region/Urban Area] UHF cached radios:

Table 15 Optional Channels for [State/Region/Urban Area] UHF Cache Radio(s)

Channel Name	Primary Use

VHF Cache Radios

All [State/Region/Urban Area] VHF radio caches are required to have the following channels programmed:

Table 16 Required Channels for [State/Region/Urban Area] VHF Cache Radio(s)

Channel Name	Primary Use

If possible, the following channels should also be programmed into [State/Region/Urban Area] VHF cached radios:

Table 17 Optional Channels for [State/Region/Urban Area] VHF Cache Radio(s)

Channel Name	Primary Use

Region-wide Radio Cache Rules of Use

The following are general rules of use and apply to all [State/Region/Urban Area] radio caches:

- **National Incident Management System** – Use an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **Plain Language** – All interoperable communications during multi-agency, multi-discipline incidents will be in plain language. Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (i.e., [Local Example Here])
- **Equipment Return** – The requesting agency is responsible for the return of any cache radios/equipment in the condition that they were received. **OR** Responsibilities for lost or damaged equipment lie with the appropriate agency as dictated by existing Memoranda of Agreement (MOAs).

Region-wide Radio Cache Request

The Incident Commander, or their designee, determines when a situation exists that requires the use of a regional radio cache and notifies the appropriate dispatch center. The dispatch center will follow internal agency procedures to contact the COML or Radio Cache Agency POC and relay pertinent information regarding the event. The requesting agency documents and provides the following information to the Radio Cache Agency POC, on request:

- Requesting agency
- On-scene agencies requiring interoperability
- Incident/event type of event (e.g., wild land fire, etc.)
- Equipment requirements
- Expected duration of event
- Location required/access information
- Incident POC
- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested (e.g., technician, chargers, etc.)

The Radio Cache Agency determines what radio caches are available for use, identifies a specific cache, activates that cache, and coordinates the cache deployment with the requesting agency Incident Commander or their designee.

Region-wide Radio Cache Equipment Activation

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

- Contact the on-call technician responsible for radio cache deployment.
- Dispatch the radio cache technician (or an approved designee) to the incident scene.

- Inform the requesting agency that the radio cache is en route and provide an estimated time of arrival (ETA), if available.

The **radio cache technician (or designee)** should follow these deployment procedures:

- Provide dispatch with an ETA at the incident.
- Retrieve the radio cache from its storage location and deliver it to the incident scene.
- Report to the Incident Commander or Check-in on arrival.
- Once on-scene, sign the cache over to the requesting agency for incident use or, if assigned to remain on scene, coordinate radio cache deployment procedures with the Communications Unit.
    - Each radio in the radio cache will have a unique identification number for inventory tracking. Ask the receiving agency to sign a property transfer form if they take responsibility for managing the radio cache on scene.
    - The requesting Incident Commander, or their designee, will be responsible for:
        - Supporting radio deployments on-scene
        - Maintaining a record of each user and agency to whom a radio and associated accessories have been distributed
        - Documenting the identification number of each radio deployed
        - Documenting the channel(s) in use
- Each user and/or agency that receives a radio from the radio cache will be responsible for returning that radio and all associated accessories to the cache at the end of the incident.

Region-wide Radio Cache Equipment Deactivation

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

- Coordinate the return of all cache radios to the Communications Unit through the Incident Commander or their designee.
- The Communications Unit will be responsible for inventorying all radios and accessories returned to the cache. Before leaving the incident scene, the Communications Unit will determine if any radios have not been returned to the radio cache and note the user and agency to which the radio was distributed. Provide this information to the Incident Commander or their designee.
- If the missing radios cannot be recovered at the incident scene, the Communications Unit will provide this information to the Radio Cache Agency POC for resolution.

Region-wide Radio Cache Problem ID and Resolution

During an incident:

- Report radio cache problems to the radio cache technician or their designee who will follow established agency procedures to resolve the problem.

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

- Report any problems with the radio cache to the appropriate POC for the owning agency listed in Appendix E. The POC will be responsible for ensuring effective resolution to problems that exist with the radio cache.
- Report unresolved radio cache problems directly to the [State/Region/Urban Area] [Communications Coordinator/COML/designee]. The [State/Region/Urban Area] [Communications Coordinator/COML/designee] ensures effective resolution to reported radio cache problems.

*(**Note:** Policies and procedures specific to a single radio cache are listed subsequent to that specific cache below)*

3.4.2 [Name] Radio Cache

[Name] Technology Overview

[Add text]

[Name] Radio Cache Rules of Use

[Add text]

[Name] Radio Cache Interoperable Communications Request

[Add text]

[Name] Radio Cache Equipment Activation Procedures

[Add text]

[Name] Radio Cache Equipment Deactivation Procedures

[Add text]

[Name] Radio Cache Equipment Problem ID and Resolution

[Add text]

3.4.3 [Name] Radio Cache

[Name] Technology Overview

[Add text]

[Name] Radio Cache Rules of Use

[Add text]

[Name] Radio Cache Interoperable Communications Request

[Add text]

[Name] Radio Cache Equipment Activation Procedures

[Add text]

[Name] Radio Cache Equipment Deactivation Procedures

[Add text]

[Name] Radio Cache Equipment Problem ID and Resolution

[Add text]

3.5 Mobile Communications Units

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

Table 18 [State/Region/Urban Area] Mobile Communications Unit(s)

Unit ID / Designator	FEMA Type	Owning Agency	Deployment Area

3.5.1 Mobile Communications Unit Policies and Procedures

[Unit Name/ID] MCU

Mobile Communications Unit Technology Overview

[Add text]

Mobile Communications Unit Rules of Use

[Add text]

Mobile Communications Unit Interoperable Communication Request

[Add text]

The Incident Commander, or their designee, determines when a situation exists that requires the use of an MCU and notifies the appropriate dispatch center. The dispatch center will follow internal agency procedures to contact the COML or MCU POC and relay pertinent information regarding the event. The requesting agency documents and provides the following information to the MCU POC, on request:

- Requesting agency
- Agencies requiring interoperability
- Incident/event type (e.g., wild land fire, etc.)
- Expected duration of event
- Location required/access information
- Incident POC

- User/requestor and/or servicing dispatch contact phone number
- Additional support services requested

The MCU Agency determines if the MCU is available for use and coordinates the deployment with the requesting agency Incident Commander or their designee.

Mobile Communications Unit Activation Method

[Add text]

Mobile Communications Unit Deactivation Method

[Add text]

Mobile Communications Unit Problem ID and Resolution

[Add text]

4 Regional Emergency Resource Staffing

Emergency Resource Directory

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

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

Contact information:

Center Name – Number
Center Name – Number
Center Name – Number

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

Dispatch Center

Communications Coordinator (COMC) – The COML will work with the COMC to coordinate communications with other dispatch centers and the incident communication plan. Locally, the jurisdictional dispatch center supervisor or dispatcher will act as the Communications Coordinator. Coordinators may also be located at the region/county, State, and Federal level.

At an Incident/Event

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

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

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

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

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

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

Table 19 Regional Emergency Resource Personnel

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

5 CASM

5.1 Overview

The Communication Assets Survey and Mapping (CASM) tool provides the ability for representatives of public safety agencies within an urban area or State to collect, store, and visualize data about agencies, communication assets, and how agencies use those assets.

The purpose of CASM is to:

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

The CASM tool is composed of two components: the Communication Assets Survey (CAS) and the Communication Assets Mapping (CAM) tool. The CAS component provides a means to enter, edit, and delete information about agencies, communication assets (such as radio systems, dispatch centers, mutual aid channels/systems, gateways and radio caches), and agency usage of those assets. The CAM component provides a means to display this information in a map-based interface and provides analysis tools for displaying agency-to-agency interoperability, including interoperability gaps, in various ways.

The CASM tool is web-based and requires the user to have an active internet connection in order to access both the CAS and CAM components. CAS is a website that may be accessed via any internet browser, such as Internet Explorer, Netscape Navigator, or Mozilla Firefox. CAM is a client application that must be downloaded, installed, and executed on the user's computer. A user must have internet access in order to operate CAM.

Authorization to view data for a particular urban area or State is controlled by the [State/Region/Urban Area] Administrative Manager (AM); each user must have a user name and password in order to login.

The CASM AM POC is listed in the following table:

Table 20 CASM AM POC Information

Name	Phone	Email	Area of Responsibility

Appendix A Points of Contacts

A.1 Dispatch Centers

Table A - 1 Dispatch Center Points of Contact

Name	24/7 Contact	Organizations / Agencies Served

A.2 Nongovernmental Agency Contact Information

Table A - 2 Nongovernmental Agency Contact Information

Agency	Name	Position	Phone	Email

A.3 [Governing Body] Member Information

Table A - 3 [Governing Body] Contact Information

Agency	Name	Position	Phone	Email	Governing Body(s)

A.4 Subcommittee Working Group Member Information

Table A - 4 Subcommittee Working Group Member Information

Agency	Name	Position	Phone	Email	Subcommittee(s)

Appendix B Shared Systems

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

Table B - 1 [State/Region/Urban Area] Shared System(s)

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

B.1 [Shared System Name]

Responsible Agency

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

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

Number of Radios

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

System Type

Radio System Make:	
Trunked / Conventional/Both:	
Radio System Model:	
Radio System Frequency Band:	
P25 Compliancy:	
Number of Channels:	
Encryption Protocol:	
Year Installed:	
Repeated/Simplex/Both:	
Analog / Digital / Both:	
Wideband / Narrowband / Both:	
Voted:	
Simulcast:	

Service area

[Add service area information]

Participating Agencies

- [Add participating agencies]
- [Add participating agencies]

Shared Channels

Table B - 2 [Name] Shared Channel Information

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

Shared Talk Groups

Table B - 3 [Name] Shared Talkgroup Information

Talkgroup Name	Talkgroup ID	Primary Use	Agencies Supported

Other Shared Channel/Talkgroup Notes:

[Add notes]

Appendix C Inter-system Shared Channels

Detailed information on shared channels available for use within the region is listed in the following table to include shared channel name(s) and frequency/talkgroup details for each shared channel.

Table C - 1 [State/Region/Urban Area] 700 MHz Inter-system Shared Channel(s)

Channel Name	Analog / Digital	Wide / Narrow	Tx and Tone	Rx and Tone	Talkgroup ID	Primary Use	Agencies Supported

Table C - 2 [State/Region/Urban Area] 800 MHz Inter-system Shared Channel(s)

Channel Name	Analog / Digital	Wide / Narrow	Tx and Tone	Rx and Tone	Talkgroup ID	Primary Use	Agencies Supported

Table C - 3 [State/Region/Urban Area] UHF Inter-system Shared Channel(s)

Channel Name	Analog / Digital	Wide / Narrow	Tx and Tone	Rx and Tone	Talkgroup ID	Primary Use	Agencies Supported

Table C - 4 [State/Region/Urban Area] VHF Inter-system Shared Channel(s)

Channel Name	Analog / Digital	Wide / Narrow	Tx and Tone	Rx and Tone	Talkgroup ID	Primary Use	Agencies Supported

Appendix D Gateways

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

Table D - 1 [State/Region/Urban Area] Gateway System(s)

Gateway Name	Owning Agency	Day-to-Day or Incident / Event	Make / Model	Fixed / Mobile	No. of Simultaneous Nets	No. of Ports

D.1 [Gateway Name]

Equipment Location

This gateway is stored [in or at] [address], [City/County], [State], [zip code]

Responsible Agency

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

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

Service Area

[Add service area information]

Participating Agencies

- [Add participating agencies]
- [Add participating agencies]

Other Gateway Notes:

[Add notes]

Appendix E Radio Caches

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

Table E - 1 [State/Region/Urban Area] Radio Cache(s)

Radio Cache Name	Make / Model	Owning / Managing Agency	Frequency Band	Quantity

E.1 [Radio Cache Name]

Equipment Location

This radio cache is stored [in or at] [address], [City/County], [State], [zip code]

Responsible Agency

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

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

Service Area

[Add service area information]

System Type and Capacity

Cache Description:

Make / Model:	
Frequency Band:	
No. of Radios in Cache:	
No. of Available Channels:	
No. of Spare Batteries:	

Channels Programmed on Cache

[Add text]

Radio System Name	Channel Identification

Talk Groups Programmed on Cache

[Add text]

Other Cache Notes:

[Add text]

Appendix F Mobile Communications Units

Detailed information on mobile communications units (MCU) (also known as Mobile Communications Center (MSS) or Mobile EOC) available within the region is listed in subsequent pages of Appendix F.

Table F - 1 [State/Region/Urban Area] Mobile Communications Unit(s)

Unit ID / Designator	FEMA Type	Owning Agency	Deployment Area

F.1 [Mobile Communications Unit Equipment Name]

Equipment Location

This Mobile Communications Unit equipment is stored [in or at] [address], [City/County], [State], [zip code]

Responsible Agency

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

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

Deployment Area

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

System Type and Capacity

Unit ID / Designator:	[Unique Name]
Owning Agency	[Owner of the MCU]
Type/Make/Model:	[Enter Information]
Quantity:	[#]
Primary Deployment Method (Other)	[Vehicle Chassis Mount, Trailer, Airlift Container, Other]
Deployment Method	[Describe Method if Above is Other]
MCU Storage Address	[Add Address]
Latitude	[Optional/Add Lat where MCU is stored]
Longitude	[Optional/Add Long where MCU is stored]
Year Activated	[Year]
FEMA Type	[Type 1, Type 2, Type 3, Type 4, Other]
Activation Method	[Describe]
General Comments	[Comments]
Time to Setup	[# of Minutes Expected to setup the Unit]
Chassis Size	[Chassis Size in Feet]
Capability to Extend a Regional LMR System	[Yes/No]

Dispatch Capability	[Yes/No]
Number of Dispatch Consoles	[#]
SATCOM Capability	[Yes/No]
SATCOM Type	[INMARSAT, AMSC, etc.]
Number of Phone/Data Lines	[#]
Microwave Connectivity Capability	[Yes/No]
PBX Capability	[Yes/No]
Cellular PBX	[Yes/No]
Capability FAX Capability	[Yes/No]
Computer Server Capability	[Yes/No]
LAN Capability	[Yes/No]
Number of Workstations	[#]
Conference	[Yes/No]
Internet Access	[Yes/No]
Network Access Speed in KBPS	[#]
Video Teleconference Capability	[Yes/No]
On Scene Video Monitoring Capability	[Yes/No]
Self-contained Power Supply Capacity (Watts)	[#]
TV Reception Capability	[Yes/No]
Expandable Mast	[Yes/No]

Other Mobile Communications Unit Equipment Notes:

[Add notes]

Figure F - 1 [Mobile Communications Unit [Equipment Name]

Appendix G Policy Documents, Governing Documents, MOUs, and Agreements

Note: Reference any policy document(s), governing document(s), MOU(s) and agreement(s) by a link to a website if available.

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

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

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

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

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

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

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

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

Appendix H Incident Command System Planning

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

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

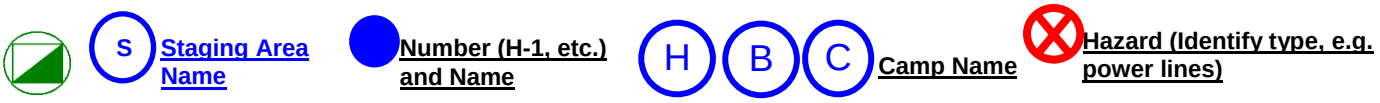
Note: A copy of completed ICS Forms should also be distributed to the COML.

H.1 ICS 201

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE	3. TIME PREPARED

4. MAP SKETCH (NTS)

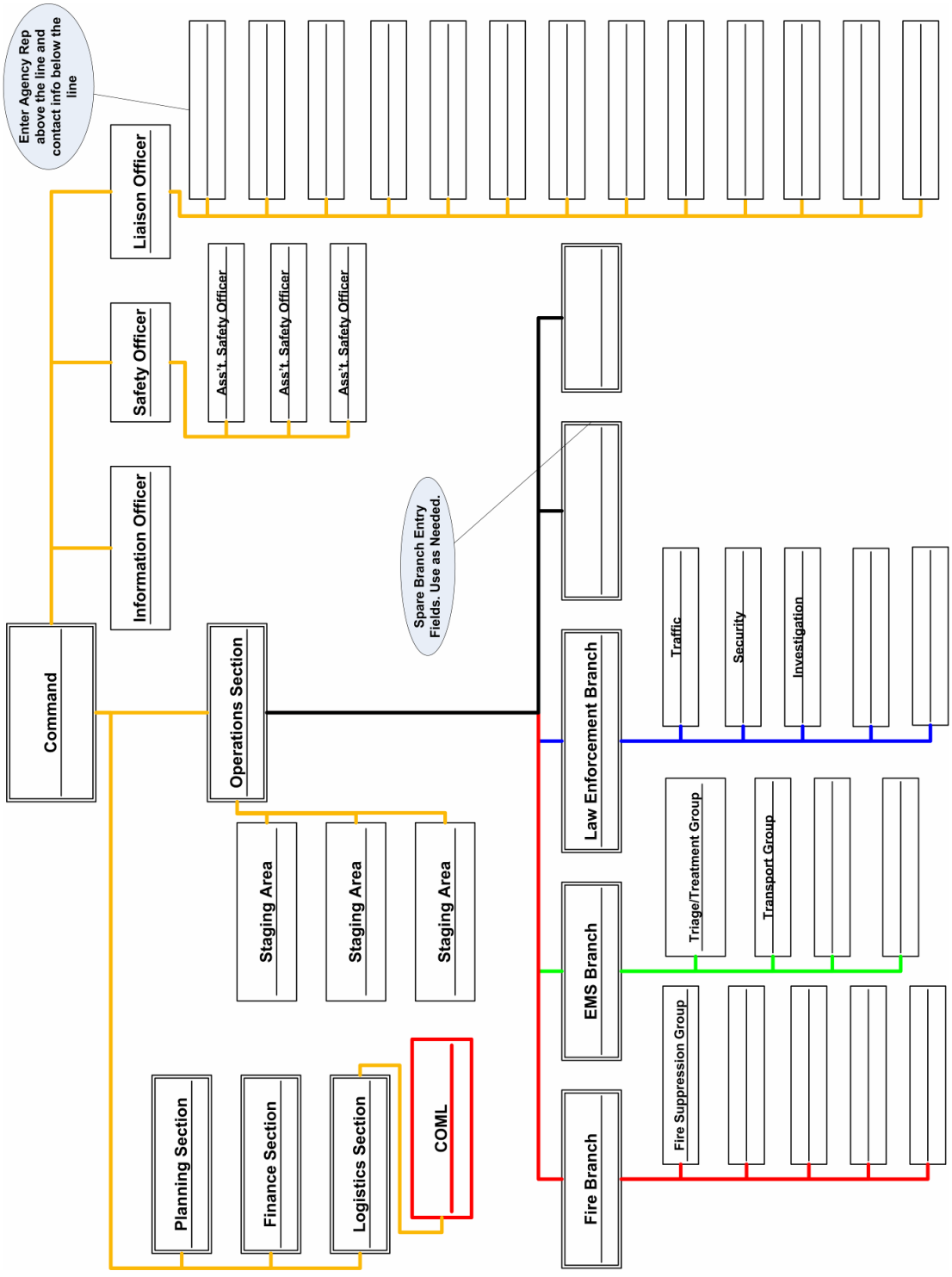
Function	Frequency or Talkgroup Name	Assignment	Function	Frequency or Talkgroup Name	Assignment
Command			Tactical		
			Tactical		
Tactical			Tactical		
Tactical					
Tactical			Staging		



5. PREPARED BY (NAME AND POSITION)

6. SUMMARY OF CURRENT ACTIONS	
Time	**Summary of Action**
	Continue on NIMS/ICS Form 214 Unit Log

7. CURRENT ORGANIZATION – Place name and contact information (talkgroup/channel name, numbers, etc.) below the dividing line.



8. RESOURCES SUMMARY

RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE ✓	LOCATION/ASSIGNMENT

201 ICS (7/2006) **PAGE 4 of 4** **NFES 1325**

Instructions for Completing the Incident Briefing (ICS 201 Form)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special; information on a sketch map or attached to the topographic or orthophoto map.
5.	Resources Summary	Enter the following information about the resources allocated to the incident. Enter the number and type of resource ordered.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency three letter designator, S/T, Kind/Type and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the “on scene” column upon arrival.
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.
6.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
7.	Summary of Current Actions	Enter the name and position of the person completing the form.
8.	Prepared By	Enter Name and position of the person completing the form.
*Note		Additional pages maybe to ICS Form 201 if needed.

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

Preparation: The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Proper symbology should be used when preparing a map of the incident.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistic Section Unit Leaders. The sketch map and summary of current action Resources Summary portion are given to the Resources Unit.

H.2 ICS 205 (New)

INCIDENT RADIO COMMUNICATIONS PLAN	Incident Name	Date/Time Prepared	Date/Time Prepared

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	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

5. Prepared by (Communications Unit)	Incident Location County/State Lat/Long

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (Project 25)

H.3 ICS 205 Current Version

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

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

5. Prepared by (Communications Unit)

Instructions for Completing the Incident Radio Communications Plan (ICS 205 Form)

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

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

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

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

H.4 ICS Form 210 (Status Change Card)

DESIGNATOR
NAME / ID.NO._____

_____

STATUS

☐ASSIGNED ☐AVAILABLE ☐O/S REST
☐O/S MECHANICAL ☐O/S MANNING

_____ETR (O/S=Out of Service)

FROM	LOCATION	TO
	DIVISION / GROUP	
	STAGING AREA	
	BASE / ICP	
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGES

RESTAT

TIME_____ PROCESS ☐

STATUS CHANGE CARD

ICS
FORM
210 6/83

NFES 1334

Instructions for Completing the Status Change Card (ICS Form 210)

ITEM NUMBER	INSTRUCTIONS
Designator Name/ID No.	Enter the appropriate designator for the kind of resource. The resource type code are in ICS 020-1, Resource Listings
Status	Determine the current status of the resource. If out-of-service status is checked, enter the time when the resource will return to service.
From/Location/To	Place ad checkmark in the FORM column indicating the current location of the resource (where it came from). Also place a check in the TO column indicating the assigned location of the resource. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Redfern, Staging Area, Camp Hood).
Message	Enter any special information provided by the resource or dispatch center such as individual designator of strike teams and task forces.
Time	Enter the time of the status change (24-hour clock).
Resources Process	This box is checked by Resources Unit personnel after the Unit has transferred the information to a Resource Status Card (ICS Form 219).

Purpose: The Status Change form is used by the Incident Communications Center Message to record status change information received on resources assigned to the incident.

Preparation: The form 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 or fixed-wing facilities.

Distribution: The Status Change Card is a two-part form. The original is given to the Resources Unit, and the Communications Unit retains a second (pink) copy.

H.5 ICS 213

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

Instructions for Completing the General Message (ICS 213 Form)

ITEM NUMBER	INSTRUCTIONS
To	Indicate Unit/Person the General Message is intended for. Be specific.
Office	Indicate the location where the Unit/Person is located, e.g., Ground Support Unit Leader, Simpson Camp, Communications, etc.
From	Indicate appropriate designation and location sender.
Subject	Fill in if applicable.
Date	List the date and time.
Message	Briefly complete. Think through the message before writing it down. Try to be concise as possible.
Reply	This section is intended to be used by the Unit/Person who receives the message to reply to your message.
Date	Record the date and time of reply.
Signature	Record signature and title of person who initiates the message.
White Copy/Pink Copy	Both copies are sent by person who initiates the message.
Yellow Copy	Retained by the person who initiates the message.
Pink Copy	May be returned to the person who initiates the message.

The General Message form in use within the ICS is a three-part form.

Purpose: The General Message form is used by:

1. Incident dispatchers to records incoming messages which cannot be orally transmitted to the intended recipients.
2. Command Post and other incident personnel to transit messages to the Incident Communications Center for transmission via radio or telephone to the addressee.
3. Incident personnel to send any message or notification to incident personnel which required a hard-copy delivery.

Initiation of the Form: The General Message form may be initiated by incident dispatchers and any other personnel on an incident.

Distribution: upon completion, the General Message may be:

1. Hand carried to the addressee.
2. Hand carried to the incident Communications Center for transmission.

H.6 ICS 214

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned

Name	ICS Position	Home Base

8. Activity Log

Time	Major Events

9. Prepared by (Name and Position)

Time	Major Events
214 ICS 5-80	9. Prepared by (Name and Position)

Instructions for Completing the Unit Log (ICS 214 Form)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Unit Name	Enter the title of the organizational unit resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
5.	Unit Leader	Enter the name of the individual in charge of the unit.
6.	Operational Period	Enter the time span covered by the log (e.g., 1800 Oct.12 to 0600 Oct.13).
7.	Personnel Roster	List the name, position, and home based of each member assigned to the unit during the operational period.
8.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
9.	Prepared By	Enter Name and title of the person approving the log. Provide log to immediate supervisor at the end of each operational period.

Purpose: The Unit Log is used to record details of unit activity strike team activity. The file of these logs provides a basic reference which to extract information for inclusion ion any after-action report.

Preparation: A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Group/Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are forwarded to supervisors who provide to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Unit Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

H.7 ICS Form 216

RADIO REQUIREMENTS WORKSHEET			1. Incident Name			2. Date			3. Time		
4. Branch			5. Agency			6. Operational Period			7. Tactical Frequency		
8. Division/Group			Division/Group			Division/Group			Division/Group		
Agency			Agency			Agency			Agency		
9. Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts	Agency	ID No.	Radio Reqmnts
			10. Prepared by (Name and Position)								

Instructions for Completing the Radio Requirements Worksheet (ICS 216 Form)

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

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

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

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

H.8 ICS Form 217

RADIO FREQUENCY ASSIGNMENT WORKSHEET

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

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

H.9 ICS Form 217A

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A						Frequency Band		Description	
	Channel Configuration	**Channel Name/Trunked Radio System Talkgroup**	**Eligible Users/Assignments**	**RX Freq N or W**	**RX Tone/NAC**	**TX Freq N or W**	**Tx Tone/NAC**	**Mode A, D. or M**	**Remarks**
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

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

H.10 SAMPLE ICS 217A

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A			Frequency Band		Description			
Channel Configuration	**Channel Name/Trunked Radio System Talkgroup**	**Eligible Users/Assignments**	**RX Freq N or W**	**RX Tone/NAC**	**TX Freq N or W**	**Tx Tone/NAC**	**Mode A, D. or M**	**Remarks**
List – Identify Tactical Nets								
		Operations						
		Operations						
		Operations						
		Operations						
List – Identify Command Nets								
		Command & General Staff						
		Command & General Staff						
		Command & General Staff						
List – Identify Air-to-Ground Nets								
		Air Ops & Ops						
List – Identify Dispatch Nets								
		Initial Attack						
		Initial Attack						
		Initial Attack						
		Initial Attack						
		Initial Attack						
		Initial Attack						
List – Identify Support Nets								
		Logistics						

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

Instructions for Completing the Radio Frequency Assignment Worksheet (ICS 217 Form)

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

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

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

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

H.11 ICS Form 309

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

LOG			
	STATION I.D.		
TIME	FROM	TO	SUBJECT
PAGE__OF__			**ICS 309**

REV 96/02/22

Appendix I Reference Materials

Reference Sources

- SAFECOM. http://www.safecomprogram.gov

  The *National Emergency Communications Plan* (NECP) is a strategic plan that sets goals and identifies key national priorities to enhance governance, planning, technology, training and exercises, and disaster communications capabilities. The NECP provides recommendations, including milestones, to help emergency response providers and relevant government officials make measurable improvements in emergency communications over the next three years.

- National Public Safety Telecommunications Council (NPSTC). http://www.npstc.org

  The *National Interoperability Field Operations Guide* (NIFOG) is a collection of technical reference material for radio technicians responsible for radios that will be used in disaster response applications. The NIFOG includes information from the National Interoperability Frequency Guide (NIFG), the instructions for use of the NIFG, and other reference material; formatted as a pocket-sized guide for radio technicians to carry with them.

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

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

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

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

Appendix J Glossary

Item/Acronym	Definition
ACU-1000	Audio bridge used in fixed and mobile configurations. Requires radio from each connected communications system. Gateway device used to link disparate radio systems.
AM	Administrative Manager
Audio Bridge	Connects four-wire audio from disparate radio systems to provide interoperability.
CASM	Communication Assets Survey and Mapping
CAM	Communication Assets Mapping
CAS	Communication Assets Survey
CERT	Community Emergency Response Team
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
DHS	Department of Homeland Security
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FCC	Federal Communication Commission
IC	Incident Command
ICC	Incident Communications Center
ICALL	Calling Channel for ITAC
ICP	Incident Command Post
ICS	Incident Command System
ICTAP	Interoperable Communications Technology Assistance Program
ID	Identification
INCM	Incident Communications Center Manager
Inter-agency	Located or occurring between two or more agencies
Interoperable	Ability of a system to use the parts or equipment of another system
IT	Information Technology

Item/Acronym	Definition
ITAC	Conventional mutual aid channel 800 Mhz
JFO	Joint Field Office
MCC	Mobile Communicaiton Center
MCU	Mobile Communications Unit
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz.
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction
NIMS	National Incident Management System
NPSPAC	National Public Safety Planning Advisory Committee
NSSE	National Special Security Event
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Service
RADO	Radio Operator
RF	Radio Frequency
SHARES	Shared Resources High Frequency Radio Program
SOP	Standard Operating Procedure
Talkgroup	Term ususally used with trunked radio systems. A talkgroup is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over the trunked radio system.
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz. For public safety LMR, usually refers to two bands. 380 to 460 MHz (low) and 460 to 512 MHz (high).
USCG	United States Coast Guard
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164 MHz. VHF Low Band has a frequency range below 100 MHz.