INCIDENT ACTION PLAN USER GUIDE

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Table of Contents

Table of Contents 2
Incident Action Plan 4
Common Features 6
Menus 6
Toolbars 8
Main Toolbar 8
Filter Toolbar 9
IAP Toolbar 9
Setting Up IAP 11
Defining Shifts 12
Selecting IAP Options 14
Defining ICS 203 Template 16
Defining ICS 204 Template 18
Defining Master Frequency List 20
Creating the Master Frequency List 20
Editing the Master Frequency List 21
Deleting a Frequency from Master Frequency List 21
General IAP Form Features 23
Creating a New Form 23
Common Features of All IAP Forms 24
Spell Checking a Form 24
Formatting Selected Text 25
Changing Font Size for a Form 26
Resizing Areas on a Form 27
Marking a Form Final vs. Draft 28
Unlocking a Finalized Form 28
Opening a Closed Form 28
Closing an Open Form 29
Creating an ICS-202 (Incident Objectives) 30
Creating an ICS 203 (Organization Assignment List) 32
Creating an ICS 205 (Incident Radio Communications Plan) 34
Creating an ICS 204 (Division Assignment List) 36
Cut, Copy, Paste, Insert, Move, and Delete Rows 38
Creating an ICS 206 (Medical Plan) 40
Creating an ICS 220 (Air Operations Summary) 41

View, Copy, and Delete Forms and Plans 43
Viewing a Single Type of Form 43
Viewing All Forms Grouped by Form Number 44
Viewing All Forms Grouped by Incident Action Plan 44
Copying a Form 44
Copying a Plan 45
Deleting a Form 47
Working With Output 48
Previewing and Printing a Form 48
Printing a Form without Previewing 48
Exporting an IAP Form to a PDF File 48
Previewing and Printing Plans 49
Printing a Plan without Previewing 49
Exporting Plans 50
Revision History 51
Index 52

Chapter 1

Incident Action Plan

The **Incident Action Plan (IAP)** User Manual explains how to use **IAP** to produce the Incident Action Plan for an incident. In **IAP**, you can produce the following Incident Command System (ICS) forms:

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment Lists
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary

Information in the **Incident Action Plan** module may come from other I-Suite modules, including:

- Resources
- Demob
- Time
- Cost
- Supply

IAP can also produce the **Master Frequency List**, which lists radio frequencies for the **ICS-205 Incident Radio Communications Plan**.

Topics in this guide include the following:

- See "Common Features" on page 6
- See "Setting Up IAP" on page 11
- See "General IAP Form Features" on page 23
- See "Creating an ICS-202 (Incident Objectives)" on page 30
- See "Creating an ICS 203 (Organization Assignment List)" on page 32
- See "Creating an ICS 205 (Incident Radio Communications Plan)" on page 34
- See "Creating an ICS 204 (Division Assignment List)" on page 36
- See "Creating an ICS 206 (Medical Plan)" on page 40
- See "Creating an ICS 220 (Air Operations Summary)" on page 41
- See "View, Copy, and Delete Forms and Plans" on page 43

- See "Working With Output" on page 48

Chapter 2

Common Features

This section describes the menus and toolbars available in the IAP module.

Menus

The following drop-down menus display at the top of the I-Suite windows:

File Menu
The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

The following options are available in the **File** menu when the **IAP** module is open:

- **New Form** - Creates a new form.
- **Close Form** - Closes an open form.
- **Save** - Saves a form.
- **Save All** - Saves all open forms.
- **Export** - Exports a form to a PDF file.
- **Export Plan** - Exports an entire plan to a PDF file.
- **Print Preview** - Previews the form.
- **Print Preview Plan** - Previews an entire plan.
- **Print Current Form** - Prints the current form that is open.
- **Print Plan** - Prints an entire plan.

Modules Menu
The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.

- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.
- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

Reports Menu
Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plans Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

Tools Menu
The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.

The following options are available in the **Tools** menu when the **IAP** module is open:

- **Copy Form** - Copies an existing form to create a new one.
- **Copy Plan** - Copies an existing plan to create a new one.
- **Spell Check** - Spell checks a form.
- **Form 203 Template** - Defines the template for the ICS 203 form.
- **Form 204 Template** - Defines the template for the ICS 204 form.
- **Final** - Finalizes a form.
- **Master Frequency** - Creates a Master Frequency List.

Help Menu
The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.

Edit Menu
The **Edit** menu only displays when you are in the IAP Module. The following options are available in this menu:

- **Copy** - Copies a form.
- **Cut** - Cuts text that is highlighted in a form.
- **Paste** - Pastes text that was cut or copied into a form.
- **Delete Form** - Deletes a form.
- **Format** - Changes the font style.

View Menu
The **View** menu only displays when you are in the IAP module. The following options are available in this menu:

- **Form** - Displays all forms in the Tree View.
- **Individual Form** - Displays only specific forms in the Tree View.
- **Plan** - Displays plans in the Tree View.

Shifts Menu
The **Shifts** menu only displays when you are in the IAP module. The following options are available in this menu:

- **Define Shifts** - Adds shifts to IAP.

Window Menu
The **Window** menu only displays when you are in the IAP module. This menu contains a list of the forms that are currently open. Select a listed form, to make that the active form in the window. Select the **Close All Forms** option to close all forms that are open.

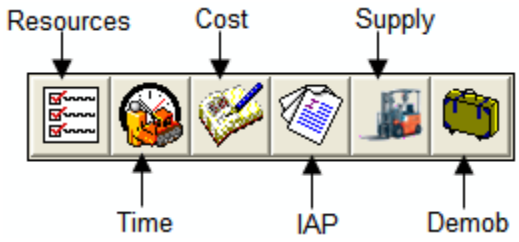
Toolbars

The following toolbars display at the top of the I-Suite windows:

Main Toolbar
The Main toolbar contains two separate types of buttons:

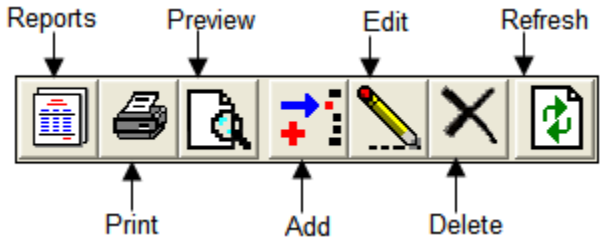
Module Buttons

The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



Action Buttons

The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:

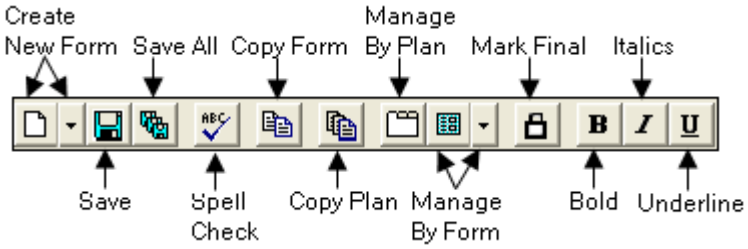


Filter Toolbar

The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:

IAP Toolbar

The **IAP** toolbar displays beneath the **Main** toolbar when you are in the **Incident Action Plan** module. The following example identifies the buttons in this toolbar:



- **Create New Form** - Displays a list from which you can select the form you want to create.
- **Save** - Saves the form.
- **Save All** - Saves all open forms.
- **Spell Check** - Checks the form for spelling errors.
- **Copy Form** - Displays a list of forms you can copy.
- **Copy Plan** - Displays a list of plans you can copy.
- **Manage By Plan** - Displays all forms grouped by an Incident Action Plan.
- **Manage By Form** - Displays all forms grouped by form number. You can also use this button to only display a certain type of form.
- **Mark Final/Mark Draft** - When the form is marked **Draft**, this button changes it to **Final**. When the form is **Final**, this button changes it back to **Draft**.
- **Bold** - Bolds text selected in a form.
- **Italic** - Italicizes text selected in a form.
- **Underline** - Underlines text selected in a form.

Chapter 3

Setting Up IAP

This section identifies how to setup the Incident Action Plan (IAP) area. This process includes:

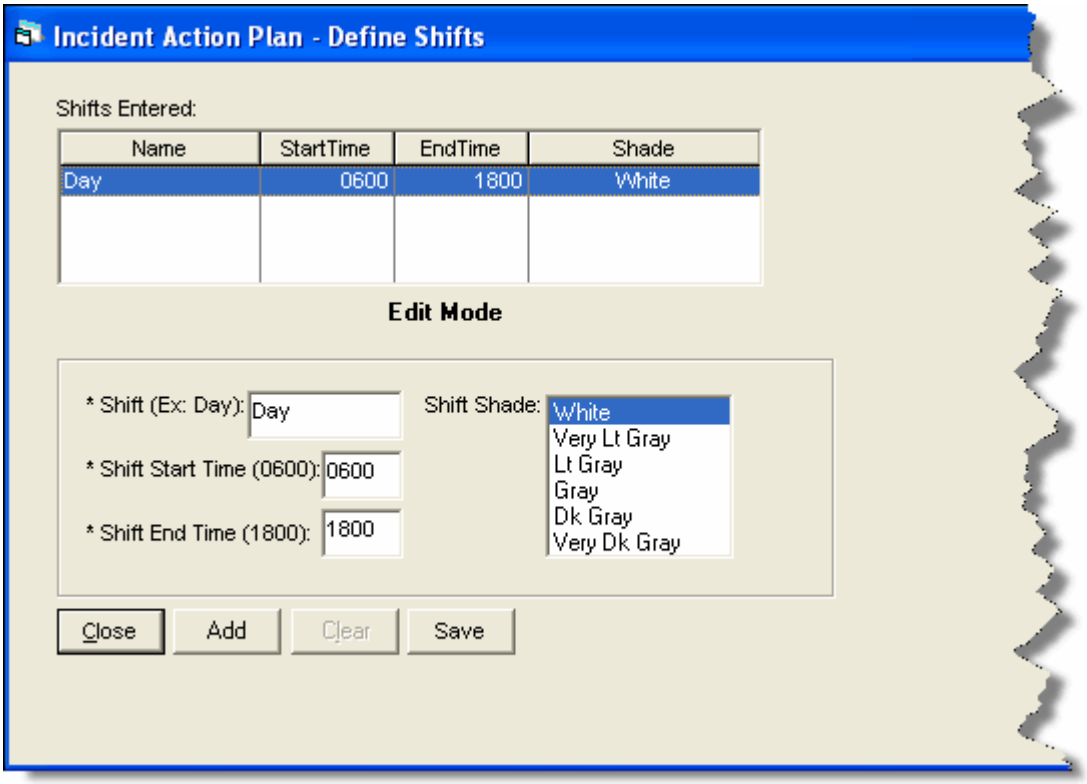
- See "Defining Shifts" on page 12
- See "Selecting IAP Options" on page 14
- See "Defining ICS 203 Template" on page 16
- See "Defining ICS 204 Template" on page 18
- See "Defining Master Frequency List" on page 20

Defining Shifts

Follow the steps in this section to define Shifts for IAP:

Defining shifts is the first thing that must be done when creating an IAP.

1. Click the **IAP** button to open the **IAP** window.
2. From the **Shifts** drop-down menu, select the **Define Shifts** option. The **Define Shifts** window displays:



3. In the **Shift** box, enter the name you want to assign to the shift. For example, you could call one shift **Day** and one **Night**.
4. In the **Shift Start Time** box, enter the time when the defined shift begins. Use the military time format. For example, you could type 0600 to indicate 6:00 a.m.
5. In the **Shift End Time** box, enter the time when the defined shift ends. Use the military time format. For example, you could type 1800 to indicate 6:00 p.m.
6. In the **Shift Shade** box, click the shade of color to assign to the shift. The background shade in the **Shifts Entered** box changes to illustrate the shade selected.

   The **Shift Shade** option allows you to color-code the shifts so that you will not confuse the day shift forms with the night shift forms. When you create a form for

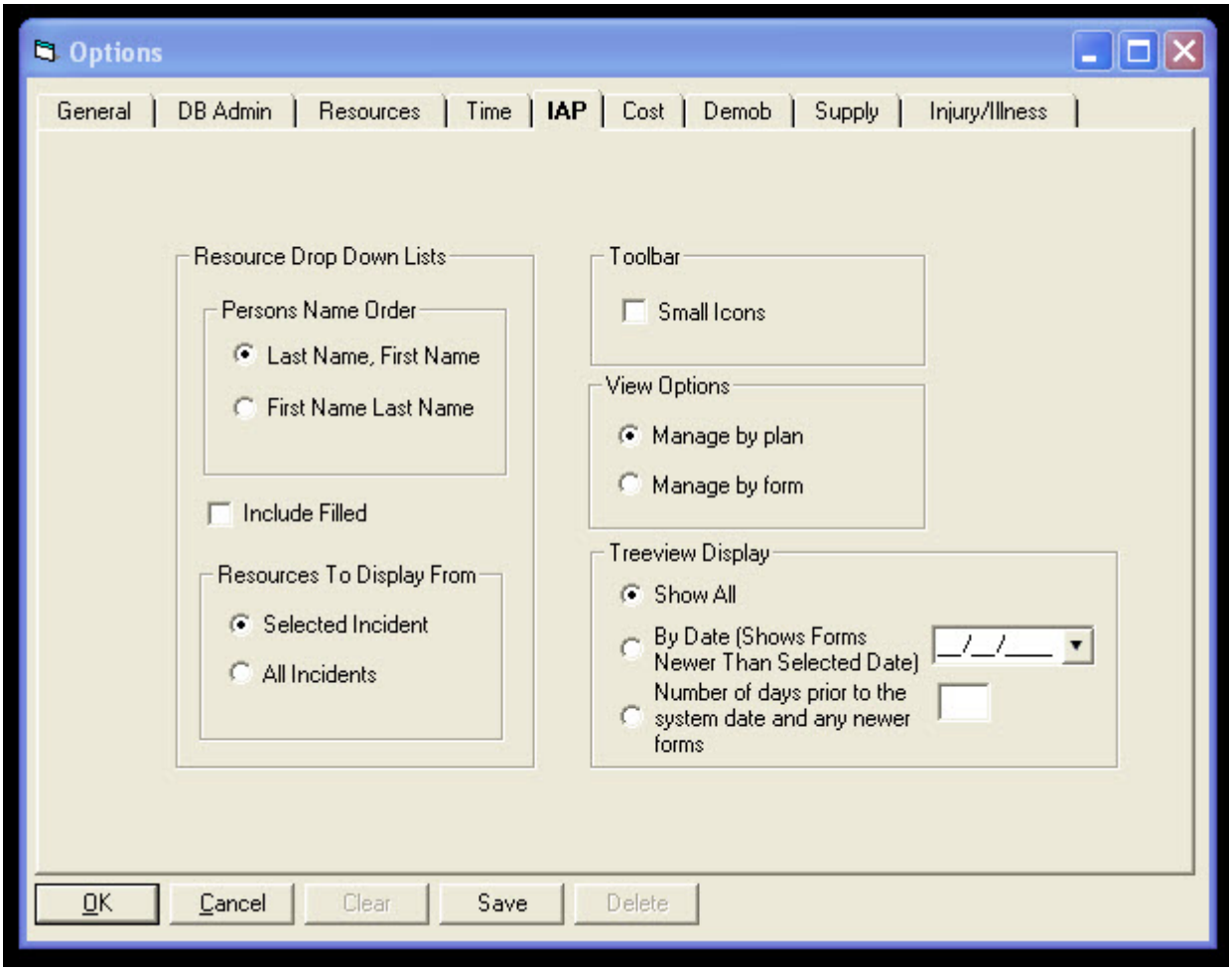
a given operational period, the **Date/Time** box is color-coded with the shade specified for that shift.

7. Click the **Save** button to save the shift information.
8. Click the **Close** button to close the **Define Shifts** window.

Selecting IAP Options

Follow the steps in this section to select the options to use in the **IAP** area of the I-Suite system:

1. From the **Tools** drop-down, select **Options**. The **Options** window displays.
2. Click the **IAP** tab to select it.



3. If you want name data to display in the order last name and then first name, click the **Last Name, First Name** option.

   If you want the name data to display in the order first name and then last name, click the **First Name Last Name** option.

Identify the order in which to display the name data before creating forms in IAP. If you change the order after having saved some forms, the order is not changed for the already saved forms.

4. If you want to show the Filled resources that are known to be working on the Incident, click the **Include Filled** option. This is a User option and once set, will affect all databases that the user logs in to. It can be turned off and on by clicking the check box.
5. If you want to only show resources for the incident selected in the **Incident** drop-down on the IAP window, click to check the **Selected Incident** option.
6. If you want to show resources for all incidents, click to check the **All Incidents** option.
7. To reduce the size of the buttons in the IAP toolbar, click to check the **Small Icons** checkbox.
   To change the size back to large buttons, click to uncheck the **Small Icons** checkbox.
8. To change the View Options, click **Manage by Plan** or **Manage by form**. **Manage by form** is the default option.
9. To identify the forms to display in the Tree View on the IAP window, click one of the following options under **Treeview Display**:

- **Show All** - Shows all saved forms.
- **By Date** - When you select this option, all forms with a date that is newer than the defined date display in the Tree View.

When you select the **By Date** option, you must enter a date into the text box that is next to the option. This is the date to which the application refers in order to identify the forms to include in the Tree View.

- **Number of days prior to the system date and any newer forms**- When you select this option, the application calculates the dates to display by subtracting the number of days defined from the Current System Date. The forms display from the calculated date forward.

When you select the **Number of Days** option, you must enter a number into the text box that is next to the option. This is the number to which the application refers in order to identify the forms to include in the Tree View.

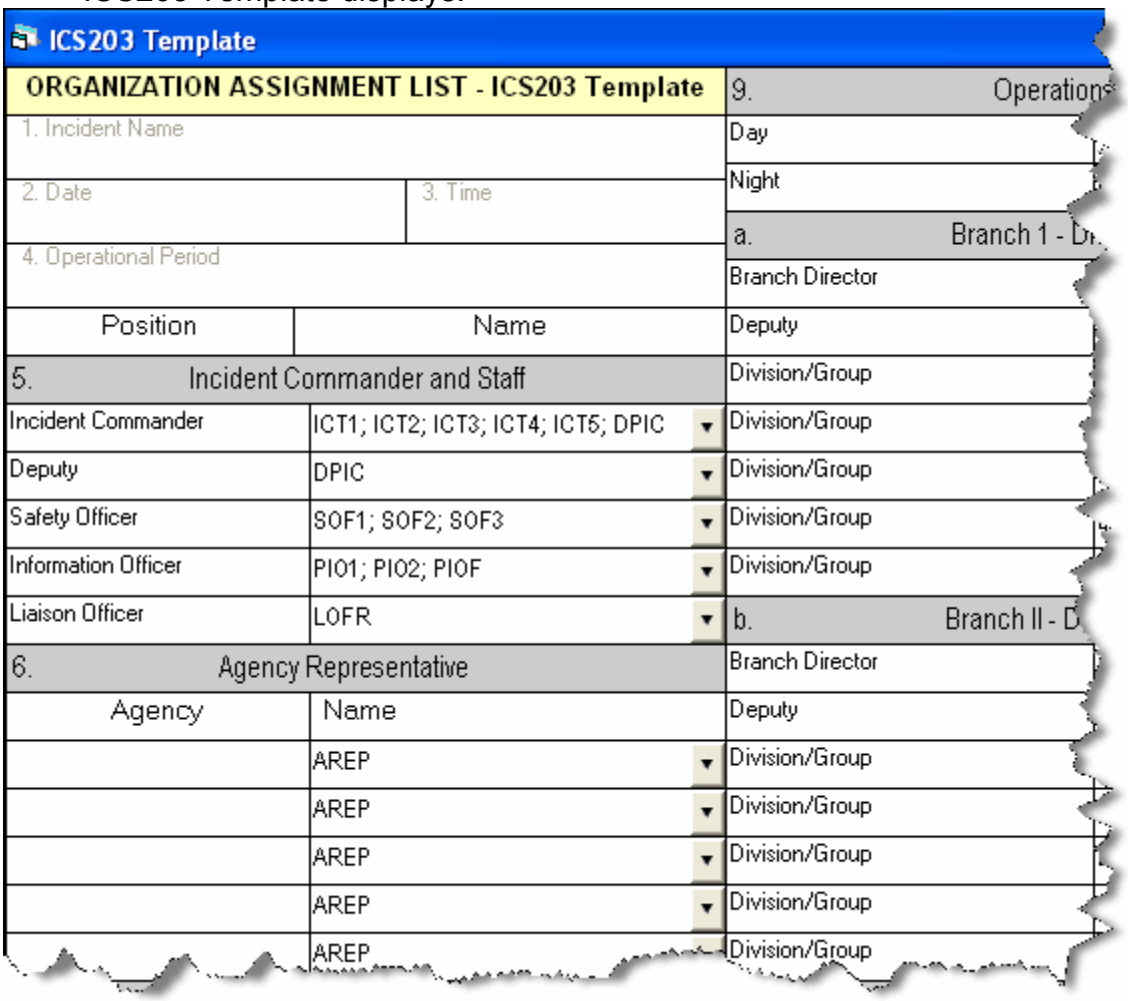
10. Click the **Save** button to apply any changes made to the IAP settings. Click the **OK** button to close the Options window.

Defining ICS 203 Template

Follow the steps in this section to define the ICS 203 Template:

Use this template to display additional kinds that are qualified to fill a position.

1. Click the **IAP** button to display the **IAP** window.
2. From the **Tools** drop-down menu, select the **Form 203 Template** option. The ICS203 Template displays.



3. If needed, you can change the name of the fields in the ICS 203 form. To change a name, highlight the text you want to change. Then type the new name over the old text.
4. Select kind codes from the **Incident Commander and Staff** drop-down lists to filter the codes available on the ICS 203 form.

You can also enter valid kind codes in any of the text boxes on the ICS 203 Template.

Separate your entries with a semi-colon.

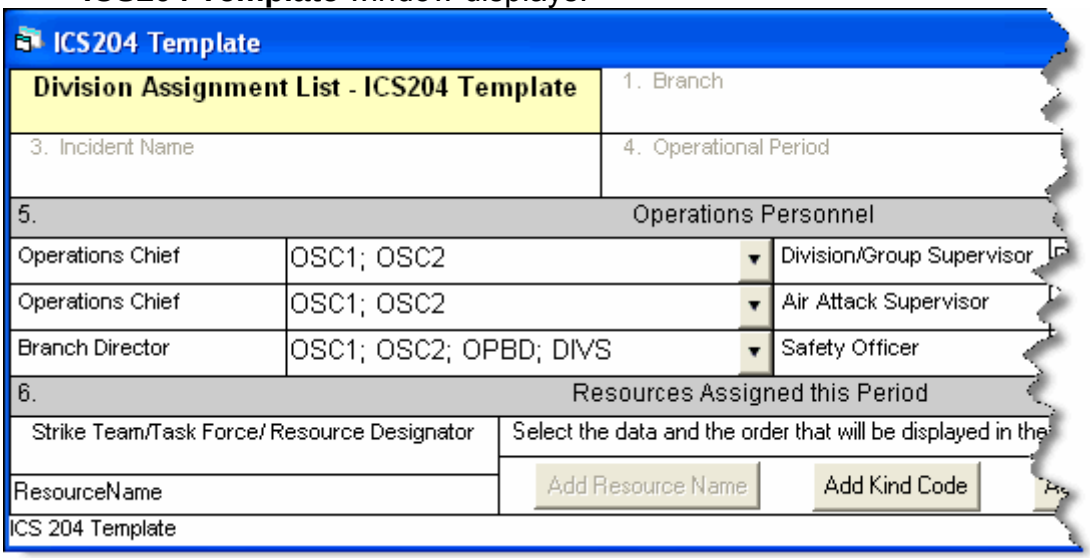
5. Select kind codes from the **Agency Representative** drop-down lists to filter the codes available on the ICS 203 form.
6. Select kind codes from the **Planning Section** drop-down lists to filter the codes available on the ICS 203 form.
7. Select kind codes from the **Logistics Section** drop-down lists to filter the codes available on the ICS 203 form.
8. Select kind codes from the **Operations Section** drop-down lists to filter the codes available on the ICS 203 form.
9. Select kind codes from the **Branch I - Division/Groups** drop-down lists to filter the codes available on the ICS 203 form.
10. Select kind codes from the **Branch II - Division/Groups** drop-down lists to filter the codes available on the ICS 203 form.
11. Select kind codes from the **Branch III - Division/Groups** drop-down lists to filter the codes available on the ICS 203 form.
12. Select kind codes from the **Air Operations Branch** drop-down lists to filter the codes available on the ICS 203 form.
13. Select kind codes from the **Finance Section** drop-down lists to filter the codes available on the ICS 203 form.
14. To save any changes made to the ICS 203 Template, click the **Save** button that displays in the **IAP** toolbar.

Defining ICS 204 Template

Follow the steps in this section to define the **ICS 204 Template**:

Use this template to display additional kinds that are qualified to fill a position.

1. Click the **IAP** button to display the **IAP** window.
2. From the **Tools** drop-down menu, select the **Form 204 Template** option. The **ICS204 Template** window displays.



3. If needed, you can change the name of the fields in the ICS 204 form. To change a name, highlight the text you want to change. Then type the new name over the old text.
4. Select kind codes from the **Operations Personnel** drop-down lists to filter the codes available on the **ICS 204** form.

You can also enter valid kind codes in any of the text boxes on the ICS 204 Template. Separate your entries with a semi-colon.

Changes made to **Operations Personnel** are effective immediately.

5. Click the buttons in the **Resources Assigned this Period** area to identify the data and order in which to display the data in the **Resource Designator** box on the ICS 204 form. The following buttons are available:

- Add Resource Name
- Add Kind Code
- Add Request Number
- Add Last Day to Work

You must include the **Resource Name** in the template before it will allow you to save

any changes to the template.

The order you select identifies the order in which that data is inserted into the **Resource Designator** box. It does NOT change the order of the information in the **Resource Designator** drop-down list.

6. To save any changes made to the **ICS 204 Template**, click the **Save** button that displays in the toolbar above the list of **IAP** forms.

Changes made to **Resources Assign this Period** are applied when you create a new **ICS 204** form. These changes will not affect already created or saved forms.

Defining Master Frequency List

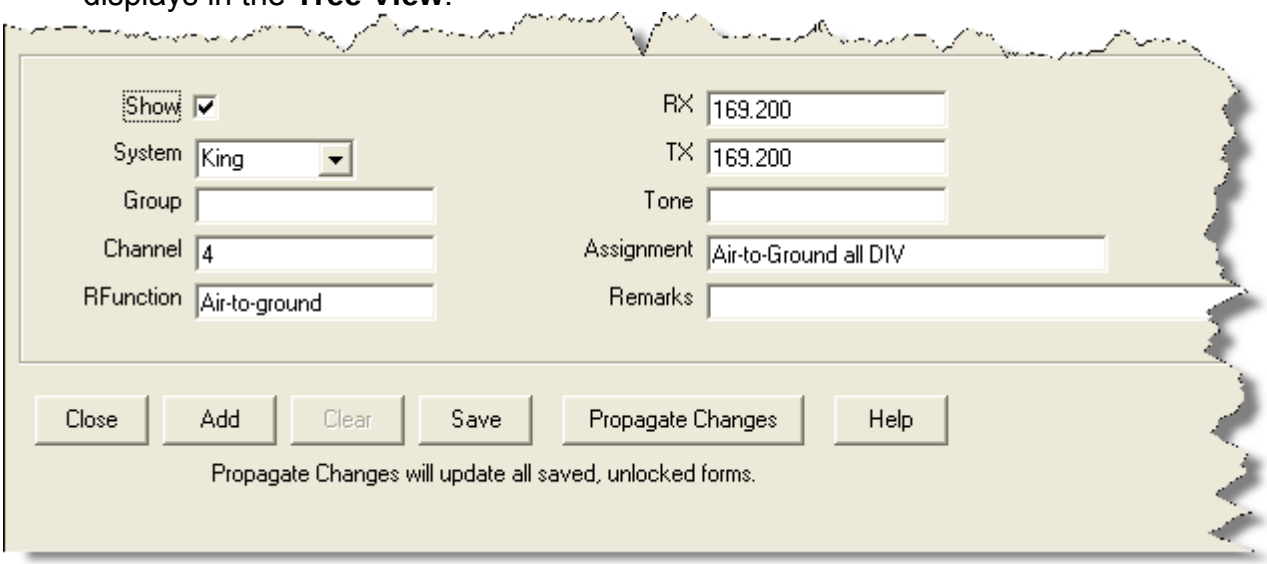
Follow the steps in this section to define the Master Frequency List:

The Communications Unit Leader uses the MFL to create a database of frequencies to use on a specific incident.

Creating the Master Frequency List

Follow these steps to create a Master Frequency List:

1. Click the **IAP** button to open the **IAP** window.
2. To open the **Master Frequency List**, click the **Master Frequency List** option that displays in the **Tree View**.



3. Click the **Add** button to add a new frequency to the **Master Frequency List**.
4. Click to check the **Show** checkbox to include the frequency in the **Frequency** drop-down list on the ICS 205 form.

Add every frequency the Communications Unit Leader gives you that will be needed for the incident. This allows users to select the frequency from the drop-down list and avoid having to retype the frequency on each form.

3. In the **System** box, identify the system to which the frequency is assigned (i.e. NIFC).

You can either type the frequency in the **System** box or you can select a frequency from the drop-down list.

4. In the **Group** box, enter the frequency group.
5. In the **Channel** box, enter the channel in the frequency group.
6. In the **RFunction** box, enter the **Radio Function** group (i.e., Tactical).
7. In the **RX** box, enter the **Receive** frequency for the group and channel.
8. In the **TX** box, enter the **Transmit** frequency for the group and channel.
9. In the **Tone** box, enter the frequency at which to receive the **Talk Tone**.
10. In the **Assignment** box, enter the team assignment (i.e., Initial Attack).
11. In the **Remarks** box, enter any remarks applicable to the frequency.
12. Click the **Save** button to save the frequency to the Master Frequency List.

Editing the Master Frequency List

Follow these steps to edit the frequencies defined in the Master Frequency List:

1. Click the **IAP** button to open the **IAP** window.
2. Click the **Master Frequency List** option in the **Tree View** to open the Master Frequency List.
3. Click the frequency to edit in the grid at the top of the window.
4. Make the applicable changes to the frequency information.
5. Click the **Propagate Changes** button to make changes to the **Group/Channels** already assigned to the ICS 205, ICS 204 and ICS 220 forms. For example, if channel 4 for Group 1 changed to use a tone frequency, use **Propagate Changes** to add those changes to the ICS 205, ICS 204, and ICS 220 forms. This will not change the locked forms or any unsaved forms.

The **Propagate Changes** button updates all created, unlocked, saved forms that use the frequency you updated. Locked, unsaved forms, or a form being edited will not be updated.

To propagate changes to locked forms, you must first unlock each form to which you want frequency changes to be propagated.

6. When you click the **Propagate Changes** button, a message displays asking whether you want to continue. Click the **Yes** button to save the changes to all of the forms that are not locked.

Deleting a Frequency from Master Frequency List

Follow these steps to remove a frequency from the Master Frequency List:

If you delete a frequency, you must manually re-enter that frequency to be able to see it in the **Frequency** drop-down list in the future.

1. Click the **IAP** button to open the **IAP** window.

2. Click the **Master Frequency List** option in the **Tree View** to open the Master Frequency List.
3. Click the row where the frequency is located that you want to remove.
4. Click the **Delete** button in the **Main** toolbar at the top of the window.

This process only deletes the frequency that was selected. It does not remove the Master Frequency List.

Chapter 4

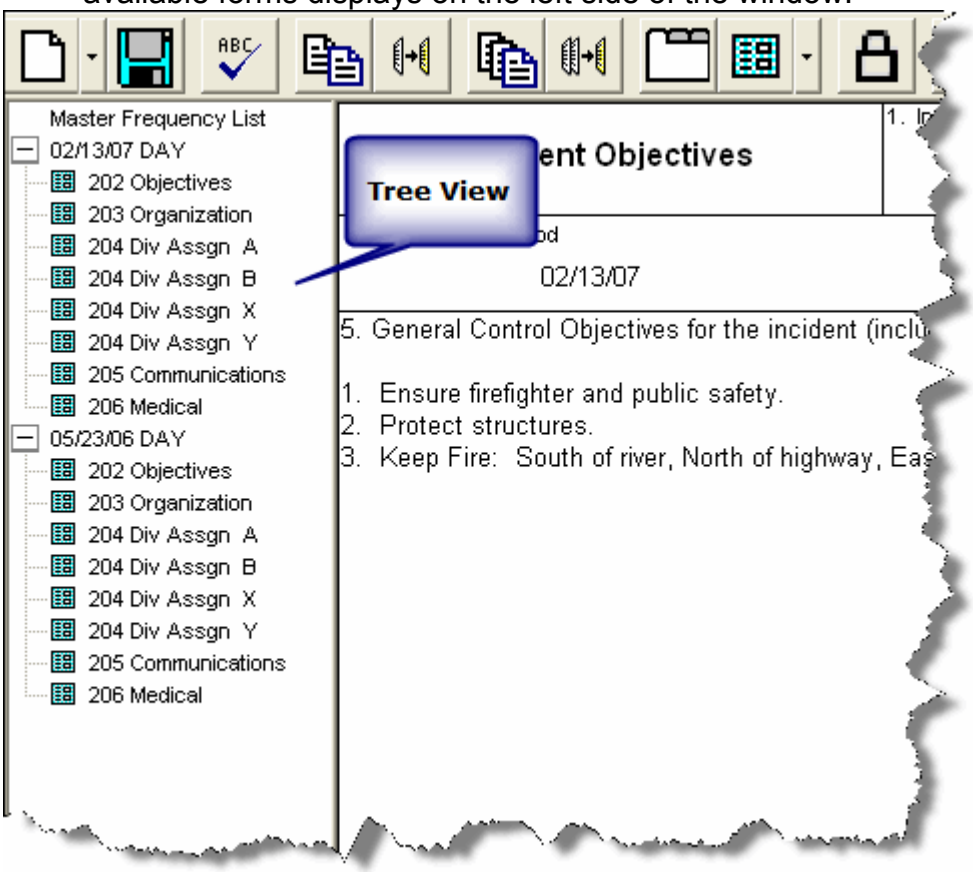
General IAP Form Features

This section explains features that are common to most of the IAP forms. This includes general instructions for creating a new form.

Creating a New Form

Follow these general steps to create a new form in IAP:

1. Click the **IAP** button to open the **IAP** window. A Tree View with a list of the available forms displays on the left side of the window.



2. Click a form name in the **Tree View** to open that form.

You can also click the arrow next to the **Create New Form** button and select a form

from the list that displays.

3. Complete the information for the form.
4. To save the form, click the **Save** button in the **IAP** toolbar.

If more than one form is open, click the **Save All** button to save all of the open forms.

Common Features of All IAP Forms

The following features are common to all IAP forms:

- IAP automatically enters the **Incident Name**, **Date**, and **Time** on each form.
- The **Incident Name** field can edited.
- The **Date** and **Time Prepared** identify the current date and time.
- The **Operational Period** identifies the current date and day.
- If you are preparing a form for a date other than the current date, you can manually edit the date that displays in the **Operational Period** box.
- You must save a form after editing it. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt that asks if you want to save the form.
- You can manually edit or override almost every entry in a form.
- For most fields on an IAP form, you can make selections from drop-down lists.
- When you press the **Tab** key in a large text box (e.g. Remarks), the application inserts spaces within the text box. This can help you align the text in the large text box.
- When you press the **Tab** key in a small text box (e.g. Phone #), the cursor moves to the next box in the form.
- To show multiple page numbers on a form:
  - Use the scroll bar to scroll to the bottom of the new form.
  - In the **Page** ___ **of** ___ fields, type the page numbers you want to include.

    For example, type page "1" of "2" on the first page of the form. Type page "2" of "2" on the second page of the form.

Spell Checking a Form

Follow these steps to spell check a form:

1. Open the form you want to spell check.

2. Click the **Spell Check** button in the IAP toolbar to begin the spell check process.
3. If the system finds a spelling error, a **Spelling Check** window displays. On this window you can:

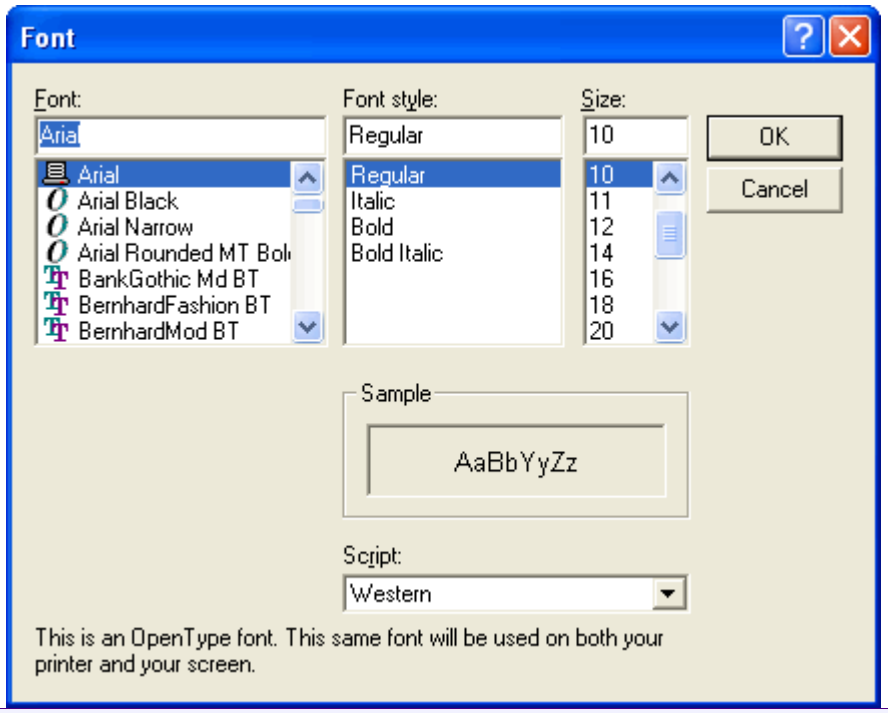
- Select a suggested word and click the **Change** button to change just that instance of the misspelled word.
- Select a suggested word and click the **Change All** button to change all instances of the word to the suggested spelling.
- Click the **Ignore** button to ignore that instances of the misspelled word.
- Click the **Ignore All** button to ignore all instances of the misspelled word.
- Click the **Add** button to add the word to the dictionary. If you add the word to the dictionary, the application will not identify it as misspelled in a future form.

4. When no errors are found in the form, the message **Spell Check Complete** displays. Click the **OK** button to close the message window.
5. When finished, click the **Save** button to save any changes that you made.

Formatting Selected Text

Follow these steps to format text that is selected on a form:

1. Open the form with the text you want to format.
2. Hold down the left mouse button and drag it across the text you want to format. This highlights the text in the form.
3. If you want to make the text bold, click the **Bold** button.
4. If you want to make the text italicized, click the **Italics** button.
5. If you want to underline the text, click the **Underline** button.
6. If you want to change the font style, right click the highlighted text. In the menu that displays, click the **Font** option to open the **Font** window.



You can also open the **Font** window by selecting the **Edit** drop-down menu. Then select the **Format** sub-menu and click the **Font** option.

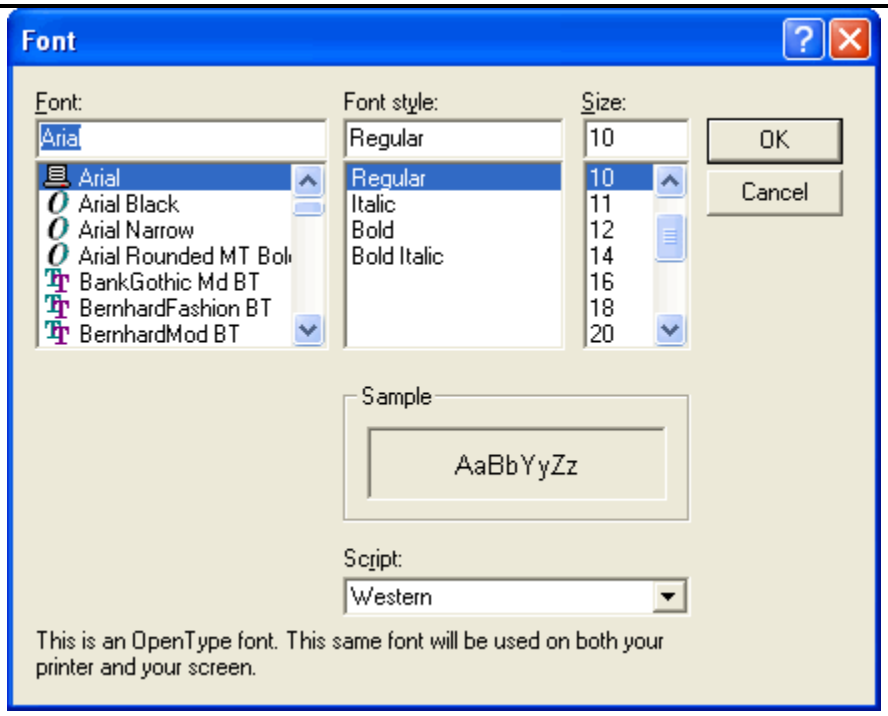
7. Under **Font**, click the font you want to apply to the text.
8. Under **Font Style**, click the style you want to apply to the text.
9. Under **Size**, click the size you want to apply to the text.
10. Click the **OK** button to apply your changes to the text.

You can use the options on the **Font** window to change the font size so text fits within a box on a form.

Changing Font Size for a Form

Follow the steps in this section to change the font size for an entire form:

1. Open the form you want to format.
2. Right click your mouse anywhere in the form. In the menu that displays, click the **Font by Form** option to open the **Font** window.



You can also open the **Font** window by selecting the **Edit** drop-down menu. Then select the **Format** sub-menu and the **Font by Form** option.

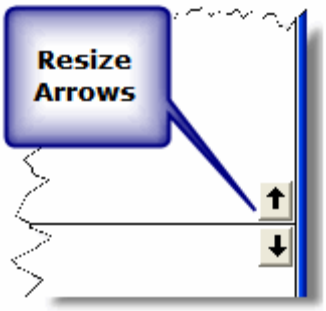
3. Under **Size**, click the size to apply to the text in the form.

Although the other font options display in the **Font** window, only the Size is changed for the entire form. If you want to change the **Font** or **Font Style**, follow the directions under Formatting Selected Text See "Formatting Selected Text" on page 25.

4. Click the **OK** button to change the font size in the form.

Resizing Areas on a Form

The up and down arrows that display on the right-hand side of larger-sized text boxes can be used to adjust the size of text boxes, as needed. To resize a text box, click the **Up Arrow** (↑) or the **Down Arrow** (↓) next to the text box.



Marking a Form Final vs. Draft

When a form is created, the system automatically marks it as **Draft** at the top and bottom of each page, until you finalize it. Follow these steps to finalize a form and lock it:

1. Double click the form in the **Tree View** that you want to finalize.
2. On the **IAP** toolbar, click the **Mark Final** button.

When you mark a form Final, the following changes occur:

- A **Final** status is assigned to the form.
- The form is **Locked**. No changes can be made to the form.
- The label on the **Mark Final** button changes to **Mark Draft**.

Unlocking a Finalized Form

Once you mark a form as **Final**, you must first unlock the form before you can edit it. Follow these steps to unlock a form:

1. Click the form in the **Tree View** that you want to unlock.
2. On the **IAP** toolbar, click the **Mark Draft** button.

When you mark a form Draft, the following changes occur:

- A **Draft** status is assigned to the form.
- The form is **Unlocked**, which means changes can now be made to the data in the form.
- The label on the **Mark Draft** button changes to **Mark Final**.

Opening a Closed Form

Use one of the following methods to open a form that is closed:

- Click the form you want to open in the **Tree View**.
- When **Manage by Plan** is selected for the **Tree View**, right click a plan listed in the **Tree View**. Select the **Open All Forms** option from the menu that displays. This opens all of the forms in the plan.

Closing an Open Form

Use one of the following methods to close a form that is open:

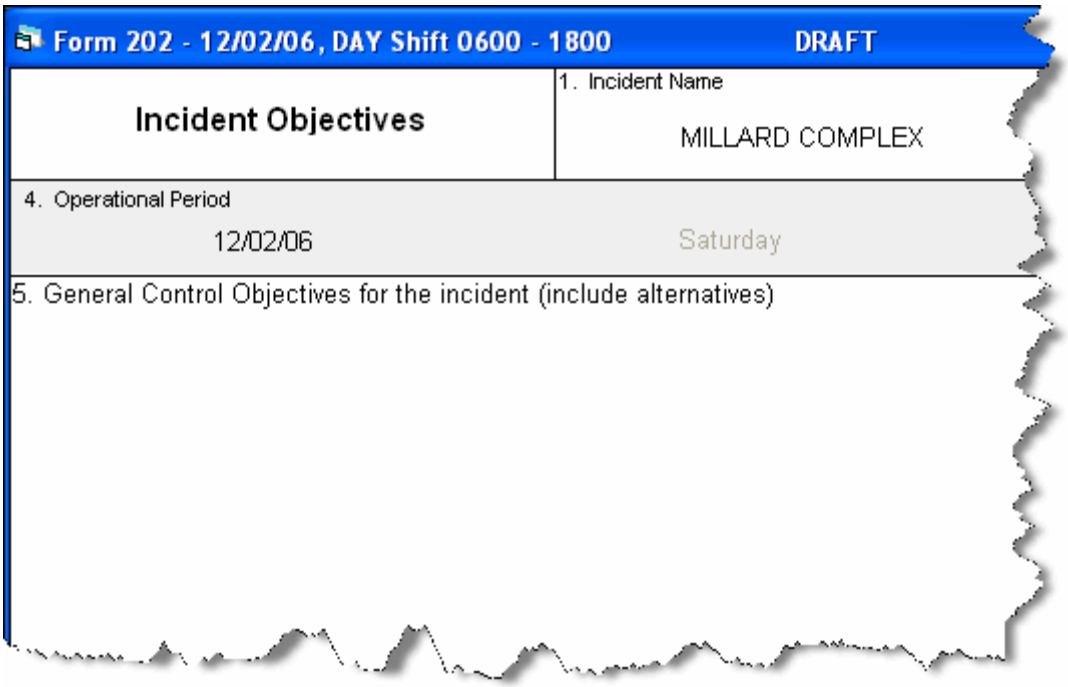
- From the **File** drop-down menu, select the **Close Form** option.
- Right click an open form and select the **Close** option from the menu that displays.
- Click the **Close** button (**X**) that displays in the upper right corner of the window.
- From the **Windows** drop-down menu, select the **Close All Forms** option.
- When **Manage by Plan** is selected for the **Tree View**, right click a plan listed in the **Tree View**. Select the **Close All Forms** option from the menu that displays.

Chapter 5

Creating an ICS-202 (Incident Objectives)

Follow the steps in this section to create an ICS 202 – Incident Objectives form.

1. Click the **IAP** button to open the IAP module.
2. Double click the **ICS202** option in the **Tree View** to open a blank ICS202 Form.



3. From the **Operational Period** drop-down list, select the appropriate **Shift**.
4. Complete the following information:
   - General Control Objectives for the incident (include alternatives)
   - Weather Forecast for Period
   - General Safety Message
6. Under **Attachments**, click to select all that apply:
   - Organization List – ICS 203
   - Division Assignment Lists – ICS 204
   - Communications Plan – ICS 205
   - Medical Plan – ICS 206

- Air Operations Summary – ICS 220
- Incident Map
- Safety Message
- Traffic Plan

7. To add an **Additional Attachment**, click to check the checkbox next to a blank line, and then enter the appropriate **Attachment** next to that checkbox.

1. Enter the name of the **Prepared by (Planning Section Chief)**.
2. Enter the name of the **Approved by (Incident Commander)**.
3. When finished, click the **Save** button in the **IAP** toolbar.

Chapter 6

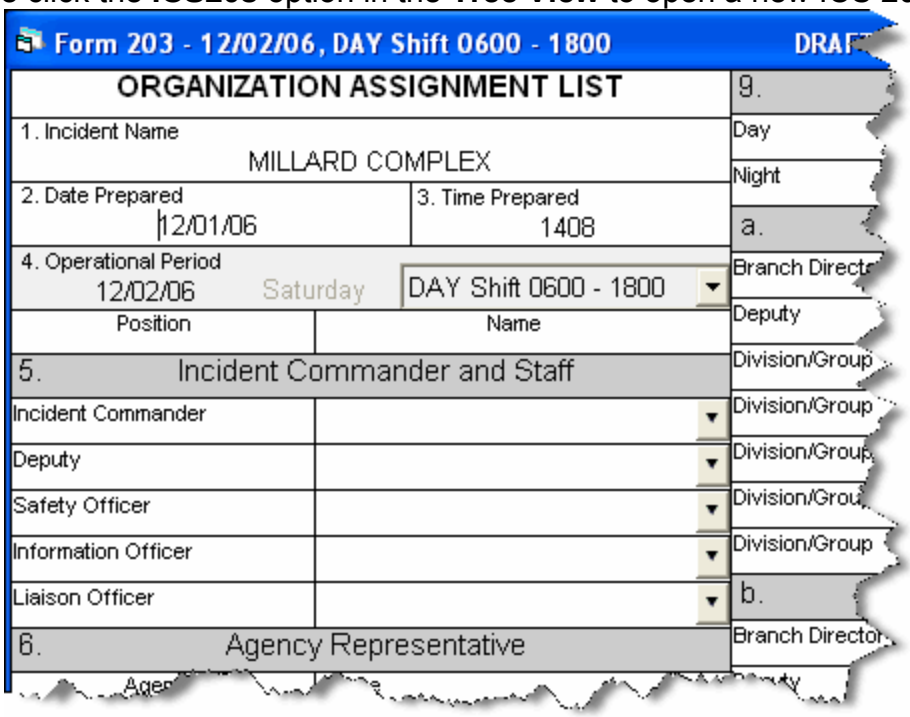
Creating an ICS 203 (Organization Assignment List)

Follow the steps in this section to create an ICS 203 – Organization Assignment List form. The ICS 203 identifies which positions are filled and who filled them.

People who are qualified for each position/kindcode are identified in the I-Suite database. If a name does not display in the drop-down list, check the KindCode for that person to see what Kindcode was entered in their record, or you can manually type the name.

Keep in mind that some position boxes display the positions of more than one position KindCode.

1. Double click the **ICS203** option in the **Tree View** to open a new ICS 203 form.



2. For each position, select the appropriate person from the available drop-down lists.

You can enter more than one person in a position text box.

Additional names may not display completely on your screen, and will not print correctly. To allow additional names to display correctly, you can reduce the font size.

Most labels and headings can be customized, as needed.

3. In the **Agency Representative** area, enter the agency for each agency representative.
4. Enter the name of the **Prepared by (Resource Unit Leader)**.
5. Click the **Save** button in the **IAP** toolbar.

Chapter 7

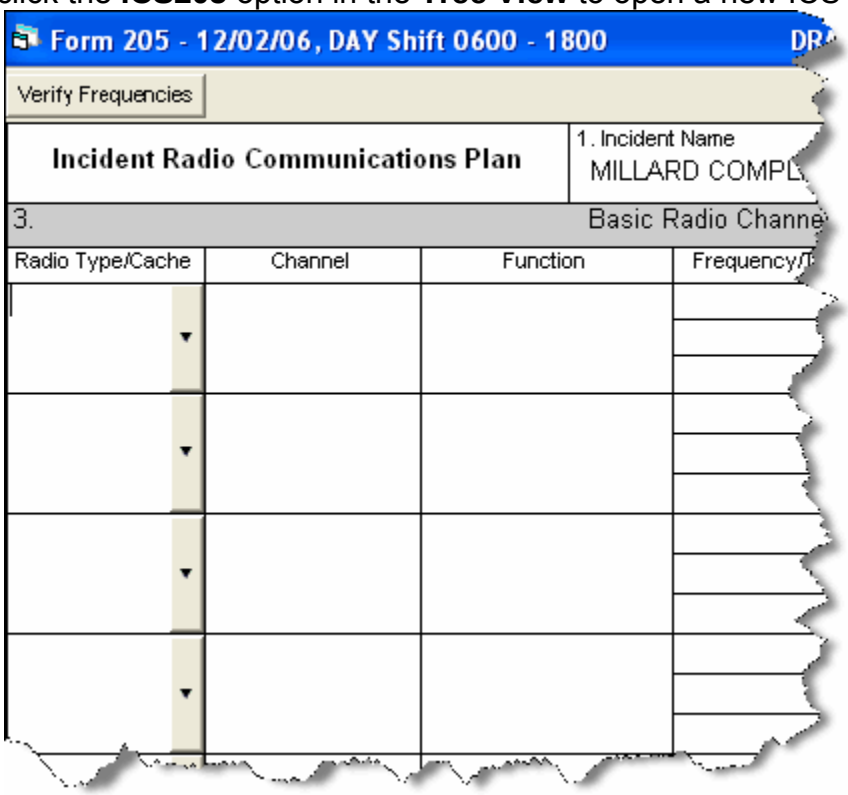
Creating an ICS 205 (Incident Radio Communications Plan)

Follow the steps in this section to create an ICS 205 – Incident Radio Communications Plan form. The Communications leader completes the ICS 205.

In order to use the **Frequency-Rx** drop-down list on the **ICS 204**, you must complete an **ICS 205** form for that shift. If you have not completed an ICS 205 form, a message displays to remind you to create the ICS 205 when you click the **Frequency-RX** drop-down list on the **ICS 204** form.

The ICS 205 uses frequencies defined in the Master Frequency List (MFL).

1. Double click the **ICS205** option in the **Tree View** to open a new ICS 205 form.



2. For each frequency, select the appropriate option from the **Radio Type/Cache** drop-down list.

When you select the frequency, I-Suite automatically inserts the remaining data from the Master Frequency List into the form.

All frequencies in the ICS 204 **Frequency – RX** drop-down list are from the approved ICS 205 for that operational period.

3. Click the **Verify Frequencies** button. The **Verify Frequencies** button verifies the following frequency assignments:

- All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL.
- All frequencies for that operational shift are assigned to at least one of the ICS 204s for that operational period.
- Any frequency on an ICS 204 is also on the approved ICS 205 for that operational period.

If there are any discrepancies between the ICS 204, ICS 205 and the MFL, IAP displays a notification message.

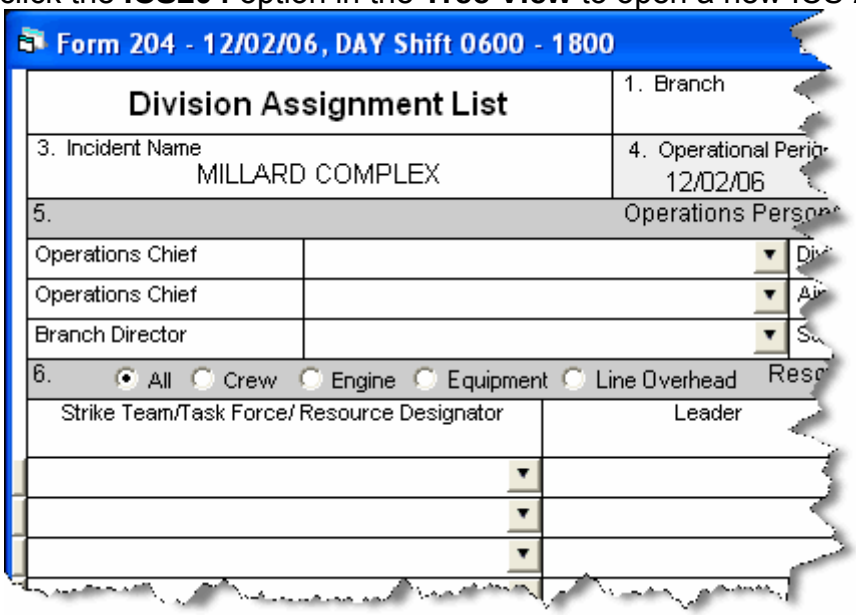
4. Complete the rest of the form, as applicable.
5. When finished, click the **Save** button.

Chapter 8

Creating an ICS 204 (Division Assignment List)

Follow the steps in this section to create an ICS 204 – Division Assignment List form.

1. Double click the **ICS204** option in the **Tree View** to open a new ICS 204 form.



2. In the **Branch** name box, type the appropriate branch name.
3. In the **Division/Group** box, type the name of the division or group.
4. From the **Operational Period** drop-down list, select the appropriate **Shift**.
5. In the **Operations Personnel** area, select the person to assign to each position from the available drop-down lists.
6. Under **Resources Assigned this Period**, click one of the following options to identify the information to include in the **Strike Team/Task Force/Resource Designator** drop-down list:

- **All** – All resources are included in the list.
- **Crew** – Only hand crews are included in the list.
- **Engine**– Only engines are included in the list.
- **Equipment**– Only equipment is included in the list (i.e. dozers, water tenders, tractor plows, and other heavy equipment).
- **Line Overhead** – Only individual line overhead personnel is included in the list (i.e. Strike Team Leaders and Field Observers).

6. From the **Strike Team / Task Force / Resource Designator** drop-down list, select the appropriate resource.

If you select the resource from the drop-down list, the application will automatically identify the leader and the number of persons from the database. You will need to identify **Trans** (Transportation Needed), **Drop Off Pt/Time** and **Pick Up Pt/Time**.

OR

Manually complete the following text boxes for each resource, as appropriate:

- Strike Team/Task Force/Resource Designator

If you enter a resource that was already assigned to the period, a warning message displays. If you want to assign the resource for a second time, click the **OK** button. If you do not want to assign the resource to the period again, click the **Cancel** button.

- Leader
- Number of Persons
- Trans (Transportation Needed)
- Drop Off PT./Time
- Pick Up PT./Time.

Complete the **Drop Off** and **Pick Up Locations** and **Times** for the first resource. Then click the **Auto-Fill** buttons to fill-in the same information for the remaining locations and times for all other resources.

Edit the **Drop Off** and **Pick Up Locations** and **Times**, as needed.

7. Complete the following text boxes, as appropriate:

- Control Operations
- Special Instructions.

The **Division/Group Communications Summary** section allows you to import frequencies from the **ICS 205 - Radio Communications Plan**. If the **Frequency-RX** drop-down list does not contain any frequencies, a warning message displays noting that an ICS 205 was not yet created for that operational period. You can also manually enter frequencies.

To display frequencies added to the ICS 205 since the last time you started IAP, click the **Refresh** button.

8. From the **Division/Group Communications Summary** drop-down list, select the appropriate **Frequency – RX** for each **Function**.

The **Division/Group Communications Summary** section is automatically completed with frequencies from the ICS 205 – Radio Communications Plan.

OR

Complete the following boxes for each **Function**, as needed:

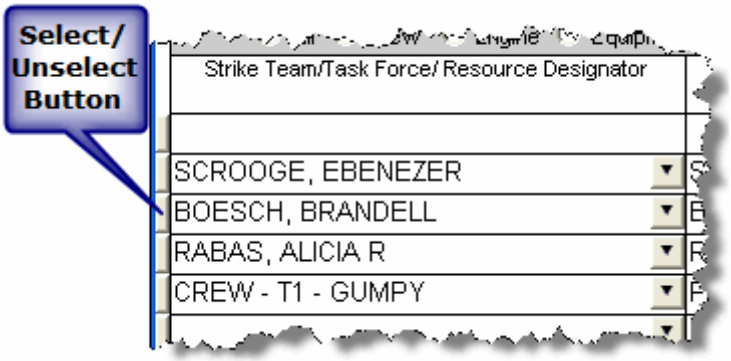
- Frequency - RX
- Frequency - TX
- Tone
- System
- Channel
- System
- Channel.

9. Enter the name of the **Prepared By (Resource Unit Leader)**.
10. Enter the name of the **Approved By (Planning Section Chief)**.
11. Click the **Save** button in the IAP toolbar to save the ICS 204 form.

Cut, Copy, Paste, Insert, Move, and Delete Rows

You can Cut, Copy, Paste, Insert, Move, and Delete Rows on the ICS 204 form. Follow these steps to perform these functions:

1. Click the **ICS204** form you want to edit in the **Tree View**.
2. To **Cut** a row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Cut Row**.



3. To **Copy** a row, highlight the information in the row you want to copy. Then right click the row. From the menu that displays, select **Copy**.
4. To **Paste** a cut or copied row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Paste Row**.
5. To **Insert** a blank row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Insert Row**.
6. To **Move** a row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Move Row Up** or **Move Row Down** to move the row up or down.

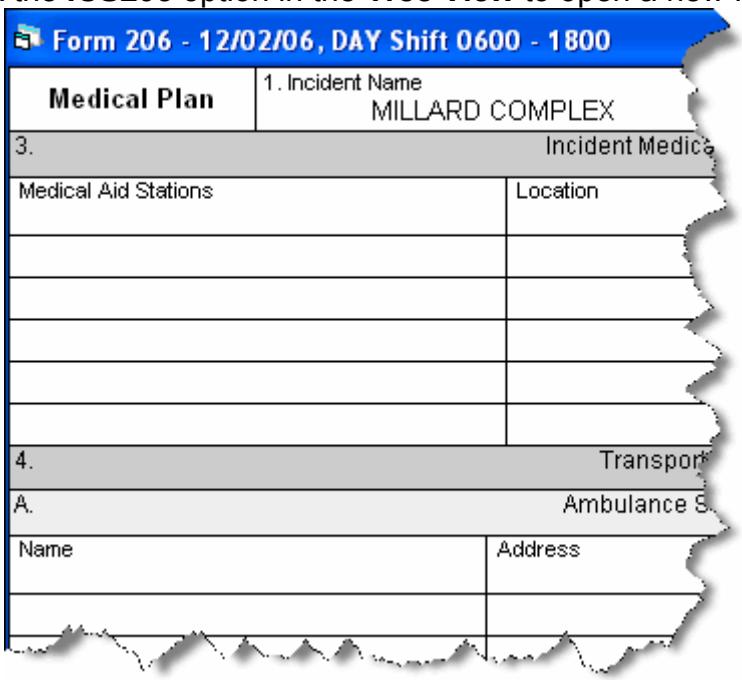
7. To **Delete** a row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Delete Row**.
8. When finished, click the **Save** button.

Chapter 9

Creating an ICS 206 (Medical Plan)

Follow the steps in this section to create an ICS 206 – Medical Plan form. The ICS 206 – Medical Plan is a narrative, fill-in form.

1. Double click the **ICS206** option in the **Tree View** to open a new ICS 206 form.



2. Complete the following sections, as appropriate:

- Incident Medical Aid Station
- Ambulance Services
- Incident Ambulances.

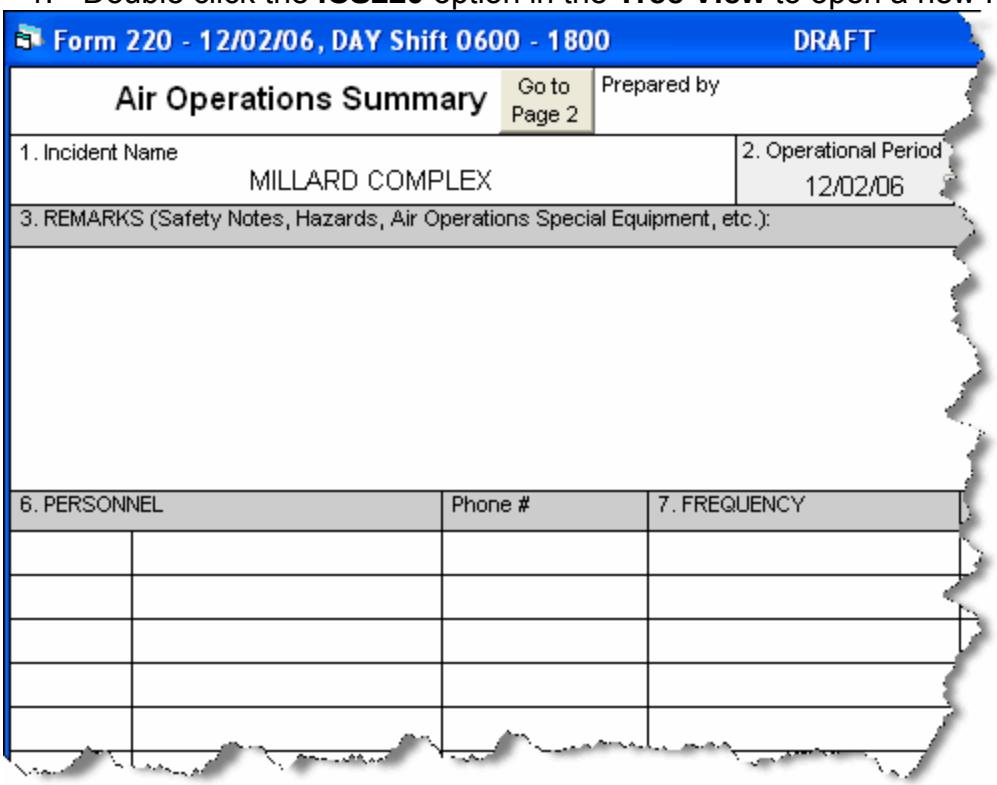
3. In the **Paramedics** column for each section, click to check either the **Yes** or **No** checkbox. This identifies whether there are available **Paramedics** for each type of medical service.
4. Complete the **Hospitals** section. Then click to check either the **Yes** or **No** checkboxes. This identifies whether a **Helipad** and **Burn Center** are available.
5. Enter the **Medical Emergency Procedures**, as appropriate.
6. Enter the name of the **Prepared By (Medical Unit Leader)**.
7. Enter the name of the **Reviewed By (Safety Officer)**.
8. Click the **Save** button in the **IAP** toolbar.

Chapter 10

Creating an ICS 220 (Air Operations Summary)

Follow the steps in this section to create an ICS 220 – Air Operations Summary form. The **ICS 220 – Air Operations Summary** is mostly a narrative, two-page form.

1. Double click the **ICS220** option in the **Tree View** to open a new ICS 220 form.



2. Complete the following information:

When the header information (**Prepared by, Sunrise, Sunset**, etc.) is completed for page 1, the same information is automatically transferred to page 2.

- Prepared by – (Air Operations Leader Name)
- Sunrise
- Sunset
- REMARKS
- MEDEVAC AIRCRAFT

- TFR
- PERSONNEL
- FREQUENCY – (Select the appropriate frequency from the AM RX/TX and FM RX/TX drop-down list.)

Frequencies are automatically completed with frequencies from the ICS 205 form.

- FIXED WING
- HELICOPTERS.

3. To advance to the next page of the form, click the **Go to Page 2** button at the top of the form.
4. Complete the **TASK/ MISSION/ ASSIGNMENT** section, as appropriate.
5. When finished, click the **Save** button in the **IAP** toolbar.

Chapter 11

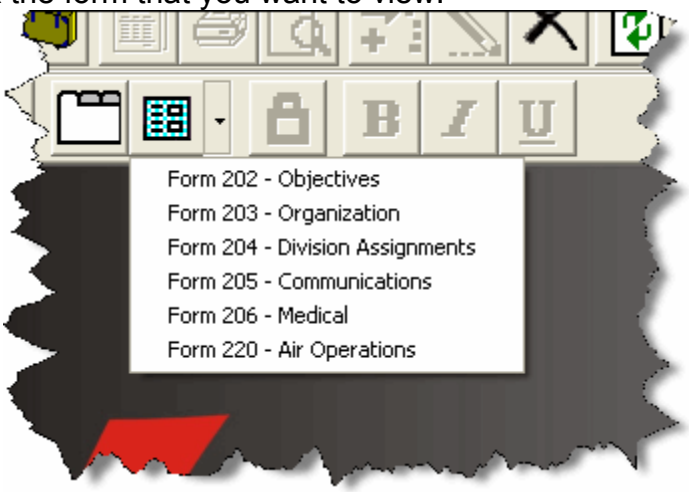
View, Copy, and Delete Forms and Plans

This section explains how to view, copy, and delete IAP forms and plans.

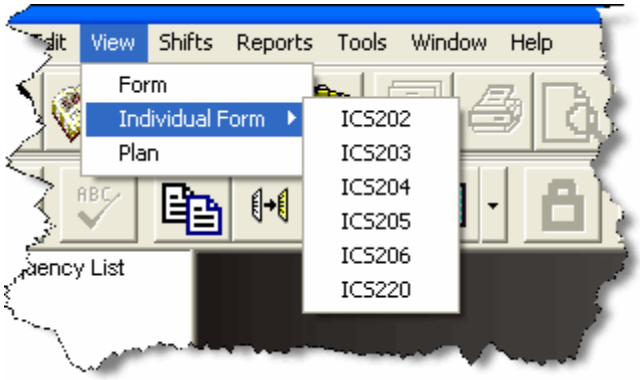
Viewing a Single Type of Form

When you view a single type of form, the Tree View lists all forms of that type by date. There are two ways to display a single type of form in the Tree View:

1. Click the drop-down arrow next to the **Manage by Form** button. From the list that displays, click the form that you want to view.



2. From the **View** drop-down menu, select **Individual Form**. Then click to select the form you want to view.



Viewing All Forms Grouped by Form Number

When viewing all forms grouped by the form numbers, the forms are listed under the form number by date. There are two ways to display forms by form number:

1. From the **View** drop-down menu, select the **Form** option.
2. Click the **Manage By Form** button.

Viewing All Forms Grouped by Incident Action Plan

When viewing all forms grouped by plan, all of the forms created for the plan are listed under the plan date. There are two ways to display forms by plan:

1. From the **View** drop-down menu, select the **Plan** option.
2. Click the **Manage By Plan** button.

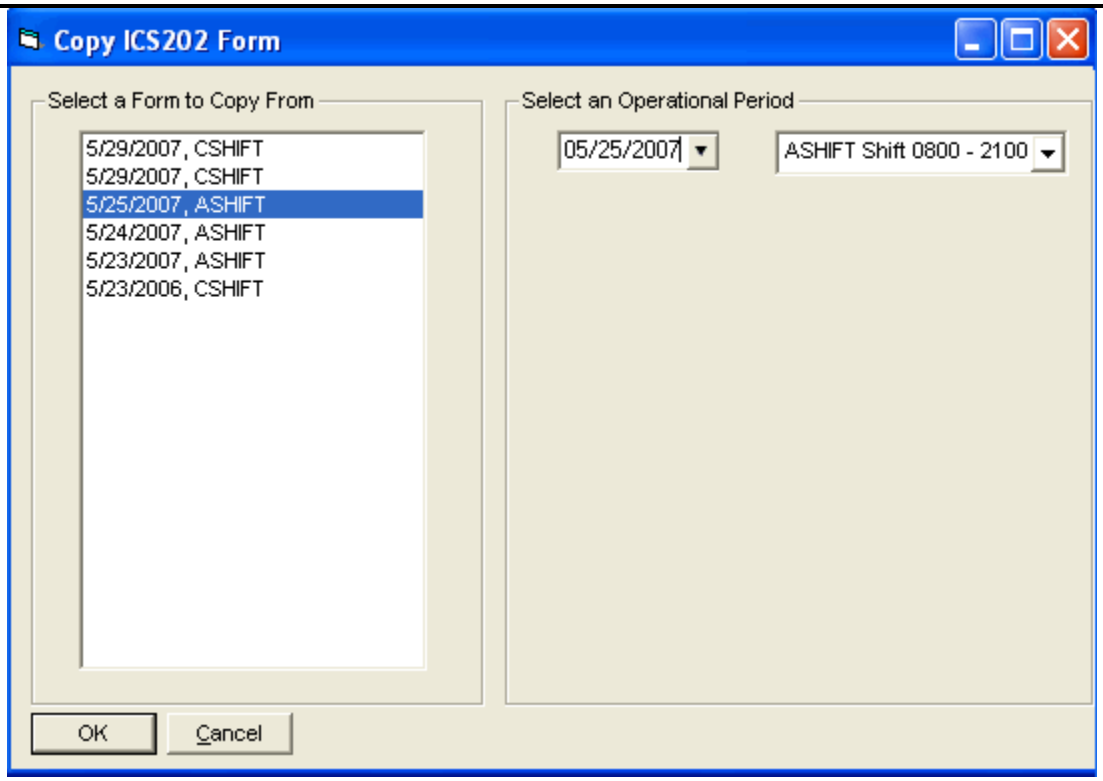
Copying a Form

Use the **Copy Form** option to add a second page to a form. This copies the first page of the form to a second page. Edit the second page, as needed, keeping the same date and shift as the first page. Enter Page 2 Of 2 at the bottom of the second page.

You can also use the **Copy Form** option to create a new form when the operational period changes, but much of the information on the form remains the same.

Follow the steps in this section to use the **Copy Form** option.

1. In the **Tree View**, click to select the form you want to copy.
2. Click the **Copy Form** button to open the **Copy Form** window.



3. The form you selected in the **Tree View** is highlighted under **Select a Form to Copy From**. If you want to copy another form, click to select the **Form** you want to copy.
4. Under **Select an Operational Period**, select the **Date** and **Shift** to use for the **Operational Period** on the form that is copied

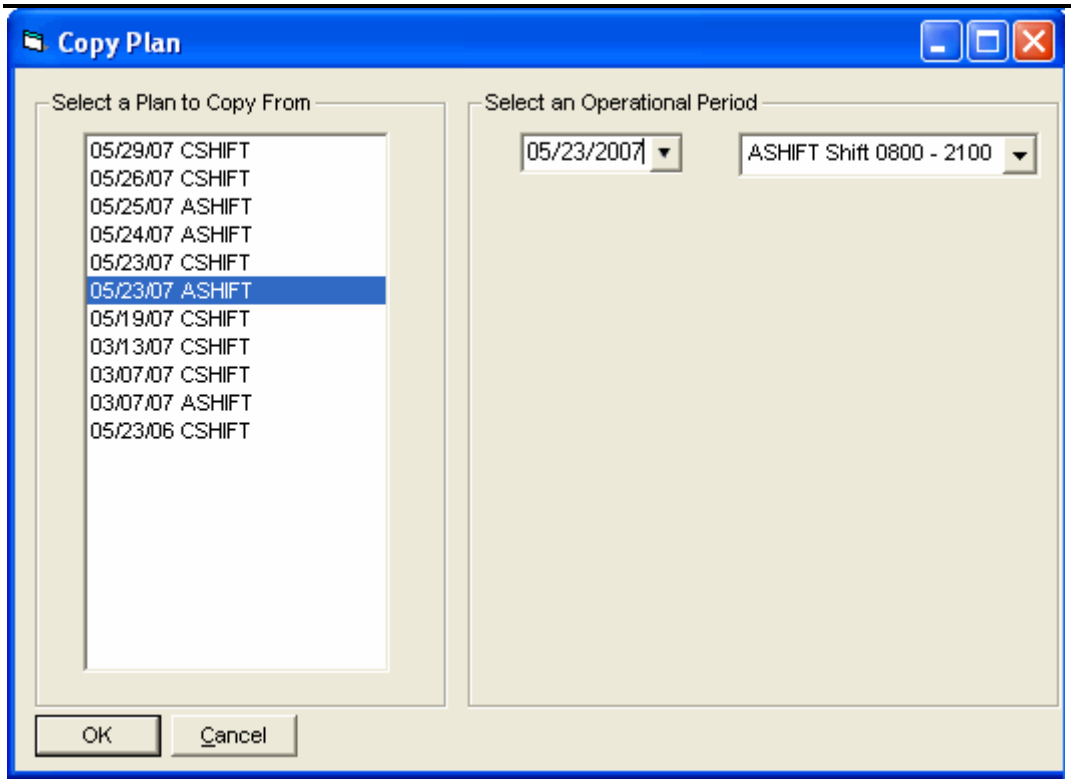
The **Operational Period** defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar.

5. Click the **OK** button to copy the form.

Copying a Plan

Use the **Copy Plan** option to copy an entire **Incident Action Plan**. After you copy the plan, edit the forms in the plan, as needed.

1. Click the **Manage by Plan** button to sort the **Tree View** by Plan.
2. Click the **Copy Plan** button to open the **Copy Plan** window.



3. Under **Select a Plan to Copy From**, click the plan you want to copy.
4. Under **Select an Operational Period**, select the **Date** and **Shift** to use for the **Operational Period** on the plan that is copied.

The **Operational Period** defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar. The **Operational Period** that you define is copied onto each of the forms in the plan.

5. Click the **OK** button to make a copy of the plan.
6. From the **Window** drop-down menu, select a form to edit.

All of the forms in the plan you copied are listed under the **Window** drop-down menu.

7. Make the appropriate changes to the form.
8. Click the **Save** button to save your changes to the form. Notice that a new plan is created for today with the form listed underneath it in the **Tree View**.

You need to save the form even if you do not make any changes to it. Only those forms that are saved will be included in the plan

9. Repeat steps 6 - 8 for each form in the plan.

Deleting a Form

Follow these steps to delete a form:

1. In the **Tree View**, click to select the form you want to delete.
2. Click the **Delete** button in the **Main** toolbar to open the **Deleting a Form** window.
3. Click the **Yes** button to remove the form.

Chapter 12

Working With Output

This section explains how to work with IAP output.

Previewing and Printing a Form

Follow the steps in this section to preview a form and then print it:

1. In the **Tree View**, click the form you want to preview.
2. Click the **Print Preview** button in the **Main** toolbar.
3. After you have finished viewing the form, you can print it from the **Print Preview** window by clicking the **Print** button.

Printing a Form without Previewing

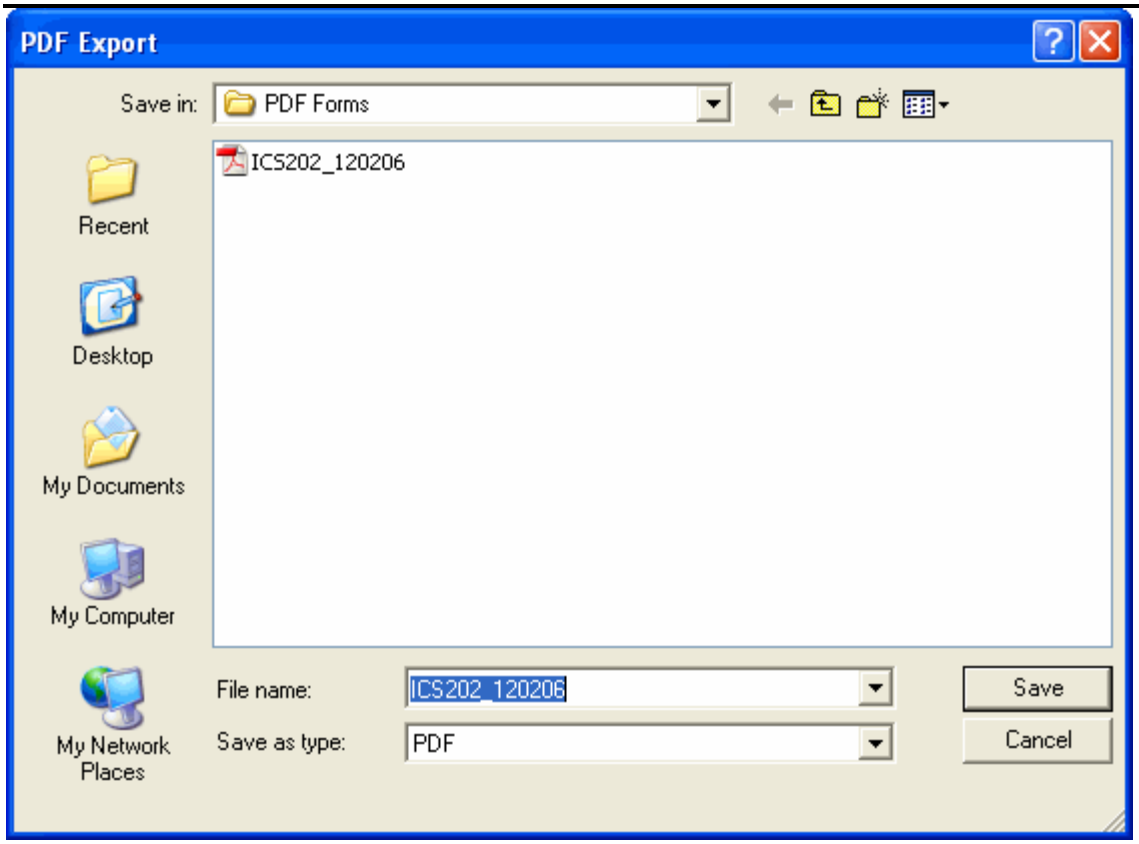
Follow the steps in this section to print a form without previewing it first:

1. In the **Tree View**, click to select the form you want to print.
2. Click the **Print** button in the Main toolbar.
3. When the **Print** window displays, select the printer where you want to send the form and click the **Print** button.

Exporting an IAP Form to a PDF File

Follow the steps in this section to export and save a form to a PDF file. You can then post the form on a web site.

1. In the **Tree View**, click to select the form you want to convert to a PDF file.
2. From the **File** drop-down menu, click the **Export** option. A **PDF Export** window displays.



3. Use the **Save In** drop-down list to browse to the area where you want to save the PDF file.

The File Name will default to the name of the report being exported.

4. Enter the **File Name** you want to assign to the PDF file.
5. Click the **Save** button to create the PDF file.

Previewing and Printing Plans

Follow the steps in this section to preview and then print an entire Incident Action Plan:

1. Click the **Manage by Plan** button to sort the **Tree View** by **Plan**.
2. Click the **Plan** you want to preview in the **Tree View**.
3. From the **File** drop-down menu, select the **Print Preview Plan** option.
4. On the **Print Preview** window, click the **Print** button.
5. When the **Print** window displays, click the **Print** button.

Printing a Plan without Previewing

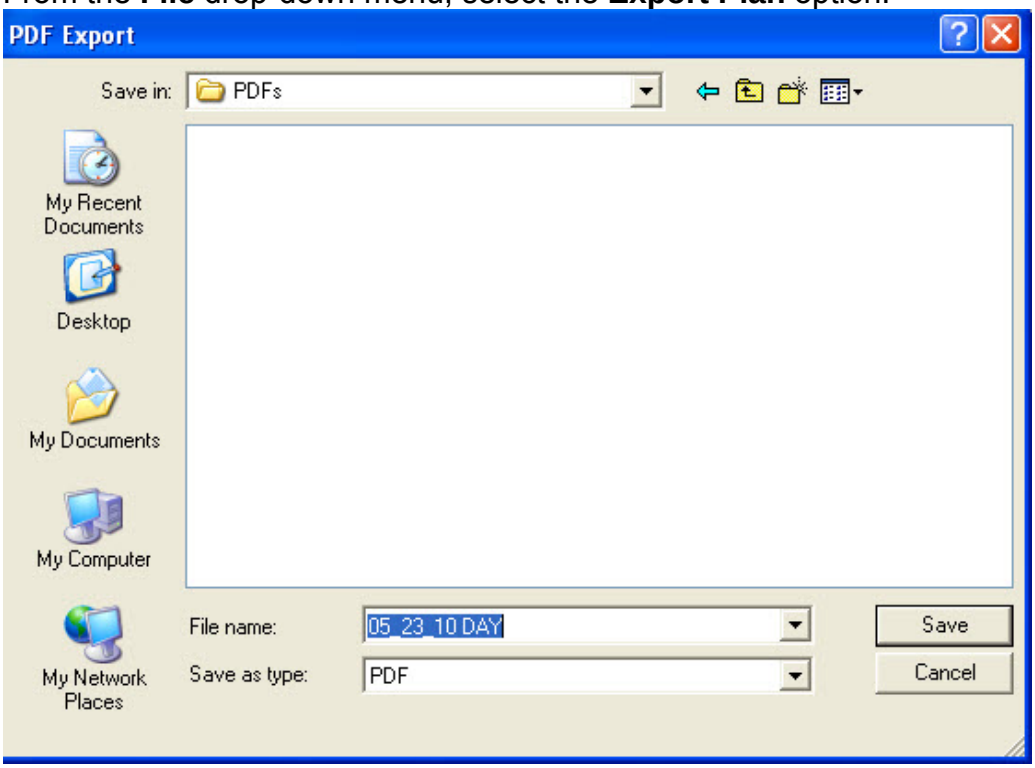
Follow the steps in this section to print an Incident Action Plan without previewing it first:

1. Click the **Manage by Plan** button to sort the information in the **Tree View** by **Plan**.
2. Click the **Plan** you want to print in the **Tree View**.
3. From the **File** drop-down menu, select the **Print Plan** option.
4. When the **Print** window displays, click the **Print** button.

Exporting Plans

Follow the steps in this section to export an entire Incident Action Plan to a PDF file:

1. Click the **Manage by Plan** button to sort the **Tree View** by **Plan**.
2. Click the **Plan** you want to export in the **Tree View**.
3. From the **File** drop-down menu, select the **Export Plan** option.



4. On the **PDF Export** window, browse to the folder where you want to save the PDF file.
5. In the **File Name** text box, type the name you want to assign to the PDF file. Then click the **Save** button.

The File Name will default to the name of the report being exported. The character "/ " will show as an underscore "_" in the File Name.

Appendix A

Revision History

Revision Date	Revision Summary
2011-03-31	Revised instructions for the 11.01.00 version of I-Suite.
2010-04-27	Revised instructions for the 10.01.00 version of I-Suite.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Revised instructions for the 7.01.00 release of I-Suite.
2007-01-11	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-12	Revised instructions for the 6.02 version of I-Suite.
2006-04-17	Revised instructions for the new I-Suite 2006 application.
2005-02-28	Revised instructions for the new I-Suite website and to reflect changes in procedures from the June and August 2004 I-Suite releases.
2004-11-19	Revised instructions to include items previously omitted from several lists.

Index

A

Air Operations Summary
  creating an ics220, 41

C

Close Open Form, 29
Copy Forms
  iap forms, 43
Copy Plans
  iap plans, 43
Create New Form, 23

D

Delete Forms
  iap forms, 43
Division Assignment List
  creating an ics204, 36
Draft, 28

E

Export
  export plans to pdf, 50
  export to pdf, 48

F

Finalize Form, 28
Formatting Text
  changing font size in form, 26
  selected text, 25
Forms
  change font size in form, 26
  closing open forms, 29
  create new form, 23
  draft, 28
  finalize, 28
  format selected text, 25
  opening closed forms, 28
  resize areas, 27
  spell check, 24
Forms Output
  export to pdf, 48
  preview forms, 48
  print forms, 48
  print without preview, 48

G

General Features
  iap forms, 23

I

IAP
  finalize form, 28
  introduction, 4
  options, 14
  unlock finalized form, 28
ICS202
  creating an ics202, 30
ICS203
  creating an ics203, 32
  template, 16
ICS204
  creating an ics204, 36
  template, 18
ICS205
  creating an ics205, 34
ICS206
  creating an ics206, 40

ICS220
  creating an ics220, 41
Incident Action Plan
  introduction, 4
Incident Objectives
  creating an ics202, 30
Incident Radio Communications Plan
  creating an ics205, 34

M

Master Frequency List
  defining master frequency list, 20
Medical Plan
  creating an ics206, 40

O

Open Closed Forms, 28
Options
  iap options, 14
Organization Assignment List
  creating an ics203, 32
Output Forms
  export to pdf, 48
  preview forms, 48
  print forms, 48
  print without preview, 48
Output Plans
  exporting plans, 50
  previewing plans, 49
  printing plans, 49

P

Plans
  export plans, 50
  preview plans, 49
  print plans, 49
Preview
  forms, 48
  plans, 49
Print
  forms, 48
  plans, 49
  print without preview, 48

R

Resize Areas, 27
Revision History
  iap, 51

S

Setting up IAP, 11
  defining ics203 template, 16
  defining ics204 template, 18
  defining master frequency list, 20
  defining shifts, 12
Shifts
  defining shifts, 12
Spell Check, 24

U

Unlock Form, 28

V

View Forms
  iap forms, 43
View Plans
  iap plans, 43