UNIT 6

Incident Action Plan

5/1/2012

This Training Manual is for use with the 12.01.00 version of the I-Suite System.

Table of Contents

Unit 6
Incident Action Plan
IAP Changes
6.0 – IAP: Overview.
1. Identify the purpose of the Incident Action Plan (IAP) module.
2. Use the data in the I-Suite database to produce the Incident Action Plan.
3. Produce various Incident Command System (ICS) forms.
4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.
5. Identify Options on the IAP window.

6.1 – IAP: Getting Started.
1. Define shifts.
2. Use IAP Options.
3. Set up and customize the ICS 203 template.
4. Set up and customize the ICS 204 template.
5. Create a Master Frequency List.
6. Delete a frequency from the Master Frequency List.

6.2 – IAP: Common Features of IAP Forms.
1. Identify common features of most IAP forms.
2. Spell Check a Form.
3. Format Text on a Form.
4. Resize Areas on a Form.
5. Mark a Form Final vs. Draft.
6. Unlock a Finalized Form.
7. Close a Form.

6.3 – IAP: Create an ICS 202 – Incident Objectives.
1. Create an ICS 202 – Incident Objectives.

6.4 – IAP: Create an ICS 203 – Organization Assignment List.
1. Create an ICS 203 – Organization Assignment List.

6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.
1. Create an ICS 205 – Incident Radio Communications Plan.

6.6 – IAP: Create an ICS 204 – Division Assignment List.
1. Create an ICS 204 – Division Assignment List.
2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

6.7 – IAP: Create an ICS 206 – Medical Plan.
1. Create an ICS 206 – Medical Plan.

6.8 – IAP: Create an ICS 220 – Air Operations Summary.
1. Create an ICS 220 – Air Operations Summary.

6.9 – IAP: View, Copy, and Delete Forms.
1. View a Single Type of Form (e.g. all 202’s).
2. View All Forms Grouped by Form Number.
3. View All Forms Grouped by Incident Action Plan.
4. Copy a form.

5. Copy a Plan
6. Delete a form.

6.10 – IAP: Work with Output.

1. Print an IAP Form.
2. Export an IAP Form to a PDF file.
3. Print an IAP Plan.
4. Export an IAP Plan to a PDF file.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.0 – IAP: Overview.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to:

1. Identify the purpose of the Incident Action Plan (IAP) module.
2. Use the data in the I-Suite database to produce the Incident Action Plan.
3. Produce various Incident Command System (ICS) forms.
4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.
5. Identify Options on the IAP window.

I. INCIDENT ACTION PLAN

A. Access the Incident Action Plan (IAP) module.

NOTE: The IAP module shares data with other I-Suite modules.

B. The primary purpose of IAP is to produce an Incident Action Plan for the incident.

C. Use IAP to produce the following Incident Command System (ICS) forms:

1. ICS 202 – Incident Objectives.
2. ICS 203 – Organization Assignment List.
3. ICS 204 – Division Assignment List.
4. ICS 205 – Incident Radio Communications Plan.
5. ICS 206 – Medical Plan.
6. ICS 220 – Air Operations Summary.

E. IAP uses the **Master Frequency List** to define radio frequencies in the ICS 205 – Incident Radio Communications Plan.

F. Identify options on the IAP window:

1. The **IAP** toolbar includes the following buttons:

a. **Create New Form** - Click a form listed in the Tree View. Then click this button to create a new form that is the same type as the one that is highlighted. You can also click the Arrow next to this button to display a list from which you can select the form you want to create.

b. **Save** - Saves the form.

NOTE: The IAP module is the only module with the **Save** button in the module toolbar.

c. **Spell Check** - Checks the form for spelling errors

d. **Copy Form** - Displays a list of forms you can copy.

e. **Copy Plan** - Displays a list of plans you can copy.

f. **Manage By Plan** - Displays all forms grouped by an Incident Action Plan for a specific day and operational period.

g. **Manage By Form** - Displays all forms grouped by form number. You can also use this button to only display a certain type of form.

h. **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**.

i. **Bold** - Bolds text selected in a form.

j. **Italic** - Italicizes text selected in a form.

k. **Underline** - Underlines text selected in a form.

2. The following IAP Menus display at the top of the window:

   a. **File** - Use the options in this menu to Create a New Form, Export a Form to PDF, Export a Plan to PDF, Preview a Form, Print a Form, Preview a Plan, and Print a Plan.

   b. **Edit** - Use the options in this menu to edit forms. The options that are available include:

      - **Copy** - Select this option to copy a form.
      - **Cut** - Select this option to cut text that is highlighted in a form.
      - **Paste** - Select this option to paste text that was cut or copied into a form.
      - **Delete Form** - Select this option to delete a form.
      - **Format** - Use the options in this sub-menu to change the font style or underline text.

   c. **View** - Use the options in this menu to view forms. The following options are available:

      - **Form** - Select this option to display all forms in the Tree View.
      - **Individual Form** - When you select this option, a list of forms displays. Select a form from the list to only display those types of forms in the Tree View.
      - **Plan** - Select this option to display all forms grouped by Incident Action Plan.

   d. **Shifts** - Select the **Define Shifts** option in this menu to define shifts.

   e. **Tools** - Use the options in this menu to:

      - **Copy Form** - Displays a list of forms you can copy.
      - **Copy Plan** - Displays a list of plans you can copy.
      - **Spell Check** - Checks the form for spelling errors.
      - **Form 203 Template** - Used to customize the ICS-203 Form.
      - **Form 204 Template** - Used to customize the ICS-204 Form.
      - **Mark Final/Mark Draft** - When the form is marked **Draft**, this changes to **Final**. When the form is **Final**, this changes back to **Draft**.
      - **Master Frequency** - Creates the Master Frequency List.

   f. **Window** - When you select this menu, a list of forms that are currently open displays. Click a form to make that form window active. Select **Close All Forms** to close all of the Form windows.

3. The **Tree View** displays on the left side of the window. You can change the information that displays in the Tree View by selecting one of the following options from the **View** drop-down menu:

NOTE: The forms in the **Tree View** are limited, based on whether **Manage All as One** is selected. If **Manage All as One** is selected, all forms display in the list. If a single incident is selected, only forms for that incident display in the list.

   a. **Form -** Select this option to display all forms in the Tree View.
   b. **Individual Form -** Select this option to view a specific form (e.g. Only ICS 203 forms) in the Tree View.
   c. **Plan -** Select this option to view plans in the Tree View.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.1 – IAP: Getting Started.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Define shifts. 2. Use IAP Options. 3. Set up and customize the ICS 203 template. 4. Set up and customize the ICS 204 template. 5. Create a Master Frequency List. 6. Delete a frequency from the Master Frequency List.

I. SETTING UP IAP

A. Define shifts.

B. Define IAP Options.

C. Set up and customize the ICS 203 template.

D. Set up and customize the ICS 204 template.

E. Create a Master Frequency List.

F. Delete a frequency from the Master Frequency List.

II. SHIFTS

A. To add a shift:

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

1. From the **Modules** drop-down menu, select **IAP**.

   OR

   Click the **IAP** button on the toolbar.
2. From the **Shifts** drop-down menu, select **Define Shifts**.
3. On the **Incident Action Plan – Define Shifts** window, complete the following.
   a. In the **Shift** box, type the name of the **Shift**.

      EXAMPLE: Name the shift **DAY** or **NIGHT**.
   b. In the **Shift Start Time** box, type the starting time of the shift in the format 0000.

      EXAMPLE: Type **0600**.
   c. In the **Shift End Time** box, type the ending time of the shift in the format 0000.
   d. Under **Shift Shade**, click to select a shade to assign to the shift.

NOTE: The background shade of the shift listed under the **Shade** column in the **Shifts Entered** grid, illustrates the shade defined for the shift.

NOTE: The **Shade** assigned to a shift helps to identify the different shift forms (i.e. alleviates confusion between Day and Night shift forms).

NOTE: When creating a form for a certain operational period, the **Date/Time** box is color-coded with the **Shade** specified for that shift.

4. To save the new shift, click the **Save** button.
5. When finished, click the **Close** button.

NOTE: Before you save the shift record, you can click the **Clear** button to clear the Shift information that was defined. This removes any information from the Shift boxes. You can then enter the correct information. After you have saved the Shift record, the **Clear** button is no longer available.

B. To edit a Shift:

1. In the **Shifts Entered** grid, click the shift you want to edit.
2. Make the appropriate changes to the **Shifts** information that displays under **Edit Mode**.
3. Click the **Save** button to save your changes.

C. To delete a shift:

1. In the **Shifts Entered** grid, click the shift you want to delete.
2. Click the **Delete** button in the **Main** toolbar at the top of the window.

NOTE: If you add or edit Shifts at a later time, your changes are not visible until you click the **Refresh** button in the **Main** toolbar to refresh the data.

III. IAP OPTIONS

A. Define IAP Options.

1. Open the **IAP** module.
2. To identify the order in which to display the first and last names:

NOTE: 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.

a. From the **Tools** drop-down menu, select **Options**. Then click the **IAP** tab.

b. Under **Resource Drop Down Lists**, click to select one of the following order options:

- **Last Name, First Name** - Select this option to display the name in Last Name/First Name order.
- **First Name Last Name** - Select this option to display the name in First Name/Last Name order

c. To save your changes, click the **Save** button. Then click the **OK** button to close the **Options** window.

3. To identify whether to show resources for **All Incidents** or a **Selected Incident**:

a. From the **Tools** drop-down menu, select **Options**. Then click the **IAP** tab.

b. Under **Resources To Display From**, click to select one of the following options:

- **Selected Incident** - Only shows resources for the incident selected in the

Incident drop-down on the IAP window.

- **All Incidents** - Shows resources for all incidents.

c. To save your changes, click the **Save** button. Then click the **OK** button to close the **Options** window.

4. To change the size of the buttons in the **IAP** toolbar:

   a. From the **Tools** drop-down menu, select **Options**. Then click the **IAP** tab.

   b. Under **Toolbar**, click to check the **Small Icons** checkbox. The size of the buttons in the IAP toolbar is reduced.

   c. To change back to large buttons, click to uncheck the **Small Icons** checkbox.

   d. To save your changes, click the **Save** button. Then click the **OK** button to close the **Options** window.

5. To identify the forms to display in the **Tree View** based on the **Archive** date:

   a. From the **Tools** drop-down menu, select **Options**. Then click the **IAP** tab.

   b. Under **Tree View Display**, click to select one of the following options:

   - **Show All** - Shows all saved forms.

   - **By Date** - Shows all forms with a date that is newer than the one defined in the text box next to this option.

NOTE: 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 new 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.

NOTE: When you select the **Number of days prior to the system date and any new forms** 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.

   c. To save your changes, click the **Save** button. Then click the **OK** button to close the **Options** window.

IV. ICS TEMPLATES

A. Set up and customize the ICS 203 template.

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

1. Open the **IAP** module.

2. From the **Tools** drop-down menu, select **Form 203 Template**.

3. If needed, you can change the names of the fields in the 203 form. To change the field name, highlight the text you want to change and type over it.
4. To customize the **KindCode** filter for each section:
   a. From each of the available drop-down lists, select the appropriate additional **KindCodes**.

      OR

      Click in the appropriate box, and then type the additional valid **KindCodes**. Separate the entries with a semi-colon.

NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.

   b. To save your changes to the ICS 203 template, click the **Save** button in the IAP toolbar.

B. Set up and customize the ICS 204 template.

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

1. Open the **IAP** module.
2. From the **Tools** drop-down menu, select **Form 204 Template**.
3. If needed, you can change the names of the fields in the 204 form. To change the field name, highlight the text you want to change and type over it.
4. To customize the **KindCode** filters in the **Operations Personnel** section:
   a. From each of the available drop-down lists, select the appropriate additional **KindCodes**.

      OR

      Click in the appropriate box, and then type additional valid **KindCodes.** Separate your entries with a semi-colon.

NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.

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

   b. To save your additions to the ICS 204 template, click the **Save** button in the **IAP** toolbar.
5. Under **Resources Assigned this Period**, click one of the following buttons to identify the data and order in which information displays in the **Resource Designator** box on the ICS 204 form:

NOTE: You can choose to display one or all of the data items. You need to have a **Resource Name** in order to save the template.

a. Add Resource Name

b. Add Kind Code

c. Add Request Number

d. Add Last Day to Work

6. To save your changes to the ICS 204 template, click the **Save** button in the **IAP** toolbar.

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

V. MASTER FREQUENCY LIST

A. Create a Master Frequency List (MFL).

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

1. Open the **IAP** module.
2. From the **Tools** drop-down menu, select **Master Frequency**.

   OR

   Click the **Master Frequency List** in the **Tree View** on the left side of the window.

NOTE: 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.

NOTE: Only those frequencies with **Show** checked will be included in the **Frequency** drop-down list on the ICS 205 window.

3. Click to check the **Show** checkbox for the new **Frequency**.
4. From the **System** drop-down list, select the appropriate **System**.
5. Complete the remaining boxes.

   a. Group

   b. Channel

   c. RFunction

   d. RX

   e. TX

   f. Tone

   g. Assignment

   h. Remarks.

6. Click the **Save** button to save the frequency.
7. When finished, click the **Propagate Changes** button.
8. On the **Propagate Changes** window, click **Yes** to propagate changes to all unlocked forms.

NOTE: 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.

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

B. Delete a frequency from the Master Frequency List (MFL).

NOTE: 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. Open the **IAP** module.
2. From the **Tools** drop-down menu, select **Master Frequency**.

   OR

   On the **IAP** window, click **Master Frequency List** in the **Tree View** on the left side of the window.
3. On the **Master Frequency List**, click in the selector column just to the left of the **Show** column to select the **Frequency** you want to delete.
4. Click the **Delete** button in the **Main** toolbar.

NOTE: This process only deletes the selected frequency, not the entire MFL.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.2 – IAP: Common Features of IAP Forms.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Identify common features of most IAP forms. 2. Spell Check a Form. 3. Format Text on a Form. 4. Resize Areas on a Form. 5. Mark a Form Final vs. Draft. 6. Unlock a Finalized Form. 7. Close a Form.

I. COMMON FEATURES

A. Identify common features of most IAP forms.

B. Spell Check a Form.

C. Format Text on a Form.

D. Resize Areas on a Form.

E. Mark a Form Final vs. Draft.

F. Unlock a Finalized Form.

G. Close a Form

II. FORM FEATURES

A. To create a form:

1. Open the **IAP** module.

a. In the **Tree View** on the left side of the window, double click the form you want to create.

OR

In the **IAP** toolbar, click the arrow next to the **Create New Form** button to display a drop-down list. Then click to select the form you want to create.

OR

From the **File** drop-down menu, select **New Form**, and then select the form you want to create.

NOTE: When you create a form, the following features are common to all forms:

- IAP automatically enters the **Incident Name**, **Date**, and **Time** on each form.
- The current date and time display in the **Date** and **Time Prepared** boxes.
- The current date and day display in the **Operational Period** box.
- If you are preparing a form for a date other than the current date, you can change the entry 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 asking you to save the form.

NOTE: For the most part, you can change almost every entry in a form and select entries from drop-down lists.

2. To create a new form or open an existing form from the **Tree View**:
   a. Double click the form name in the **Tree View** to create a new form.
   b. Click an existing form once to open that form.
   c. When the **Tree View** is sorted **By Plan**, right click the plan date. Then select the **Open All Forms** option from the menu that displays to open all of the forms in the plan.
3. To show multiple page numbers on a form:
   a. Use the scroll bar to scroll to the bottom of the new form.
   b. In the **Page ___ of ___ boxes**, type the page numbers you want to use.

      EXAMPLE: Type Page **1** of **2** on the first page of the form. Then type Page **2** of **2** on the second page of the form.
   c. After creating the form, click the **Save** button to save it. If you have multiple forms open, click the **Save All** button to save changes to all of the open forms.

B. To spell check a form:
   a. In the **Tree View**, double click a form to open it.
   b. From the **Tools** drop-down menu, select **Spell Check**.

      OR

      Click the **Spell Check** button in the **IAP** toolbar.
   c. When finished, click the **Save** button to save any changes.

C. To format text selected on a form:
1. On the **Tree View**, click to open a form.
2. Click to highlight the text you want to format.
3. Click the appropriate text formatting button(s) in the **IAP** toolbar.

   OR

   From the **Edit** drop-down menu, select **Format**. From the sub-menu that displays, select **Font**. Use the options on the **Font** window to change any of the following. Click the **OK** button to apply the change:
   a. Font
   b. Font Style
   c. Font Size.

NOTE: You can also open the **Font** window by highlighting the text you want to format. Then right clicking the mouse and selecting the **Font** option from the menu that displays.

NOTE: Change the font size to allow text to fit within a box on a form.

D. To globally change the font size on a form:

1. On the **Tree View**, click to open a form.
2. From the **Edit** drop-down menu, select the **Format** option. Then click **Font By Form** in the sub-menu that displays.

   OR

   Right click the mouse anywhere in the form. Select **Font By Form** from the menu that displays.
3. Under **Size**, click the size to apply to the text in the form.

NOTE: 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 *C. To format text selected on a form*.

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

E. To resize areas on a form:

NOTE: Use the **Up** and **Down Arrows** that display on the right-hand side of larger sized text boxes to adjust the size of text boxes, as needed.

1. To resize a text box, click the **Up Arrow (↑)** or the **Down Arrow (↓)** next to the text box you want to adjust.

F. To mark a form Final vs. Draft:

NOTE: When you create a form, it is automatically marked as **Draft**. This mark displays at the top and bottom of each page, until you Finalize the form.

1. In the **Tree View**, click a form to open it.
2. In the **IAP** toolbar, click the **Mark Final** button.

   OR

   From the **Tools** drop-down list, select **Mark Final**.

NOTE: Once you mark a form as **Final**, it is locked. You must first unlock the form by changing it back to **Draft**, before you can edit it.

G. Unlock a Finalized Form.

1. In the **Tree View**, click a form to open it.
2. In the **IAP** toolbar, click the **Mark Draft** button.

   OR

From the **Tools** drop-down menu, select **Mark Draft**.

H. To Close a form, use one of the following methods:

1. From the **File** drop-down menu, select the **Close Form** option.
2. Right click an open form and select the **Close** option from the menu that displays.
3. Click the **Close** button (**X**) that displays in the upper right corner of the window.
4. From the **Windows** drop-down menu, select the **Close All Forms** option.
5. Right click a plan listed in the **Tree View**. Select the **Close All Forms** option from the menu that displays.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.3 – IAP: Create an ICS 202 – Incident Objectives.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 202 – Incident Objectives.

I. ICS 202

A. Create an ICS 202 – Incident Objectives.

II. CREATE ICS 202

A. To create an ICS 202 – Incident Objectives:

1. Double click **ICS202** in the **Tree View** to open a new **ICS 202** form.
2. From the **Operational Period** drop-down list, select the appropriate **Shift**.
3. Complete the following information:
   a. General Control Objectives for the incident (include alternatives)
   b. Weather Forecast for Period
   c. General Safety Message
4. Under **Attachments**, click to select all that apply:
   a. Organization List – ICS 203
   b. Division Assignment Lists – ICS 204
   c. Communications Plan – ICS 205
   d. Medical Plan – ICS 206
   e. Air Operations Summary – ICS 220
   f. Incident Map
   g. Safety Message
   h. Traffic Plan
5. To add an additional attachment, click to check the checkbox next to a blank line. Then type the name of the attachment next to that checkbox.
6. In the **Prepared by (Planning Section Chief)** box, type the **Planning Section Chief Name**.
7. In the **Approved by (Incident Commander)** box, type the **Incident Commander Name**.
8. When finished, click the **Save** button.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.4 – IAP: Create an ICS 203 – Organization Assignment List.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 203 – Organization Assignment List.

I. ICS 203

A. Create an ICS 203 – Organization Assignment List.

II. CREATE ICS 203

A. To create an ICS 203 – Organization Assignment List:

NOTE: The ICS 203 identifies which positions are filled and the people who filled them.

NOTE: 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 in the name.

NOTE: Keep in mind that some position boxes display more than one position KindCode.

1. Double click **ICS203** in the **Tree View** to open a new **ICS 203** form.
2. For each position, select the **Person** for that position from the available drop-down lists.

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

NOTE: Additional names may not display completely on the window and will not print correctly. To help additional names to display correctly, you can reduce the font size.

NOTE: Most labels and headings can be customized, as needed.

4. Under **Agency Representative**, type the **Agency** for each agency representative.
5. In the **Prepared by (Resource Unit Leader)** box, type the **Resource Unit Leader Name**, and then click the **Save** button.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 205 – Incident Radio Communications Plan.

I. ICS 205

A. Create an ICS 205 – Incident Radio Communications Plan.

NOTE: 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.

II. CREATE ICS 205

A. To create an ICS 205 – Incident Radio Communications Plan:

NOTE: The Communications Leader completes the ICS 205 – Incident Radio Communications Plan.

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

1. Double click **ICS205** in the **Tree View** to open a new **ICS 205** form.
2. From the **Radio Type/Cache** drop-down lists select each **Frequency**.

NOTE: When you select a frequency, I-Suite automatically inserts the remaining data from the MFL into the form.

NOTE: 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.

NOTE: 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.

NOTE: 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.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.6 – IAP: Create an ICS 204 – Division Assignment List.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 204 – Division Assignment List. 2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

I. ICS 204

A. Create an ICS 204 – Division Assignment List.

B. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

II. CREATE ICS 204

A. To create an ICS 204 – Division Assignment List:

1. Double click **ICS204** in the **Tree View** to open a new **ICS 204** form.
2. In the **Branch** box, type the **Branch Name.**
3. In the **Division/Group** box, type the **Division/Group** name.
4. From the **Operational Period** drop-down list, select the appropriate **Shift**.
5. Under **Operations Personnel**, select the person for each **Position** from the available drop-down lists.
6. Under **Resources Assigned this Period**, click to select one of the following options:
   a. **All –** to display all resources in the drop-down list.
   b. **Crew –** to limit the drop-down list to display only hand crews.
   c. **Engine –** to limit the drop-down list to display only engines.
   d. **Equipment –** to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment.
   e. **Line Overhead –** to limit the drop-down list to display individual line overhead such as **Strike Team Leaders** and **Field Observers**.
7. Under **Strike Team / Task Force / Resource Designator**, select the appropriate **Resources** from the available drop-down lists.

NOTE: If you use the drop-down list to select the Resource, I-Suite automatically defines the leader and the number of persons from the database.

8. Complete the following boxes for each resource, as appropriate:
   a. Leader
   b. Number of Persons
   c. Trans Y/N
   e. Drop Off PT./Time
   f. Pick Up PT./Time.

NOTE: You can complete the **Drop Off** and **Pick Up Locations** and **Times** for the first resource and then click the **Auto-Fill** buttons to fill-in the same information for the remaining locations and times for all other resources.

NOTE: You can edit the **Drop Off** and **Pick Up Locations** and **Times**, as needed.

9. Complete the following boxes, as appropriate:
   a. Control Operations
   b. Special Instructions.

NOTE: 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.

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

10. Under **Division/Group Communications Summary**, select the appropriate **Frequency – RX** from the available drop-down lists for each **Function**.

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

OR

Enter the data to complete the following boxes for each **Function**, as appropriate.

a. Frequency - RX
b. Frequency - TX
c. Tone
d. System
e. Channel
f. System
g. Channel.

11. In the **Prepared By (Resource Unit Leader)** box, type the **Resource Unit Leader Name**.
12. In the **Approved By (Planning Section Chief)** box, type the **Planning Section Chief Name**, and then click the **Save** button.

III. MOVING/COPYING/DELETING ROWS

A. To Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form:

1. In the **Tree View**, click a **204 Form** to open it.
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.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.7 – IAP: Create an ICS 206 – Medical Plan.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 206 – Medical Plan.

I. ICS 206

A. Create an ICS 206 – Medical Plan.

II. CREATE ICS 206

A. To create an ICS 206 – Medical Plan:

NOTE: The ICS 206 – Medical Plan is a narrative, fill-in form.

1. Double click **ICS206** in the **Tree View** to open a new **ICS 206** form.
2. From the **Operational Period** drop-down list, select the appropriate **Shift**.
3. Complete the following sections, as appropriate:
   a. Incident Medical Aid Station
   b. Ambulance Services
   c. Incident Ambulances.
3. In the **Paramedics** column, click to check the **Yes** or **No** checkboxes to designate the available **Paramedics** for each type of medical service.
4. Complete the **Hospitals** section. Then click to select the **Yes** or **No** checkboxes, to identify whether a **Helipad** or **Burn Center** are available.
5. In the **Medical Emergency Procedures** box, type a description of the medical emergency procedures, as appropriate.
6. In the **Prepared By (Medical Unit Leader)** box, type the **Medical Unit Leader Name**.
7. In the **Reviewed By (Safety Officer)** box, type the **Safety Office Name**, and then click the **Save** button.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.8 – IAP: Create an ICS 220 – Air Operations Summary.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Create an ICS 220 – Air Operations Summary.

I. ICS 220

A. Create an ICS 220 – Air Operations Summary.

II. CREATE ICS 220

A. To create an ICS 220 – Air Operations Summary:

NOTE: The **ICS 220 – Air Operations Summary** is mostly a narrative, two-page form.

1. Double click **ICS220** in the **Tree View** to open a new ICS 220 form.
2. From the **Operational Period** drop-down list, select the appropriate **Shift**.
3. Complete the following sections, as appropriate:

NOTE: When the header information (i.e. Prepared By, Sunrise, Sunset, etc.) is completed for Page 1, the same information is automatically transferred to Page 2.

a. Prepared by – (Enter the Air Operations Leader Name.)
b. Sunrise
c. Sunset
d. REMARKS
e. MEDEVAC AIRCRAFT
f. TFR
g. PERSONNEL
h. FREQUENCY – (Use the AM RX/TX drop down box to select the frequency of your choice.)

NOTE: Frequencies are automatically populated with frequencies from the ICS 205.

i. FIXED WING
j. HELICOPTERS.

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

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.9 – IAP: View, Copy, and Delete Forms.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. View a Single Type of Form (e.g. all 202's). 2. View All Forms Grouped by Form Number. 3. View All Forms Grouped by Incident Action Plan. 4. Copy a form. 5. Copy a Plan 6. Delete a form.

I. VIEW/COPY/DELETE FORMS

A. View a Single Type of Form.

B. View All Forms Grouped by Form Number.

C. View All Forms Grouped by Incident Action Plan.

D. Copy a form.

E. Copy a plan.

F. Delete a form.

II. VIEW FORMS

NOTE: The **Tree View** lists forms in numerical form order, by single type of form or for all operational periods (Plan).

NOTE: There are three ways to display the **Tree View**.

A. To view a Single Type of form:

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

   OR

   In the **IAP** toolbar, click the arrow next to the **Manage By Form** button. Then select the form you want to view from the list that displays.

B. To view All Forms Grouped by Form Number:

1. From the **View** drop-down menu, select **Form**.

   OR

   In the **IAP** toolbar, click the **Manage By Form** button.

NOTE: Forms do not display in the **Tree View** until saved.

C. To view All Forms Grouped by Incident Action Plan:

NOTE: The **Tree View** of the plans displays the forms that were created and saved for each operational period.

1. From the **View** drop-down menu, select **Plan**.

   OR

   On the **IAP** toolbar, click the **Manage By Plan** button.

NOTE: You can open more than one form at a time. You can switch between open forms by

selecting the form from the **Window** drop-down menu. If the forms are minimized, you can also click an open form to select it.

III. COPY FORMS

A. Copy a Form.

NOTE: To add a second page to a form, you can use the **Copy Form** option. This option 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.

1. To copy any form:
   a. In the **Tree View**, click to highlight the form you want to copy.
   b. Click the **Copy Form** button to open the **Copy Form** window.

      OR

      From the **Tools** drop-down menu, select the **Copy Form** option to open the **Copy Form** window.
   c. 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.
   d. Under **Select an Operational Period**, select the **Date** and **Shift** to use for the Operational Period on the form that is copied.

NOTE: 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.

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

IV. COPY PLANS

A. Copy a Plan.

NOTE: To copy an entire **Incident Action Plan**, use the **Copy Plan** option. After you copy the plan, edit the forms in the plan, as needed.

1. To copy any plan:
   a. Click the **Manage by Plan** button to sort the **Tree View** by Plan.
   b. Click the **Copy Plan** button to open the **Copy Plan** window.

      OR

      Select the **Tools Menu** and the **Copy Plan** option to open the **Copy Plan** window.
   c. Under **Select a Plan to Copy From**, click the plan you want to copy.
   d. Under **Select an Operational Period**, select the **Date** and **Shift** to use for the

Operational Period on the plan that is copied.

NOTE: 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.

e. Click the **OK** button to make a copy of the plan.

f. From the **Window** drop-down menu, select a form to edit.

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

g. Make the appropriate changes to the form.

h. 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.

NOTE: 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.

i. Repeat steps f - h for each form in the plan.

V. DELETE FORMS

A. 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.
3. On the **Deleting a Form** window, click **Yes** to delete the selected form.

STUDENT MANUAL

COURSE:	I-Suite
UNIT:	6.10 – IAP: Work with Output.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: 1. Print an IAP Form. 2. Export an IAP Form to a PDF file. 3. Print an IAP Plan. 4. Export an IAP Plan to a PDF file.

I. WORKING WITH OUTPUT

NOTE: This Unit identifies how to create the following types of output from IAP:

A. Print an IAP Form.

B. Export an IAP Form to a PDF file.

C. Print an IAP Plan

D. Export an IAP Plan to a PDF file.

NOTE: This Unit identifies some of the key tasks you must perform to create output from IAP.

II. PRINTING FORMS

A. Print IAP Forms:

1. To Preview and Print a form.
   a. On the **Tree View**, click to select the form you want to print.
   b. In the toolbar, click the **Print Preview** button.

      OR

      From the **File** drop-down menu, select **Print Preview**.
   c. On the **Print Preview** window, click the **Print** button. When the **Print** window displays, click the **Print** button.
2. To Print a form without Previewing it:
   a. In the **Tree View**, click to select the form you want to print.
   b. In the toolbar, click the **Print** button.

      OR

      From the **File** drop-down menu, select **Print Current Form**.
   c. When the **Print** window displays, click the **Print** button.

III. EXPORTING FORMS

A. To export an IAP Form to a PDF file:

NOTE: You can export and save a form to a PDF file, which you can then post on a Web site.

1. In the **Tree View**, click to select the form you want to export.
2. From the **File** drop-down menu, select **Export**.
3. On the **PDF Export** window, browse to the folder where you want to save the PDF file.

4. In the **File Name** text box, type the name you want to assign to the PDF file. Then click the **Save** button.

IV. PRINTING PLANS

A. Print Incident Action Plans:

1. To Preview and Print a Plan:
   a. Click the **Manage by Plan** button to sort the **Tree View** by Plan.
   b. Click the **Plan** you want to preview in the **Tree View**.
   c. From the **File** drop-down menu, select the **Print Preview Plan** option.
   d. On the **Print Preview** window, click the **Print** button.
   e. When the **Print** window displays, click the **Print** button.
2. To Print a plan without Previewing it:
   a. Click the **Manage by Plan** button to sort the information in the **Tree View** by Plan.
   b. Click the **Plan** you want to print in the **Tree View**.
   c. From the **File** drop-down menu, select the **Print Plan** option.
   d. When the **Print** window displays, click the **Print** button.

V. EXPORTING PLANS

A. To Export an 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.