

Using Google Sheets for IAP Development

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Introduction

This Google Sheet is designed to help an Incident Management Team complete the 202, 203, 204, 205, 206 and Cover page for an IAP more rapidly. It is **strongly recommended** that before using this sheet on an incident that you have an understanding of formulas used in Google Sheets (almost identical to Excel) and you play with this to learn how it can help you, and also learn its limitations.

I cannot claim credit for creating this document. I have built upon the work of others. However, I have created most of the automation within these sheets through formulas and Google Scripts (a version of Java Script). Several people have contributed to this work, including Gabe Garcia (North Bay IMT, Cal Fire IMT 2), Buddy Bloxam (Cal Fire IMT 3), Jeff Dapper (Cal Fire IMT 3) and likely others that I am unaware of.

I consider any modification that I have made to be open source. If you want to tweak it to do something different, go right ahead. You may share this sheet with anyone you wish. Also, my apologies for the hack code – I have not done any professional programming in years and Java Script is my least favorite language.

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About Google Sheets

Google Sheets is basically Microsoft Excel which runs in a web browser. The functions, features and formula work almost identical to Excel. If you can use Excel, you can use Sheets. There are several features within sheets that make it a great platform for collaborative incident management.

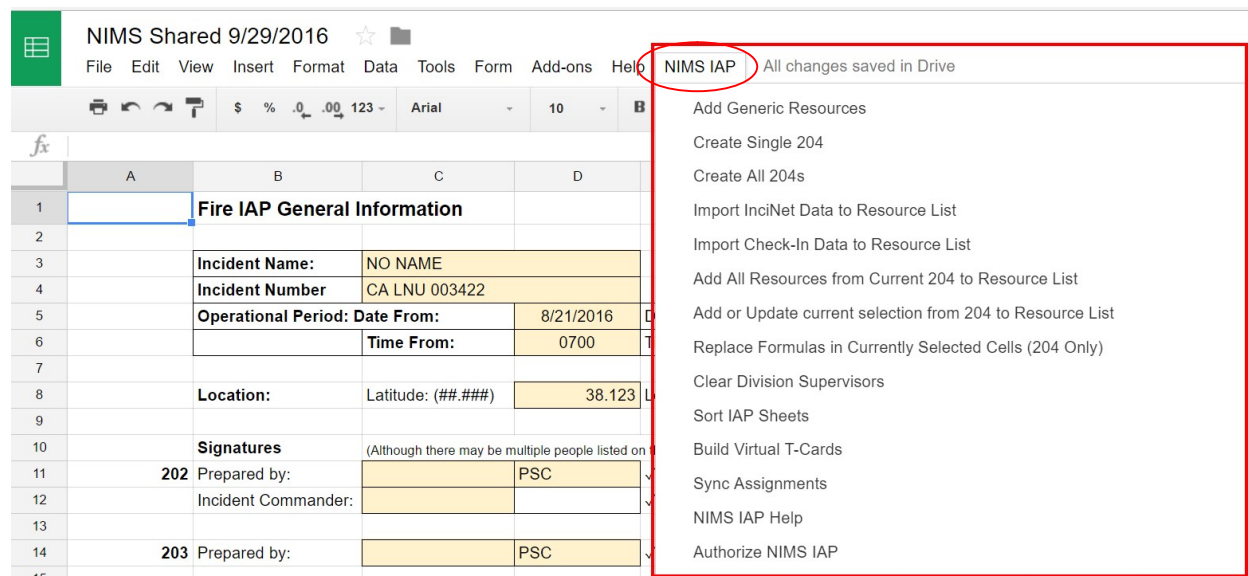
1. Because its web based, everyone is using the same version.
2. It can be shared with anyone for free.
3. Multiple people can be working on the same spreadsheet at the same time.
4. People can work remotely

There are also some drawbacks;

1. You must have an internet connection.
2. Data intensive operations can run slow, particularly with slow Internet.
3. Google limits the amount of processing (generally not an issue).

Accessing Scripts

The automation for use with these sheets are available from the menu at the top of the screen. The function of each script is explained later in this document.



For the most part, the scripts do things that a reasonably experienced Sheets (or Excel) user could do manually. The scripts automate the process, reducing the time required and hopefully reducing the chance for error.

Brief Overview of NIMS IAP menu Items

Add Generic Resources

Adds generic resources into the ResourceID list. This enables filling of a 204 with resource that are yet to be filled, such as STC, STA STG, DOZ, etc...

Create Single 204

Only available from the 203, it creates a 204 for the currently selected Division, Group or Staging area.

Create All 204s

This creates a 204 for any division or group identified on the 203. This should only be run once.

Import InciNet Data

This allows you to paste data from InciNet or Ross onto a sheet (InciNet) and then import that data into the ResourceID List.

Brief Overview of Fire IAP menu Items (continued)

Import Check-In Data

This Sheet has the availability to have someone remotely enter Check-In information from a phone, tablet or PC. The information is not directly placed into the ResourceID list. The menu function moves it from the Check-In List to the Resource List.

Add All Resources from Current 204 to Resource List

Resource information can be entered directly on to the 204, even though it is not in the Resource List. This menu item captures data from the 204 that is not already on the Resource list and places it on the Resource List. It then restores the formulas normally present on the 204.

Add or Update Current Selection from 204 to Resource List

Similar to above. However it adds on the currently selected line. It will also update the resource if it already exists. After adding or updating, it then restores the formulas normally present on the 204.

Replace Formulas in Currently Selected Cells

This restores the formulas normally present on the 204 for a selected area.

Sort IAP Sheets

Sorts all sheets numerically, then Alphabetically.

Build Virtual T-Cards

Updates divisions and resources on the Virtual T-Card rack

Sync Assignments

Synchronizes the assignments from the 204s to the ResourceID tab. Division assignments can be viewed on the ResourceID tab. This also enables warnings for duplicate assignments.

NIMS IAP Help

Pulls up this document from the web.

Authorized NIMS IAP

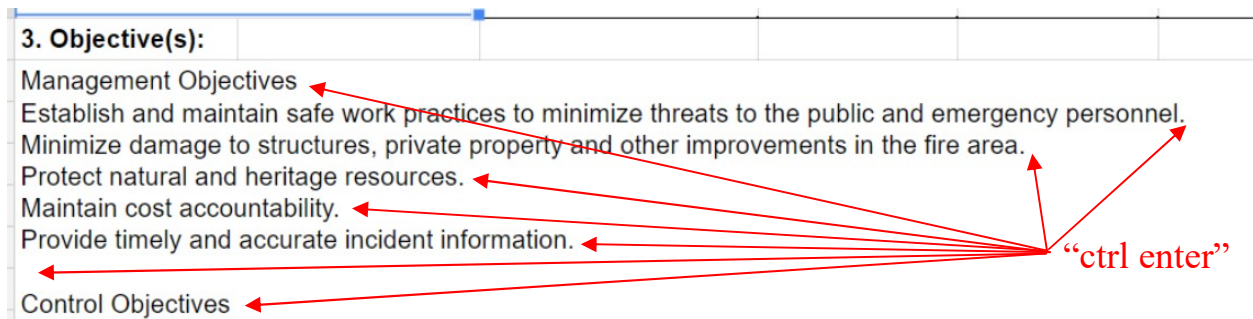
This gives the scripts authorization to run. This should always be done prior to sharing or copying a spreadsheet, otherwise the sheet may lose functionality.

Data Entry and Protected Fields

All of the pages are designed to have data entry fields, as well as title fields and fields that contain formulas. Generally, you should not overwrite titles or formulas. However, sometimes it may be necessary, you may not like a title or you may want to change a formula. If you attempt to change a protected field, you will get a warning. However, you will be able to change it. There are no cells within these sheets that don't allow change.

Multiple Line Text Fields

Most of the sheets contain fields that have multiple lines on them. In order to insert a carriage return or line break, use “ctrl enter” instead of enter to create a new line. Also, Tabs do not work in text fields.



The diagram illustrates a spreadsheet interface with a table. The table has a header row with the text "3. Objective(s):" in the first cell. Below the header, the table contains several rows of text. Red arrows point from the text "ctrl enter" to the end of each line of text in the table, indicating that this key combination is used to insert a new line in the text field.

3. Objective(s):
Management Objectives
Establish and maintain safe work practices to minimize threats to the public and emergency personnel.
Minimize damage to structures, private property and other improvements in the fire area.
Protect natural and heritage resources.
Maintain cost accountability.
Provide timely and accurate incident information.
Control Objectives

Getting Started

The best place to start is the tab titled 101 General Info. The *Incident Name*, *Incident Number*, *Date*, and *Operational Period* information entered on the General Info tab will be auto-populated onto all other tabs and forms throughout the spreadsheet.

	A	B	C	D	E	F	G	H
1		Fire IAP General Information						
2								
3		Incident Name:	NO NAME					
4		Incident Number	CA LNU 003422					
5		Operational Period: Date From:	8/21/2016	Date To:	8/22/2016			
6		Time From:	0700	Time To:	0700			
7								
8		Location:	Latitude: (##.###)	38.123	Long: (-###.###)	-121.682	*generates weather page	
9								
10		Signatures	(Although there may be multiple people listed on the 203, one person has to sign)					
11	202	Prepared by:		PSC	✓	Use PSC from the 203		
12		Incident Commander:			✓	Use IC from the 203		
13								
14	203	Prepared by:		PSC	✓	Use PSC from the 203		
15								
16	204s	Prepared by:		RESL	✓	Use RESL from the 203		
17								

Incident Name

Enter the incident name (here only). It will propagate to all other forms.

Incident Number

This field is optional. It propagates to only the IAP Cover

Operational Period

Date and Time of the start and end of the operational period. This will propagate to all forms. Double-clicking on the cell will bring up a drop-down calendar that allows you to select a date.

Location

Latitude and Longitude may be entered if you would like a weather report. Lat and Long should be entered in Decimal.Degree format (38.7654 -121.4529). This will automatically generate a weather report using the NWS Fire Weather Planning Forecast for the proper zone. If you have trouble convert to Decimal.Degree, try this site:

http://andrew.hedges.name/experiments/convert_lat_long/

Signatures

The NIMS IAP program will normally list the appropriate person to sign specific pages of the IAP based on common practice. However, if you have multiple names assigned to a position, or wish to have a different signature, you may designate which person's name should be listed as the signatory.

Put Branch ID on Tabs

Selecting yes will have the application place the branch ID on the 204 tab like below:

203 ▾	204 BR II DIV P ▾
-------	-------------------

Selecting no will have the application place only the division ID on the 204 tab like below:

203 ▾	204 DIV P ▾
-------	-------------

Edit 204 Drop-Down Assignments

This simply pulls up a sheet with all of the available drop-down work assignments for the 204.

204 Preferences			
Put Branch ID on Tabs	<input checked="" type="checkbox"/> Yes ▾	Edit 204 Drop-Down Assignments	Edit Assignments
Incinet Import Configuration		Example	
Include last name in resource ID for overhead positions:	<input checked="" type="checkbox"/> Yes ▾	FOBS JONES O-165	
Include Name in Resource ID for private (PVT) equipment:	<input type="checkbox"/> No ▾	DOZ PVT E-104	
Include Request Number in Resource ID for agency equip:	<input type="checkbox"/> No ▾	STC XMR 2141C	
Overhead Import Options			
You can select which positions are imported into the Resource ID list based on the "Target Assignment". This allows you to skip non-operational overhead such as Base Camp Manager, Cost Unit Leader, etc...		Edit Overhead List	

InciNet Import Configuration

This allows you to select different options for importing the resource ID data from InciNet.

Overhead Import Options

This is a list of "Target assignments" from ROSS or InciNet. It establishes the 4 letter resource ID for overhead positions (FOBS, RESL, STEN, etc...) based on the "Target assignment" and allows you to select which assignments get imported.

A	B	C	D	E	F	G
INCIDENT OBJECTIVES (ICS 202)						
1. Incident Name:		2. Operational Period:		Date From:	7/30/2015	Date To:
Terrible				Time From:	0800	Time To:
3. Objective(s):						
Management Objectives						
Establish and maintain safe work practices to minimize threats to the public and emergency personnel.						

Once these five fields on the 202 are filled, the RESL can work on the 203 and 204s. Much of the 204 will be filled from the 203 and there is a script available to generate the 204's that you need. In the diagram below, the fields highlighted in yellow are the fields that will be auto-filled into the 204.

ORGANIZATION ASSIGNMENT LIST (ICS 203)						
1. Incident Name:		2. Operational Period:		Date From:	7/30/2015	Date To:
Terrible				Time From:	0800	Time To:
3. Incident Commander(s) and Command Staff:		7. Operation Section:				
IC/UC's Rich Solamon		Chief Jeff Hickney				
Deputy Joe Nicks		Deputy Alfred Meantle				
Safety Officer Bob Resol		Night Ops Jill Garland				
Public Info Officer Len Hicks		Staging Area				
Liaison Officer Fred Anderson		Branch I				
		Division/Group A				
		Division/Group B				
		Division/Group X				
4. Agency/Organization Representatives:		Director: Paul Oster				
Agency/Organization Name		Ken Bracken				
Sheriff Office Rob Alvedo		Helen James				
PG&E Carrie Mann		Lester Pope				
OES Logan Hall		Branch II				
		Director: Lou Billings				
		Northern Structure				
		Jim Varenti				
		Arthur Scull				

The orange square indicates what fields are auto-populated from the General Info tab. The red squares indicate which fields from the 203 will be auto-populated onto the 204.

I'm not going to explain how to fill-in a 203. If you are a RESL, you should know how to do that. From the diagram above, you should be able to figure out which fields are fillable. If you try to enter information into a non-fillable field, you will get a warning. However, it will allow you to change it.

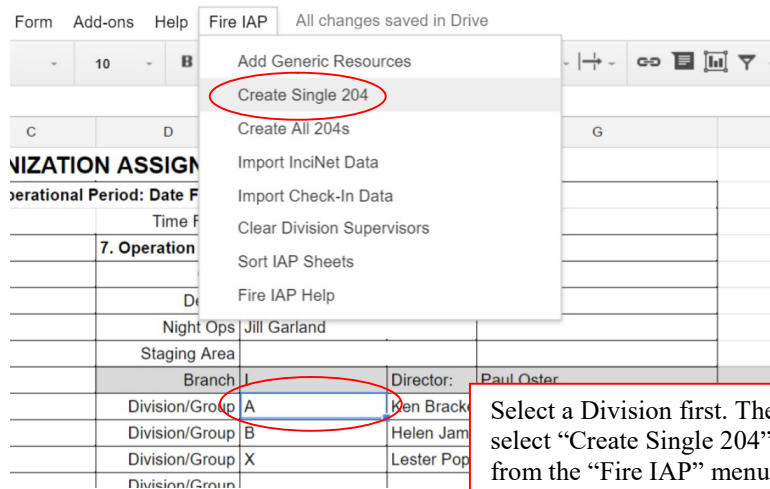
I would caution against moving any of the fields on the 203 that provide auto-fill information to the 203. If you have to move fields, you should do it after you have generated the 204s and you should understand how formulas in Sheets work. Generally, if you are altering the form, do it using "Insert" or "Cut and Paste", rather than "Copy and Paste". This will move the formulas with the information. Conversely, if you are re-assigning a person or resource, use "Copy and Paste", otherwise the formula will move with the person or resource.

Generating 204s

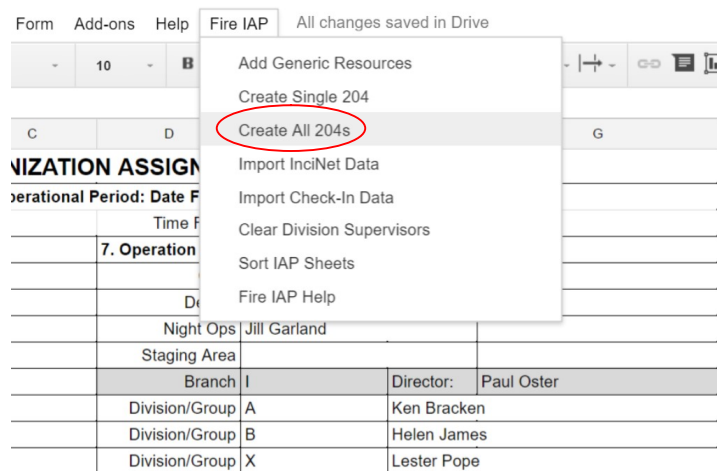
There are two ways that you can generate 204s. You can either generate all the needed 204s at once or, you can generate them individually. Doing them all at once (**Create All 204s**) is easier, as it requires one click and it puts the 204s in order. When you use the **Create 204** function, it creates the 204 for the currently selected division. It places the newly created 204 in the second tab position, usually just to the right of the 203.

Create a single 204

To create a 204 for a single division, select the letter designator for that division. From the **Fire IAP** menu, select **Create 204**. The 204 will be generated and placed in the second tab position. If there is already a 204 tab for the selected division, you will get an error message advising you of such and asking that you enter a different name. The new 204 tab will still be created. However, it will be named “Copy of Blank 204.x”, with x being a generated number. You should rename the tab to suit your needs.



Creating all 204s



To create 204s for all divisions and groups, select **Create All 204s** from the **Fire IAP** menu. It does not matter what cell is selected, nor which sheet you are on. The script will generate 204s for any division on the 203 which has a designator in the Division ID field. Again, if there is an existing 204 sheet for a division, you will receive an error message, but the tab will be created with a “Copy of Blank 204.x” name. The sheet tabs will be ordered by their position on the 203 with the bottom of the tab color-coded by branch.

Building your 204

The information in the top portion of your 204 is filled by formulas pulling information from the 203 and the Safety sheet. You should not have to enter any data above the Resources assigned.

	A	B	C	D	E	F	G	H	I	J
1	ASSIGNMENT LIST (ICS 204)									
2	1. Incident Name:				2. Operational Period:					
3	Terrible				Date From:	07/30/15	Date To:	07/31/15	3.	
4					Time From:	0800	Time To:	0800	Branch:	I
5	4. Operations Personnel:				Name				Contact #	
6	Operations Section Chief:				Jeff Hickney		Night Ops: Jill Garland		Division/Group:	A
7	Branch Director:				Paul Oster		Branch Safety: Allen Thompson			
8	Division/Group Supervisor:				Ken Bracken				Staging Area:	

The *Night OPS* and *Branch Safety* are optional fields. If you don't have them filled on the 203 or the Safety sheet, they will not appear on the 204.

To enter resources, select a cell in the left column and begin typing a *resource identifier*. As you type, the drop down menu will narrow its search choices based on information in the resource list as shown below. You may type any part of the resource name. As an example, instead of typing "stc scu" as shown below, you could simply type the strike team number as "scu", or just the strike team designator, such as "9241". Once you select the resource, the *leader*, *personnel*, *Contact* and times will be automatically filled.

5. Resources Assigned:		Number of Personnel	Contact (phone, radio freq, etc.)	Reporting Location, Special Equipment, Remarks, Notes, and Information
Resource Identifier	Leader			
STC XMR 2141C	Tim Grasp	21		0700-0700
STG LNU 9412G	Jon Mantly	19		0700-0700
STC LNU 9160C	Ken Renner	20		0700-0700
STC XSN 2150C	Ben Upham	21	707-555-1212	0700-0700
scu				
STG SCU 9241G				
STC SCU 9155C				

If you need to make changes to the leader name, number of persons, drop off or pick up times, you may edit the information on the 204 and then select **"Add or Update Current Selection from 204 to Resource List"**. All of these cells use formulas to render their information. If you change information on the 204, you will overwrite the formula. If you do overwrite a formula, you can replace it by highlighting the cell (or cells) and selecting **"Replace Formulas in the Currently Selected Cells"**.

All of the Communications data will be pulled from the *205 Worksheet*. No communications information should be added on the 204.

8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
CDF Cmd 11	1	COMMAND	151.1675	103.5 (T8)	159.3975	162.2 (T15)	
CDF Tac 24	2	Div A/B	151.3175	192.8 (T16)	151.3175	192.8 (T16)	
Calcoord	9	MEDICAL	156.0750	156.7 (T6)	156.0750	156.7 (T6)	
CDF A/G 1	10	AIR TO GROUND	151.2200		151.2200		
CDF GUARD	11	EMERGENCY	168.6250		168.6250		
9. Prepared by: Name:			Pos/Title:	RESL	Signature:		
ICS 204		IAP Page	Date/Time:	7/30/2015	0120		

Managing Resource Data

One of the most important features of this version of the 204 is the ability to select resources via a pull down menu. However, in order to have resources available in the pull-down, the resource information must be in the “Resource ID” sheet.

Resource data can be entered in four different ways;

- Manually on the 204 (then imported to the Resource List).

- Manually on the Resource ID sheet.

- Imported from the “Incident Check-In” sheet.

- Imported from an export from InciNet or ROSS.

Entering Data Directly on the 204

One of the easiest way to input data in the early part of an incident is to add it directly into the 204. Normally, when you enter a Resource ID into the Resource Identifier column of the 204, the Resource ID will appear in the selection list and the associated fields will auto-populate once it is selected. However, if the ID is not in the Resource list, the small arrow in the Resource Identifier field will turn red and the associated fields will not auto-populate.

You can continue to enter the Resource information into the associated fields. Once you have entered all resources on the 204, select “**Add Data from 204 to resource List**” from the Fire IAP menu. The new resources will be added to the resource list. The small error arrow will disappear. The associated fields will become blank for a moment and then repopulate as the formulas are restored.

5. Resources Assigned:			Number of Personnel	Contact (phone, radio freq, etc.)
Resource Identifier	Leader			
STC XMR 2141C	Tim Grasp		21	
STG LNU 9412G	Jon Mantly		19	
STC LNU 9160C	Ken Renner		20	
STC XSN 2150C	Ben Upham		21	707-555-1212
STC SCU 9155C	Brian Mulhearn		22	605-675-7654

If a resource is entered which does not exist in the Resource List, the resource will be tagged with a small red triangle in the corner of the Resource Identifier field. You may fill in the associated fields and select “**Add Data from 204 to resource List**” from the Fire IAP menu.

Importing Data From InciNet

The easiest way to get data from InciNet is to have it exported to an Excel file and then Copy and Paste the data from Excel to Sheets.

Prior to Copy and Pasting, make sure that your InciNet tab is completely empty.

Open your InciNet export in **Excel**. There are different exports from InciNet. If the top of your export looks like the diagram below, you don’t need to make any changes prior to Copy and Paste.

REQUEST NUMBER	RESOURCE ID	ROSS RESOURCE NAME	TOTAL PERSONNEL	LEADER	STATUS	COMMENTS	HOME AGENCY	LAST DAY OFF	TARGET ASSIGNMENT	CHECK-IN LOCATION	TRAVEL DISTANCE	CLASSIFICATION	VEHICLE	DVB
C-6	STG MEU 9110G	CREW S/T - T1 - 9110G	32	Boyer, Tom	Arrived		CAMEU	8/31/2015	Crew, Strike Team, Type 1	Check-In	222			N

If the top of your export looks like the diagram below, you will need to insert a blank column between the RESOURCE ID and the TOTAL PERSONNEL columns PRIOR to pasting into Sheets.

REQUEST NUMBER	RESOURCE ID	TOTAL PERSONNEL	LEADER	TARGET ASSIGNMENT
C-1	STG MEU 9115G	34	Glenn, Jeremy	Crew, Strike Team, Type 1

If your export looks different than either of these, you will have to arrange your data as described below: (technically, you could paste data from any source, so long as it was arranged like below)

Column A = Request Number

Column B = Resource ID

Column C = Not Used

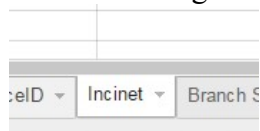
Column D = Total Personnel

Column E = Leader Name

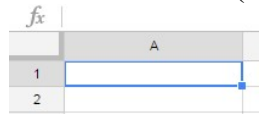
Copy and Paste

In Excel, select the entire exported spreadsheet. Supposedly ctrl-A will select all filled cells. This doesn't work in all versions of Excel. Alternately use shift-ctrl-end and shift-ctrl-pgdn. Make sure the entire data area is selected. Press ctrl-C (or select Copy from the Edit menu).

Return to Google Sheets and select the InciNet tab.



Move to cell A:1 (Top Left).



Press ctrl-V (or select Paste from the Edit menu).

Your sheet should look something like the diagram below.

	A	B	C	D	E
1	REQUEST NUMBER	RESOURCE ID	ROSS RESOURCE NAME	TOTAL PERSONNEL	LEADER
2	C-6	STG MEU 9110G	CREW S/T - T1 - 9110G	32	Bryner, Dean
3					
4		CLASSIFICATION	VEHICLE	TRAVEL DISTANCE	VEHICLE1
5				222	
6					
7			CLASSIFICATION	VEHICLE	TRAVEL DISTANCE
8					222
9					222
10					222
11					222

After the paste operation is finished, you can import the InciNet data into your Resource ID sheet by selecting **Import InciNet Data** from the **Fire IAP** menu. The import may take 2-3 minutes. Be patient. During the import, the script will attempt to clean up the information from InciNet and make it a little more friendly with the following enhancements:

1. The Request Number is added to the Resource ID for all PVT resources.
2. Forest Service crews and equipment are defaulted to 16 hour shifts.
3. ICS Qualification Codes are added to Resource ID for common positions
4. Request number is added to the Resource ID for line overhead positions.

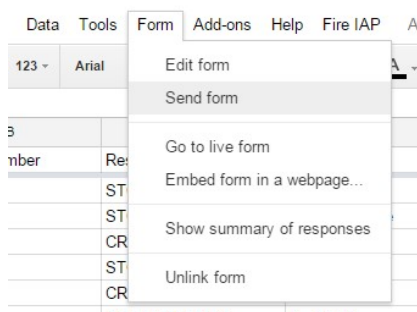
Check-in Form

The Check-In form provides a way for multiple people at various locations to provide resource data input. The Check-In form can be either emailed to users and a url can be provided. The can be useful for someone at a staging area, at the breakouts after briefing or out on the line. Information entered into the Check-In is dropped onto the Check-In sheet and can be imported into the ResourceID sheet.

The Check-In form can be used on any laptop, tablet or smart-phone that has Internet connectivity.

While getting the most available information is desired, the only required field is the Resource ID field. All other fields are preferred but, not mandatory. If unsure about the Request Number, it is best just to leave it blank. Having an incorrect Request Number may cause another resource to not be imported.

Sending a Check-In link



In order invite someone to use the Check-In form, click on the Check-In sheet, select **Send form** from the **Form** menu.

You can either copy the link and share it with your recipient, or enter their email address in the area provided. If you choose email, a link will be included as well. The link is more dependable than the emailed form.

Check In - Add Resource

* Required

Request Number

Generally, Crew = "C", Equipment "E" and Overhead = "O". Examples: C-88, E-104, O-55. If the Request number is not known, or you are unsure, leave it blank.

Resource ID *

First 3/4 letters is the type of resource: CRW, DOZ, STC, STA, W/T, T/F, FOBS, FEMT, HEQB, ETC... Next 3 letters Agency ID: LNU, HUU, SHF, SOM, MRN, XSN, QES, or PVT for private. Next set is variable and is the resource ID such as 9141C, 9262G, E23, TF1, Brush 23, ETC... Examples: CRW LNU DELTA 1, STA XSC 2312A, STC BDU 9352C, DOZ PVT JENNINGS

Leader Name

First Last

Number of Personnel

Total number of personnel in resource

Work Cycle

Is the resource a 24 or 12 hour resource? Select 0700 for 24 hour resources and 1900 for 12 hour resources.

- ☐ 0700
☐ 1900

Assigned to:

This is for units checking in on the line

Checked In By:

Enter your Request Number or Name.

Submit

Never submit passwords through Google Forms.

Entering Data Directly into the ResourceID Sheet

The third way to enter data is to enter it directly into the ResourceID sheet. This can be done by anyone with full access to the sheet.

628	E-156	STC MEU 9140C	Herb Miller	19	0700	0700
629	O-145	DIVS THOMAS	Jack Thomas	1	0700	0700
630	E-123	STA XMR 2145A	Mike St John	19	0700	0700
631	E-223	STC XMY 3452C	Frank Hallett	20	0700	0700
632	E-98	STC BDU 9143C	Paul basket	17	0700	0700
633		ENG 245	Glenn Hail	3	0700	0700
634						
635						

To enter data, click on the ResourceID tab. Scroll to the bottom of the data and enter the data on the first empty line as exemplified below.

Editing Resource Data

The Resource Data Sheet is also the best place to make modification to your data. If you need to change information such as a leader's name, number of personnel or you need to format the Resource ID to fit better on the 204, this is the place to do it.

If you make changes to the leader, number of personnel or the assigned times, it will update immediately on the 204. If you update the Resource ID, you will have to reselect it on the 204.

Changes that you make on the ResourceID list will not change when you import or re-import inciNet data. When you import InciNet data the script read each resource from the InciNet Sheet and looks for an existing resource within the ResourceID list. If it finds an existing ResourceID record, it will move on the next record without altering the ResourceID Sheet.

Creating Generic Resources

Before resource identifiers are known, you may want to develop 204s for resources to be assigned at briefing. To create a list of generic resources, select **Add Generic Resources** from the **Fire IAP** menu.

The screenshot shows a Google Sheets interface. The 'Fire IAP' menu is open, displaying options: 'Add Generic Resources', 'Create DIV 204', 'Create All DIV 204s', 'Create Group 204', 'Import InciNet Data', 'Import Check-In Data', 'Rename Division Tabs', and 'Clear Division Supervisors'. The 'Add Generic Resources' option is highlighted. In the background, a spreadsheet is visible with columns A, B, and C. Column A is labeled 'Request Number', B is 'Resource ID', and C is 'Leader Name'. Rows 2 through 13 contain data for various resources. To the right of the menu, there are additional columns with values 0700 and 1900.

The resources shown to the left will be created in your resource list.

205 and 205 Worksheets

No information should be added directly on to the 205. The 205 is filled entirely from the 205 Worksheet.

The 205 Worksheet, while similar in appearance to a 205, has to be laid out slightly different to allow for providing lookup data to other forms. The 205 worksheet also has the ability to lookup commonly used channels or frequencies.

On the 205 Worksheet only enter information in the areas shown in yellow. All other fields are static or lookup fields.

COMMUNICATIONS WORKSHEET			This sheet is designed to input COMMs information that will display on the 205 and the 204s. Do not enter information directly on the 204s or 205. Read the instructions below.						
1. Incident Name:			2. Date/Time Prepared		3. Operational Period:				
Terrible			Date:	3/22/2015	Date From:	07/30/15			
			Time:	0100	Time From:	0800			
4. Communications			Assignments, Functions, Frequencies						
204 Assignment	205 Order	Name	205 Assigned	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COMMAND	1	CDF Cmd 11	COMMAND	Command	151.1675	103.5 (T8)	159.3975	162.2 (T15)	
MEDICAL	9	Calcoord	MEDICAL	Medical	156.0750	156.7 (T6)	156.0750	156.7 (T6)	
AIR TO GROUND	10	CDF A/G 1	AIR TO GROUND	Tactical	151.2200		151.2200		
EMERGENCY	11	CDF GUARD	EMERGENCY	Emergency	168.6250		168.6250		
A	2	CDF Tac 24	Div A/B	Tactical	151.3175	192.8 (T16)	151.3175	192.8 (T16)	
B	2	CDF Tac 24	Div A/B	Tactical	151.3175	192.8 (T16)	151.3175	192.8 (T16)	
C	4	CDF Tac 25	Div C	Tactical	159.3525	192.8 (T16)	159.3525	192.8 (T16)	
D	3	VTAC11	Div D	Tactical	151.1375		151.1375	156.7 (T6)	

The “204 Assignment” column identifies what and where information will be placed on the corresponding 204. This column will not print on the 205. The information in the column should match the Division or Group name exactly. If two divisions are sharing a tactical channel, each should have its own line, but the sharing should be noted in the “205 Assigned” column (as the A/B example above).

The 205 Order column establishes the order that the channels will print on the 205. This should match your programming for the BK radios. If two lines share a 205 order number, only the first will print (again, note the A/B example).

The Name column is the Channel/Frequency identifier. This is a drop-down selection list, based on what you start to type – as in the example to the right, if you were to type “vfire” you would see the available Vfire Channels. When you select a channel, the frequency and tone information will be auto-populated to the rest of the form. The Channels are pulled from the “205 Channels” sheet. You may add additional channels on that sheet.

3	VTAC11	Div D	Tactica
5	VTAC14	Div E	Tactica
6	VFIRE	Div X	Tactica
8	VFIRE 21	Div M	Tactica
7	VFIRE 22	Northern Structure	Tactica
	VFIRE 23		
	VFIRE 24		
	VFIRE 25		
	VFIRE 26		

The 205 Worksheet allows for up to 25 channels, with 20 printable on the actual 205. If you need more than 25, you can insert a row and copy the row above. The same is true for the 205. However, you may run into printing issues.

	A	B	C	D	E	F	G	H	I	J
1										
2	COMMUNICATIONS WORKSHEET									
3	1. Incident Name:			2. Date/Time Prepared		3. Operational Period:				
4	Terrible			Date: 3/22/2015		Date From: 07/30/15		Date To: 07/31/15		
5				Time: 0100		Time From: 0800		Time To: 0800		
6	4. Communications			Assignments, Functions, Frequencies						
7	204 Assignment	205 Order	Name	205 Assigned	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
8	COMMAND	1	CDF Cmd 11	COMMAND	Command	151.1675	103.5 (T8)	159.3975	162.2 (T15)	
9	MEDICAL	9	Calcoord	MEDICAL	Medical	156.0750	156.7 (T6)	156.0750	156.7 (T6)	
10	AIR TO GROUND	10	CDF A/G 1	AIR TO GROUND	Tactical	151.2200		151.2200		
11	EMERGENCY	16	CDF GUARD	EMERGENCY	Emergency	168.6250		168.6250		
12	A	2	CDF Tac 24	Div A/B	Tactical	151.3175	192.8 (T16)	151.3175	192.8 (T16)	
13	B	2	CDF Tac 24	Div A/B	Tactical	151.3175	192.8 (T16)	151.3175	192.8 (T16)	
14	C	4	CDF Tac 25	Div C	Tactical	159.3525	192.8 (T16)	159.3525	192.8 (T16)	
15	D	3	VTAC11	Div D	Tactical	151.1375		151.1375	156.7 (T6)	
16	E	5	VTAC14	Div E	Tactical	159.4725		159.4725	156.7 (T6)	
17	X	6	VFIRE 23	Div X	Tactical	154.2950		154.2950		
18	M	8	STA-1	Div M	Tactical	151.2575	192.8 (T16)	151.2575	192.8 (T16)	
19	Northern Structure	7	STA-2	Northern Structure	Tactical	151.3925	192.8 (T16)	151.3925	192.8 (T16)	
20	EMERGENCY	20	CDF GUARD	EMERGENCY	Emergency	168.6250		168.6250		
21	?									
22	?									

The 205 Worksheet above would print as the 205 below.

ICS 205 - INCIDENT RADIO COMMUNICATIONS PLAN									
1. Incident Name:			2. Date/Time Prepared		3. Operational Period:				
Terrible			Date: 3/22/2015		Date From: 07/30/15		Date To: 07/31/15		
			Time: 0100		Time From: 0800		Time To: 0800		
4. Communications			(radio and/or phone contact numbers needed for this assignment):						
Ch#	Function	Name	Assigned To	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes	
1	Command	CDF Cmd 11	COMMAND	151.1675	103.5 (T8)	159.3975	162.2 (T15)		
2	Tactical	CDF Tac 24	Div A/B	151.3175	192.8 (T16)	151.3175	192.8 (T16)		
3	Tactical	VTAC11	Div D	151.1375		151.1375	156.7 (T6)		
4	Tactical	CDF Tac 25	Div C	159.3525	192.8 (T16)	159.3525	192.8 (T16)		
5	Tactical	VTAC14	Div E	159.4725		159.4725	156.7 (T6)		
6	Tactical	VFIRE 23	Div X	154.2950		154.2950			
7	Tactical	STA-2	Northern Structure	151.3925	192.8 (T16)	151.3925	192.8 (T16)		
8	Tactical	STA-1	Div M	151.2575	192.8 (T16)	151.2575	192.8 (T16)		
9	Medical	Calcoord	MEDICAL	156.0750	156.7 (T6)	156.0750	156.7 (T6)		
10	Tactical	CDF A/G 1	AIR TO GROUND	151.2200		151.2200			
11									
12									
13									
14									
15									
16	Emergency	CDF GUARD		168.6250		168.6250			
17									
18									
19									
20	Emergency	CDF GUARD		168.6250		168.6250			
5. Special Instructions									
All personnel working near repeater sites should wear tinfoil hats.									
6. Prepared by (Communications Unit Leader): Name:				Scott Turnquist		Signature: _____			
ICS 205						Date/Time: _____			