Definition of Terms

There is a great confusion in characterizing and naming the opportunities for which to provide communication services.

- **Event** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, *e.g.*, parades, concerts, or sporting events.
- **Incident** An occurrence either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- **Emergency** A sudden unforeseen crisis (usually involving danger) that requires immediate action
- **Disaster** An event resulting in great loss and misfortune

Continuity of Response – The Need for the Incident Command System (ICS)

Now part of the National Incident Management System (NIMS), ICS institutes a Unified Command to address all that happens once an incident is identified. ICS manages the many facets of response divided into Command, Operations, Logistics, Planning and Finance/Administration. The extent of the organization is a reflection of the size and complexity of the event.

Command - The Incident Commander is responsible for all incident or event activity. Although other functions may be left unfilled, there will always be an Incident Commander (IC.)

Operations - The Operations Section is responsible for directing the tactical actions to meet incident objectives.

Planning - The Planning Section is responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident-related documentation.

Logistics - The Logistics Section is responsible for providing adequate services and support to meet all incident or event needs.

Finance/Administration - The Finance/Administration Section is responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event.

Role of Radio Operators

Communications is a service managed by the Logistics Director. Amateur radio operators provide additional channels for official communication.

To better understand our roles within ICS structure, there are several on-line self-study courses provided by FEMA and ARRL.

Patterned after the ICS and mirroring the ARRL ARES nomenclature, amateur radio's IC is an Event Emergency Coordinator (EEC.)

Depending on the size and complexity of the event, we may have just an EEC and several operators, *e.g.* the Urban Iditarod, or may expand as necessary to service a more complex and longer event.

We are an unpoliced/undocumented service, *e.g.*, voice recording, constant oversight or monitoring.

During an incident emotions run wild and common sense is a scarce commodity. We do not provide agency / emergency communications as our daily work, and have few field exercises or major communication events each year.

Event and Incident Documentation

Government policy requires accurate and consistent documentation of our services as communicators for incident recreation, after action reviews, plan review and refinement and litigation defense.

Many of these communication forms based on the intent of pertinent ICS forms. The forms provide an aid for designing an appropriate communications plan to properly support the event.

There are seven types of forms, and the differences are important.

- Directory   A list of names and addresses
- Instruction A message describing how something is to be done
- Log   A written record of events or radio transmissions
- Message   A communication (usually brief) that is written or spoken or signaled
- Plan   A series of steps to be carried out or goals to be accomplished
- Procedure   A particular course of action intended to achieve a results
- Record   A document providing permanent evidence of or information about past events

Management & Stations

- Event Management and Station Operations
  - Agency Communication Procedures
  - Event Station Directory
  - Formal Message Form
  - Informal Message Form
  - Instruction from NCS
  - Message Log
  - Net Directory
  - Non-Communication Incident Record
  - Station Notes Record
  - Station Staffing Log
  - Technical Support Directory
  - Weather Incident Record
  - Weather Log

Management Only

- Event Management Planning
  - Event Briefing Record ICS 201
  - Event Communication Requirements Plan
  - Event Objectives Record ICS 202
  - Event Station Planning Record
- Event Management Operations
  - Event Communication Assets Plan ICS 205
  - Instruction from Agency
  - Resource Net Check-in Record ICS 211
  - Station Shift Change Log

These forms document your stations' operations. They should be complete, and should remain at the station until it is closed. Unless otherwise directed, return all documentation to the EEC as the station is demobilized (DEMOB.)

Not all forms will be necessary for a given event.

Additional Study

FEMA Training http://training.fema.gov/IS/NIMS.aspx

- IS-100.B: Introduction to Incident Command System, ICS-100
  http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b
- IS-200.B: ICS for Single Resources and Initial Action Incidents
  http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b
- IS-700.A: National Incident Management System (NIMS) An Introduction
  http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a

ARRL Online Emergency Communication Training Courses http://www.arrl.org/online-course-catalog

- Introduction to Emergency Communication (EC-001)
- Public Service and Emergency Communications Management for Radio Amateurs (EC-016)
- PR-101: ARRL Public Relations (EC-015)