Amateur Radio Emergency Communications

A R E S

Amateur Radio Emergency Service

IMS For Amateur Radio

IMS Forms

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Tracking Information

- During an incident there is a lot of information for Amateur Radio to track in order to manage the incident and maintain a record of all activities for after the incident. Information includes;
  - √ Who is deployed, how long and where
  - √ Who is available, when and for how long
  - √ What positions require radio operators, command staff, general staff…
  - √ What equipment is required
  - √ What equipment is deployed, where, how long
  - √ What frequencies are in use, which repeaters, tactical call signs

- For many Amateur radio groups, IMS forms add work that is not done today, since many Amateur groups do not have a plan to track this information.

- The benefit of IMS is that it provides a ready made solution.

IMS Form Numbering

- ICS/IMS comes with a set of standard forms, developed through years of use by different organizations, for different incidents.

- While there are three names for incident management, ICS, IMS and NIMS, the forms are all typically referred to as ICS forms.

- The form series numbers represent specific purposes;
  - 100   Custom (Amateur radio custom forms go here)
  - 200   Site (Main set of ICS/IMS forms)
  - 300   EOC (Forms used at an EOC)
  - 400   Regional (Forms used at a Regional EOC level)
  - 500   Central (Forms used at a Central EOC level)

- Some forms have additional characters after the form number, such as CG for Coast Guard, or OS for Oil Spill. Custom forms for Amateur Radio will use AR.

IMS Forms

- The objective and benefit of IMS forms is standardization across all agencies and organizations, across North America. With everyone using the same IMS forms, resources can be moved across the county or country, and integrate together.

- There are actually many IMS forms, some created for special purposes such as the ICS 224 Crew Performance Rating, and some created for specific types of organizations such as SAR (Search and Rescue).

- There are numerous forms available, some based on different evolutions of the forms. IMS For Amateur Radio will use the EMO forms, and where they don't exist, the FEMA standard ICS forms.

IMS Forms
continued

- The ICS/IMS forms are meant to be a location for tracking information, not a template that must be followed without question. If there is no information for a form, or if it could be better documented elsewhere, then there is no need to use all the forms.

  - Example: If only 1 repeater is used for all communications, then there is no need to fill in an Incident Radio Communications Plan (ICS 205)

- Each agency or organization can use the forms that have benefit and add value in their plans. The goal of IMS is to assist and standardize, not hinder and overload the users.

IMS Forms For Amateur Radio

- Amateur radio will use the IMS forms as written, without modification.

- Amateur radio will use as few forms as possible. The focus is on making it as easy as possible to master the use of the forms, so they are used and used properly.

- Where there is no IMS form relating to the information Amateur Radio needs to record, or if recording the information takes several IMS forms, making it very inefficient, a custom Amateur Radio IMS form will be created. The form will be assigned a 100 series number.

IMS Forms For Amateur Radio
continued

- Some groups modify the IMS forms for Amateur radio, in some cases keeping only the name and form number the same. Modifying the forms diminishes the goal of standardization. The IMS forms used by Amateur radio should look like the IMS forms used by the client.

- Amateurs are volunteers and only work with the forms in exercises and a hand full of real events, so only the forms that add value will be used.

IMS Forms User Guide

- Most ICS/IMS forms come with notes to assist in filling out the forms. To make it easier for Amateur Radio, there is single document (*AR-IMS-053 IMS Forms User Guide*), that contains a set of Amateur Radio specific notes that covers all forms.

- AR-IMS-053 IMS Forms User Guide is used in addition to the standard notes that come with the forms. The goal is to use as much of the original ICS/IMS forms and their instructions as possible.

- AR-IMS-053 IMS Forms User Guide includes information such as where to enter Amateur Radio information like a call sign, where to enter your ARES group name, or where to enter the call sign for a repeater.

Amateur Radio IMS Forms

Some of the forms being reviewed for Amateur Radio use include;

1. Incident Briefing – ICS 201

2. Incident Objectives – ICS 202

3. Organization Assignment List – ICS 203

4. Assignment List – ICS 204

5. Incident Radio Communications Plan – ICS 205

6. Communications List – ICS 205A

7. Incident Organization Chart – ICS 207

8. Resource Status Change – ICS 210

9. Incident Check-In List – ICS 211

Amateur Radio IMS Forms
continued

10. General Message Form – ICS 213

11. Activity Log – ICS 214

12. Operational Planning Worksheet – ICS 215

13. Incident Action Plan Safety Analysis – ICS 215A

14. Resource Status Card (T-Card) – ICS 219
    - 219-1: Header Card – Gray (Used as label card for T-Card racks
    - 219-5: Personnel Card – White
    - 219-7: Equipment Card – Yellow
    - 219-10: Generic Card - Purple

Example Of EMO IMS Form

IMS Form 205

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

4. Basic Contact Information					
Function	Assignment	System Type/Cache	Channel / Phone / PIN	Frequency/Tone	Remarks

5. PREPARED BY (TELECOMMUNICATIONS UNIT)

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Example Of The Instructions That Come With An IMS Form

The notes shown on the right, are written for the EMO ICS205 form shown on the previous page.

AR-IMS-053 will explain how to use this form for Amateur radio related information such as where to enter a repeater call sign.

There are plenty of columns and the information is quite generic, so there is no value in creating an Amateur modified version of the form.

ABOUT IMS 205: Telecommunications Plan	
Purpose:	The Incident Telecommunications Plan provides information on all the radio frequencies assignments for each operational period. Information from the Telecommunications Plan on frequency assignment is normally placed on the appropriate Assignment List (IMS 204).
Preparation:	The Incident Telecommunications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief.
Distribution:	The Incident Telecommunications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Telecommunications Centre. Information from the Plan is placed on the Assignment lists (IMS 204).

INSTRUCTIONS IMS 205: Telecommunications Plan		
Item Number	**Item Title**	**Instructions**
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter the date prepared (YYYY/MM/DD), and time (24hr clock)
3	Operational Period	Enter the time interval for which the form applies. Record the start time and the end time with dates.
4	Basic Contact Information	Enter the comms system(s) assigned and used on the incident and relevant details (below).
	Function	Enter the function each channel number is assigned (i.e. Command, Support, Division tactical)
	Assignment	Enter the IMS organization assigned to each of the designated frequencies (i.e. Branch 1, Division A, Sector A3)
	System Type/ Cache	Enter the system type/cache
	Channel / Phone/ Pin	Enter the radio channel, phone or pin numbers assigned
	Frequency / Tone	Enter the radio frequency tone number assigned to each specific function. (e.g. 153.4)
	Remarks	This section should include narrative information regarding special situations
5	Prepared by	Enter the name of the Communication Unit Leader preparing the form

The document AR-IMS-053 *IMS Forms User Guide*, would have a note for form IMS 205 identifying that a repeater call sign would be entered under System Type / Cache.

ICS 214 Unit Log

- In order to limit the number of forms required, meaning less to carry and less to learn, the ICS 214 Unit Log will be used for all sites/units as the site/unit activity log and the radio communications log.

- From the FEMA ICS forms 2010;

   Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

- The communications log is not a message form, and the ICS 214 is well suited to recording shift changes, and "notable activities" including radio activity.

- For information on logging, see training course EMRG-407 Logging

ICS 214

The ICS 214 records the information related to the site and all the people assigned to that site, for the Operational Period.

Page 2 of the form does not have sections 3 to 6, so as many copies of page 2 can be added as required.

The information about resources assigned to the site is information that needs to be recorded, and some sites may not have many radio communications log entries, so using 1 form simplifies the process.

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: | Date To: |
| | Time From: | Time To: |

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: Name: _____ Position/Title: _____ Signature: _____ |
| ICS 214, Page 1 | Date/Time: _____ |

Communications Log

- The Communications Log form will be used for Net Control, where information may be logged through the NCS, which is not for the NCS, so an In and Out is required.

- There are numerous versions of the ICS 309 Communications Log form on the Internet. Most were created by Amateur Radio groups, while a few are listed by SAR groups.

- IMS 109-AR Communications Log will be the Amateur Radio communications log. It is a 100 series form number because it is a custom form and it has the –AR designation to indicate it is an Amateur Radio form.

- The forms are formatted in landscape, so if they are put in a 3 ring binder, it is easy to write across the entire page, whether they are right or left handed.

- For information on logging, see training course EMRG-407 Logging

IMS Form 109-AR Communications Log

INTERIM (2011-04-22)

Communications Log	1. Incident Name		2. Date/Time	3. Operational Period
4. Site Name:		5. Tactical Call:		6. Station Callsign:
7. Radio Operator:		8. Log Keeper:		9. Net ID:
				10. Page ___ of ___

TIME (Local)	STATION I.D.		SUBJECT
	TO	FROM	
			Proposed Form Layout

IMS 109-AR

IMS For Amateur Radio Emergency Communications

1. **Incident Name**: The name assigned to the incident, by the Director for Amateur Radio, or the Clients Director or Incident Commander.

2. **Date/Time:** The Date and Time the form was initially fill in. (Time is local time, preferably in 24 hour format)

3. **Operational Period:** The period of time defined in the Incident Action Plan. This will come from Net Control, who would get the information from the person they report to, the Operations Section Chief, or the Director, depending on the IMS structure in place.

4. **Site Name:** The name of the location where the station is operating. It could be the EOC, City Hall, Station 24, Eldridge Primary School, etc.

5. **Tactical Call:** The on air name used to refer to this site. It could be Shelter NCS, Net 1 NCS, etc. NCS can be used, but only if there is only 1 net. When there is more than 1 net, the tactical call should specifically refer to the proper NCS, such as Shelter NCS, or Net 1 NCS, depending on how the Net ID.

6. **Station Callsign:** The radio callsign for the site or the operator that is being used for this site.

7. **Radio Operator:** The name and callsign of the main radio operator. The log keeper and radio operator may change places at times, but one person should be designated as the radio operator.

8. **Log Keeper:** The name and callsign (if they have a callsign) of the person who is maintaining the communications log. The radio operator may also be the Log Keeper, and if so, just put a line in the box to show that there was not log keeper, rather than wondering if it was just left blank by accident.

9. **Net ID:** When there is more than 1 net, each net must have a unique ID. It can be a name, such as Shelter Net, or a number such as Net 1. It is good practice to assign a Net ID even if there is only 1 net, so when a second net is activated, the next Net ID is assigned.

10. **Page ___ of ___:** Each page of the log should be numbered. The total number of pages will no be known until the end, at which time, as a final activity, the logger should enter the total number of pages on each of the log pages.

For each entry in the log, the following information will be recorded.

- **TIME (Local):** Enter the time for each entry in local time. Use 24 hour clock. (Do not use UTC).

- **STATION I.D.:** Enter the destination station in the TO box for outgoing messages and enter the source station in the FROM box for incoming messages. This can be a radio operator callsign or a tactical call.

- **Subject:** Enter the logging information. For more details on how and what to log, see EMRG training course; EMRG-407 Logging.

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ICS 219 T-Cards

- T-Cards are very much a thought in progress. The benefit is that they provide an opportunity to manage resources and ensure accountability.

- May need a display unit to be effective.

- More investigation, thought and testing required.

ST/Unit:	Name:	Position/Title:

Front

Date/Time Checked In:	
Name:	
Primary Contact Information:	

Manifest: ☐ Yes ☐ No	Total Weight:

Method of Travel to Incident:
☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other

Home Base:
Departure Point:

ETD:	ETA:

Transportation Needs at Incident:
☐ Vehicle ☐ Bus ☐ Air ☐ Other

Date/Time Ordered:
Remarks:

Prepared by:
Date/Time:

ICS 219-5 PERSONNEL (WHITE CARD)

ST/Unit:	Name:	Position/Title:

Back

Incident Location:	Time:

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Prepared by:
Date/Time:

ICS 219-5 PERSONNEL (WHITE CARD)

To Be Completed

- This section will include a table of forms and who is responsible to complete the form, who assists in completing the form and who gets a copy of the form once it is completed.

- With an understanding of the forms and this table, a group can use the IMS forms effectively. Making it simple to use IMS is a key goal of IMS For Amateur Radio.

www.emrg.ca

The EMRG web site provides links to all the IMS documentation and training at;

http://www.emrg.ca/ims.htm

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