

Sample Incident Communications Plan, ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN			1. Incident Name 2/21 Winter Storm	2. Date/Time Prepared 2/22/11	3. Operational Period Date/Time 3:00 am 2/21 – 1:30 pm 2/22/11
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Assignment 2/21	Assignment 2/22	Remarks/ Radio returned
Radio 1	1		Katie. B / Charging	K.B	√
Radio 2	1		Brenda G Charger assigned	Brenda G	√
Radio 3	1		Charging/ Mike K. Charger assigned	Mike K.	√
Radio 4	1		Charging / Katie B.	Tammy K.	√
Radio 5	1		Amber Way	Amber Way	√
Radio 6	1		Cindy / Charging	Cindy	√
Radio 7	1		Charging / Cindy	Charging	√
Radio 8	1		Ed Olan / Charging	Anthony	√
Radio 9	1		Mike K / Steve B.	Charging	√
Radio 10	1		Charging / Teri	Teri	√
5. Prepared by (Communications Unit) C.C					

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME 2/21 Winter Storm	2. DATE 2/22/11	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME) 3:00 am 2/21/11 to 1:30 pm 2/22/11			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES) <p>Grounds crew complete preliminary damage assessment of all damages on HCK campus by 8:00 am.</p> <p>Keep all residents' warm and safe until power is restored.</p> <p>Acquire generator for AW/WW to prevent pipes from freezing and/or bursting as soon as possible.</p> <p>WW nursing will inform residents' family members/POA's of the planned evacuation to DH by 9:00 am. AW nursing will inform residents' family members/POA's of loss of power by 10:30 am. (Family members had option to come and pick up loved one.)</p> <p>Complete DH Auditorium set up for WW residents by 9:30 am.</p> <p>Acquire generator to adequately heat Amber Way to 72 degrees allowing resident to remain in facility by 2:30 pm. (Monitoring temperature every ½ hour).</p> <p>Safely evacuate WW residents via HCK bus to DH Auditorium by 11:30 am.</p> <p>DH Auditorium/Dining Room set up of 22 beds frames, box springs, mattresses, beds made for WW residents to spend night by 3:00 pm.</p> <p>Continue resident meals X 3 daily plus snacks until power is restored.</p> <p>Continue to administer all medications to residents as prescribed until power is restored.</p> <p>Coordinate both facilities residents and programs into one facility during the time WW residents are at DH.</p> <p>Follow policy regarding fire watches for buildings without power causing fire panels to be down until power is restored.</p>			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD See attached weather report.			
7. GENERAL SAFETY MESSAGE Set up lanterns in all area's in facilities without power. Use flash lights where necessary. Salt all sidewalks and parking lots.			
Resalt areas used during evacuation at 9:30 am. Prepare identification lanyards for all AW, WW, DH residents. Maintenance will evacuate 2 nd floor WW residents using Stryker and regular evacuation chairs. WW nurses will assist with residents during process. When transferring any residents all staff will follow individual resident care plan. Gait belts to be used during all resident transfers. Rehab staff in attendance and actively assisting with residents on and off the HCK bus. Complete head counts of all residents, before, during and after evacuation.			
AW staff will complete a resident head count every 15 minutes until power is restored.			
8. Attachments <input checked="" type="checkbox"/> if attached			
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast	
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	
<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____	
9. PREPARED BY (PLANNING SECTION CHIEF) C.C		10. APPROVED BY (INCIDENT COMMANDER) T. H	

ICS Form 215

OPERATIONAL PLANNING WORKSHEET

1. Incident Name 2/21 Winter Storm		2. Date Prepared 2/21/11 Time Prepared		3. Operational Period (Date/Time) 3:00am 2/21 to 1:30pm 2/22/11											
4. Division/Group or Other Location	5. Work Assignments	Resource by Type (Show Strike Team as ST)												6. Reporting Location	7. Requested Arrival Time
		Generator													
		1	2	3	4	1	2	3	4	1	2	3	4		
	Acquire 480 Volt 10 KW or larger generator	Req												Amber Way Boiler Room	ASAP or before 2:00 pm on 2/21/11
		Have													
		Need	X												
		Req													
		Have													
		Need													
		Req													
		Have													
		Need													
9. Total Resources - Single		Req													
		Have													
		Need													
Total Resources - Strike Teams		Req													
		Have													
		Need													
Prepared by (Name and Position) C. C ADMINISTRATIVE ASSISTANT															

Incident Action Plan Safety & Risk Analysis Form, ICS 215A

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name 2/21/11 Winter Storm	2. Date 2/22/11	3. Time						
Division or Group	Potential Hazards								
	Type of Hazard: Visibility (no lights)	Type of Hazard: Secure wanderers / Keep all residents safe	Type of Hazard: Weather conditions / Keep sidewalks clear and salted						
	Type of Hazard: Weather conditions / Transportation (Bus)	Type of Hazard: Weather Conditions / Cold outside and additional bad weather predicted	Type of Hazard: Special needs population Head counts of residents						
	Type of Hazard: Stryker and Keg Evacuation Chairs	Type of Hazard: Type of Hazard:	Type of Hazard:						
Nursing	✓	✓	✓						
Maintenance			✓						Use flashlights. Complete head counts. Assist residents on sidewalks. Assist on/off bus. Monitor weather, have power outage boxes out and ready. Staff and residents dressed appropriately for weather when outside.
Transportation			✓						Keep sidewalks safe by pre salting before usage. Dress appropriately for the outdoor weather conditions. Follow instructions for use of evac chairs. Using proper body mechanics while lifting.
									Drive safely for conditions. Dress appropriately for weather.
Mitigations (e.g., PPE, buddy system, escape routes)									

Prepared by (Name and Position) C. C. Administrative Assistant