Duval Amateur Radio Emergency Service

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Memo For Record

Subject: Duval ARES Incident Action Plan Development

1. Guide for developing Incident Action Plans (IAP) for exercises and public service events. Refer to the FEMA Incident Action Planning Guide for overall guidance.

2. Typical forms and other information which constitutes the IAP.
   a. ICS 200-DV, Incident Action Plan Cover
   b. ICS 202, Incident Objectives
   c. ICS 203-DV, Organization Assignment List
   d. ICS 205-DV, Incident Radio Communication Plan
   e. ICS 205A, Communications List
   f. ICS 207-DV, Incident Organization Chart
   g. ICS 208, Safety Message /Plan
   h. A map of the exercise or public service event
   i. A weather forecast for the operational period.

3. Weather information can be obtained from National Weather Service, Jacksonville: https://forecast.weather.gov/MapClick.php?map.x=219&map.y=153&marine=0&site=JAX&zmx=1&zmy=1&FcstType=text&lat=&lon=#.X3dYPRSSm38 . Use a map of the county or use a map provided by the event host to fulfill the map requirement.

4. Most forms are self-explanatory, each form, except for the ICS 207-DV, contain instructions.

   a. ICS 200-DV is simple cover sheet, remember to update the plan version number every time a change is published to the IAP. Signature is normally the Duval Emergency Coordinator. Since this is for an IAP of a NGO the cover sheet doesn't include any funding or presidential disaster declaration information.

   b. ICS 202 is big picture objectives for this operational period. Number each goal and do not reuse any number on future operational period ICS 202. Objectives are numbered in sequence for the entire incident. Completed ones are just removed from the ICS 202. Remember to indicate which forms or information is included in the IAP package.

   c. ICS 203-DV provides information on Duval ARES staff, liaisons, teams, assigned during the IAP operational period. The functional area(s) and personnel listed in the ICS 203-DV is used to complete the ICS 207-DV organizational chart. Include tactical call signs of each functional area.

d. ICS 205-DV list all the repeaters and simplex frequencies assigned for the operational period. This list includes all amateur radio service modes supporting the incident response. List Winlink if it's being used, but use TBD for frequency information. If SARNET is assigned for incident response, list the closest working repeater. Typical radio circuits established for ARES incident response are: Command net, Primary tactical net, Secondary tactical net, County simplex, SARNET, Winlink, NFL Section primary HF and NFL Section secondary HF. If FEMA activates any of the 60m interoperability channels, be sure to include them.

e. ICS 205A is a roster of everyone assigned during the operational period. Include name and call sign as the minimum. Obtain individual's consent prior to publishing phone number or email address. For incident assigned position use the team, liaison or staff position they are assigned to.

f. ICS 207-DV a graphic representation of the organization specified in the ICS 203-DV. Include the Jacksonville EOC branch(s) being supported during the incident. The 'JAX EOC' box represents the EOC amateur radio operator.

g.ICS 208 provide general safety precautions and incident specific hazards. This form is a good candidate to be prefilled for most of the common safety hazards.

5. Remember to number the individual IAP pages. Always complete the prepared by information. Update the prepared date and time when a form is revised.