

# The Basics – Metro Region ICS205

- The CRTF Steering Workgroup suggests use of the Metro Region standardized ICS205 form that follows in this presentation. There is no mandate, however, it is a recommendation after several months of reviewing Metro Region 205's (per Metro Standard 3.17.4, section 6)
- Always use Excel. Excel offers better scalability than Word.
- Save as a PDF before sending for distribution. This ensures the document is not changed and re-forwarded. It is also more compatible to open on various devices.
- Use plain language, avoid ambiguous acronyms
- Remember the audiences and be clear
  - Police Officers, paramedics, firefighters, and other responding personnel
  - Outside the region
- Make it readable and understandable from an outside view (not just for other COML's)
- Must have creator or responsible COML contact info. If there is a problem or question, who can answer it?
- Detailed location as appropriate (understanding some are sensitive)
- Add other info for clarity (IC, agencies involved, dispatch centers responsible for communications or talkgroup patches)
- Reserve the talkgroup resources on the ARIVER Status Board before distribution, to avoid overlap or confusion

## The Minnesota Metro Region ICS205 Template

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ...)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1									
2									
3									
4									
5									
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15									
SPECIAL INSTRUCTIONS									
<b>COML:</b> <b>AGENCY:</b> <b>PHONE:</b> <b>EMAIL:</b>					INCIDENT/EVENT LOCATION				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 10, 11/2015)

These line numbers are meant to be able to reference the line, and not a talkgroup or channel as the current FEMA form does. This allows an end user to describe the line being referenced in discussion.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Metro Region Communications Response Taskforce 4th Quarter 2015 Training		11/1/2015 @1300		11/17/2015, 1000-1200 & 11/19/2015, 1800-2000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ...)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAL	TX Freq (N or W)	TX Tone/NAL	Mode <small>(A, D or M)</small>	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:						INCIDENT/EVENT LOCATION			
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Incident or Planned Event Name should be intuitive. If the ICS205 is part of an actual Incident Action Plan (IAP), the name used on the cover of the IAP should be used, and also carry throughout the IAP. The date and time prepared should be clear, so if there is a need for more iterations of the document, the end user can make sure to have the latest version. Using version numbers may also be considered if the event is large and the planning leading up to the event necessitates multiple versions. Also, ensure the operational period(s) date and time is defined appropriately.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ...)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1									
2									
3									
4									
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11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

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These line numbers are meant to be able to reference the line, and not a talkgroup or channel as the current FEMA form does. This allows an end user to describe the line being referenced in discussion.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME			
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	COMMAND NET								
2	TACTICAL NET								
3	SUPPORT NET								
4	AIR NET								
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

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Be careful not to confuse function and assignment. Functions are the communications networks or “nets” being used. They are limited to “Command”, “Tactical”, “Support” and “Air.” It is also acceptable to use ‘Dispatch’ for a dispatch net, rather than support, although support is the function for dispatch. It is also acceptable to use “Ground to Air” or “Air to Air” for air net, as appropriate. All ICS205’s should contain a command net, regardless of purpose. This is one function should be clearly identified.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME			
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, LOGISTICS)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1		METAC 8							
2		STAC 12							
3		VMED28							
4		612-555-5555							
5		8SOA1							
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

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This column can be used for talkgroups, conventional channels or phone numbers. Phone numbers may have to be limited to those pertinent to command or dispatch. If there are many numbers, the ICS205A should be used. Ensure that talkgroup and channel naming follows convention.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME				
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1			COMMAND						
2			LAW						
3			FIRE						
4			EMS						
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

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Assignment and function are often confused. Assignment should list the discipline, division, group or other special designation that is being assigned the talkgroup, channel or phone number. As with function, there should always be one assigned to command.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ...)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1				ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	
2				VHF 155.4750W	156.7	VHF 155.4750W	156.7	A	
3				UHF 453.2125	None	UHF 453.2125	None	A	
4									
5									
6									
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11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 10, 1/2015)

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band (and if it matters). Mode refers to either "A" or "D" indicating analog or digital, or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. The information contained in these columns is extremely important for reference and programming. Consult another COML, COMT or technical expert to make sure it is correct. Consulting the NIFOG is also advisable for both naming and frequency information. If you don't know, it is better to leave the box blank than guess.



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ETC.)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, M)</small>	Remarks
1									Clarify or give direction
2									
3									
4									
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7									
8									
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12									
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15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:					INCIDENT/EVENT LOCATION				

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The remarks area is to give clarifying information for a specific line. Such as agencies involved or responsible dispatch center, or patching information.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1									
2									
3									
4									
5									
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10									
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14									
15									
SPECIAL INSTRUCTIONS									
Clarify or give direction for the incident, event, exercise or the entire document here.									
COM1:					INCIDENT/EVENT LOCATION				
AGENCY:									
PHONE:									
EMAIL:									

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Similar to the remarks area, the special instructions box is to give clarifying information for the entire document or incident/planned event. Such as exercise information, agencies involved or responsible dispatch center information.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, LOGS)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1									
2									
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13									
14									
15									
SPECIAL INSTRUCTIONS									
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The document should contain the responsible COML and appropriate public contact information. If the COML that created or approved the 205 is different than the COML responsible for the operational period, then it may be prudent to list both, with their responsibilities. This area is the go-to for communications problems and questions for the document and it should reflect the best contact.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1									
2									
3									
4									
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10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
<div> <div>COML:</div> <div>AGENCY:</div> <div>PHONE:</div> <div>EMAIL:</div> </div> <div>INCIDENT/EVENT LOCATION</div>									
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The incident or planned event location is important and should be fully listed. There are times when this may be sensitive, due to law enforcement type exercising. Otherwise, full location names and addressing should be used. Depending on the assets being used at the site, it may be appropriate to also list GIS information (lat/lon, National Grid, etc.) for later use by the Communications Unit or technicians.

# Did you reserve your resource on the ARMIER Status Board?

Did you reserve  
your channel  
in StatusBoard?



The instructions page is found on the second Excel tab in the Metro Region Template

Metro Region ICS205 Instructions (Version 1.0, 11/2015)	
<b>Purpose</b>	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
<b>Preparation</b>	The ICS 205 is prepared by the Communications Unit Leader (COML) or designee. The ICS 205 must be approved by a COML if not completed by a COML. If it will be included in a full IAP, it should be given to the Planning Section Chief. When completing the document, the COML must keep the audience in mind and ensure the document is easily understood. A signature may be required if part of a full Incident Action Plan.
<b>ARMER Status Board</b>	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
<b>Distribution</b>	The ICS 205 may be distributed as a stand-alone document or it is attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.
<b>Incident Event Name</b>	Enter the name assigned to the incident or event. This should reflect accurately and make sense. Avoid acronyms. If the plan will be part of an Incident Action Plan (IAP), the name should reflect the name on the cover of the IAP and carry throughout the IAP.
<b>Date/Time Prepared</b>	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
<b>Operational Period Date/Time</b>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
<b>Line Number</b>	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
<b>Function</b>	Do not confuse this with assignment. Enter the communications Network (Net) function each channel or talkgroup will be used for (Command, Tactical, Support, Air (may also use: Ground-to-Air, Air-to-Air, Dispatch). All 205's should have a Command Net, at the very least, even if the operation is an event with no specific IC.
<b>Talkgroup/Channel/Phone</b>	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
<b>Assignment</b>	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
<b>Rx Frequency</b>	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
<b>Rx Tone</b>	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
<b>Tx Frequency</b>	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
<b>Tx Tone</b>	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
<b>Mode</b>	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
<b>Remarks</b>	Enter miscellaneous information concerning the specific line of the remarks. This may include agency involved, talkgroup location within the radio, patched talkgroups, responsible dispatch center, specific agencies that will use the resource for interop, etc.
<b>Special Instructions</b>	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
<b>COML Contact Information</b>	Enter the name and contact of the person preparing the form, typically the Communications Unit Leader or designee. It should be approved by a COML. If part of an overall IAP, it may need to be signed.
<b>Location</b>	Enter the location as appropriate. Sometimes this may be sensitive information, but the end user should be able to know and understand the location, regardless. If the location may also require technical programming, FCC frequency interference checks or similar technical issues, it is also prudent to include GIS information such as lat/lon of the National Grid.