

Final Exercise – Instructor Guide

Unit 11

Purpose

The purpose of this exercise is for students to synthesize and apply all of the information they have learned in the course in a hands-on setting.

Objectives

Students will:

- Complete the tasks of a COML on an incident from initial arrival through demobilization.

Students will need adequate work space to spread out for this exercise. This exercise uses a new incident scenario, a tornado that hits Central City. Based on this information, the students will discuss the significance of the information received and what conclusions to draw as they utilize appropriate forms to request resources, and document Communications Unit activities. Students will develop a Communications plan for the 2nd operational period, to support at least one Command channel and tactical talkgroups supporting Fire, Law, EMS and other responders that you would expect with this magnitude of an event. Students will also evaluate staff and prepare for demobilization. The exercise is scheduled to last approximately 1 1/2 hours, including 1 hour of hands-on practice and 1/2 hour of guided debrief.

Divide the students into new groups of 3 to 4. Throughout the exercise, each student will be responsible within their group for ordering the necessary resources, tracking these resources, and providing the necessary documentation. As injects come in they will need to address the information.

Validate that students have the following materials:

- LSC Briefing / Incident Overview
- Map of Central City
- Plot plans of Nick Dunn HS and Emily Paige Community Center
- ICS Form 213s, three for each group
- ICS Form 214s, one per student
- Form 217A, use the completed Central City one used throughout the course
- ICS Form 205, one per student
- ICS Form 225, one per student
- Blank easel chart paper as appropriate
- Assortment of colored markers
- T-cards: 25 equipment and 10 overhead per group

As the instructor, you also have the following instructor materials, which students do not have:

- Injects – ICS Form 213s (See Step 8 below for detailed list)

The exercise is scheduled to last approximately 1 hour. The following tasks are involved in the exercise, and students will complete them in a combination of group and individual work:

1. Direct students to review the Incident Overview and other exercise materials provided. Answer any questions that may arise.
2. Students should use the completed Form 217A used throughout the course for this exercise.
3. Students will document exercise activities on an ICS Form 214.
4. Students will place initial orders using three parts of ICS Form 213 – Each student should complete at least one, but there should be no duplication. As the instructor, you will respond to the ICS Form 213s.
5. As a group, students should use the maps provided to draw in necessary communications infrastructure (e.g., ICC, repeaters (UHF, VHF, 800, etc. as needed) and items ordered and received.

After 30 minutes, groups should have completed this task and started on their ICS 205. Some students may hesitate to begin their actual 205, in which case you should encourage them to move forward.

6. As a group, students should also appropriately staff the Communications Unit to support the mission. As the instructor, you will respond to staffing requests they submit using an ICS Form
7. Students will use T-cards to document and track resources ordered and received. Each student should complete at least one, but there should be no duplication.
8. After the 30 minutes, issue requests from members to each group about every 5–10 minutes. Instructors must use their professional judgment regarding the order, pace, and quantity of these requests based upon the capability of the students in each group. These requests should be in the form of an ICS Form 213 (included in your IG materials) and may include but is not limited to:
 - Request from the Logistics Section Chief for copy of Communications Plan.
 - Request from the Operations Section Chief reference radio coverage problems.
 - Request from Staging Area Manager for portable radios at the staging area.
 - Request from the Aviation Unit for Air to Ground communications.
 - Request from Logistics Section Chief to notify a RADO of family emergency.
 - Notification from COMT that generator at tower site will be out of fuel.
 - Request from Documentation Unit Manager for copies of 214s for previous operating period.
 - Other injects as appropriate based upon the progress of the students through the exercise.

9. When there are about 30 minutes left in the exercise, and as injects are being delivered, ask the groups to complete an ICS 225 on the COMT assigned to the incident. The COMT in this exercise is a fictional person. For the purpose of the ICS 225, the COMT can be as good or bad as the student wants them to be.
10. When there are about 15 minutes left in the exercise, ask the groups to complete a demobilization plan for the incident.

Students should keep in mind these general instructions:

- All communication should be in the form of an ICS Form 213.
- Appropriate resource ordering and tracking procedures should be followed.
- Students are encouraged to use any course materials as a resource during this exercise.
- Document your process to include in the demobilization plan.
- Amateur radio resources are available if needed.

After the exercise has wrapped up, allow for approximately 1/2 hour of debrief. Assign groups to share a general summary of their work. Instructors must use their professional judgment and the Checklist provided to walk each group through the strengths and weaknesses of their work.

Rules, Roles, and Responsibilities

Participants will work in groups, led by the instructor. Following are the specific activities / instructions for your participation in the exercise:

Following are the specific activities/instructions for your participation in the exercise:

1. Review the information provided.
2. Complete ICS Forms 213, 214, 205, 225 and develop a demobilization plan based on the Central City, Tornado scenario and updated information.
3. Make corrections according to the Instructor's feedback.

Instructors moderate discussions, answer questions and provide additional information as required.

Final Exercise Schedule

Activity	Duration	Participation Type
Exercise Introduction	5 minutes	Classroom
Review of Incident Overview	10 minutes	Individually
Complete ICS Form 213	10 minutes	Individually
Complete ICS Form 205	15 minutes	Small Group
Complete ICS Form 225	5 minutes	Individually

Activity	Duration	Participation Type
Develop Demobilization Plan	10 minutes	Small Group
Complete ICS Form 214	5 minutes	Individually
Review with Instructor	30 minutes	Classroom

Incident Overview

- At approximately 1400 hours on April 26, 20XX an F-3 Tornado touched down in Central City. The path of destruction began in the area of 9th Ave paralleling Hwy 79 and continued northeast across the center of town through the downtown area of the city and into the rural area before dissipating.
- The current time is 1900 on April 26, 20XX.
- There are several incidents involving fires and gas leaks throughout the tornado's path.
- The fire water mains have been disrupted by numerous water breaks and a loss of pumping capacity due to city-wide power outage.
- There are significant hazardous materials involved.
- More than 10,000 people are directly affected by blown out windows, and power outages.
- The local Emergency Management Agency in Central City, is reporting overwhelming severe damage to homes and businesses. The local hospitals are exceeding their capacity. City services have been rendered non-operational, there is a water contamination advisory, and power is out for most of the city.
- There are additional reports of tornadoes that have touched down 45 miles farther to the east. The rain has continued to fall, causing flooding throughout the region surrounding Central City. The rainfall has reached an alarming amount and the local rivers and streams have become swollen; the rainfall has caused a serious impact and is expected to continue through the week.

Specific Information:

- Students should assume they are planning for the second operational period, as the COML.
- On site they have a COMT, INCM, a THSP for data systems and a THSP for telephone.
- The city ordered a gateway and satellite trailer during the first operational period and they are at the COML's disposal.
- The City of Central City is paralyzed, particularly because the master site for their trunking system was heavily damaged by an explosion. There are two remaining sites

operational in site trunking mode, but with much more limited capacity. Reduced coverage is affecting the operations at the rail yard and immediately adjacent areas.

- Participants should keep in mind this is likely to be a long event and day-to-day operations need to continue in Central City. Using the 217A, develop a 205 to support at least one Command channel and tactical talk groups supporting Fire, Law, EMS and other responders that you would expect with this magnitude of an event, including NTSB, Railroad, HazMat teams from several agencies, Red Cross for temporary housing, EPA, FBI, etc.
- The Nick Dunn High School at W. 13th Ave and S. Redbud St in Central City is being made available for communications use, but no facilities have been established. The school population is 600 students when in session. It has a combination of fixed facilities including a pool, stadium- type football field, several softball/baseball fields, soccer field, and bus repair facilities. There is an adjacent open field, which is owned by a private property owner having approximately 55 acres of flat land.
- The Emily Paige Community Center has also been made available. It has a gym with 200 person bleachers, bathroom facilities, a pool, 3 meeting rooms with 50-, 70-, and 100-person capacities respectively, a kitchen service buffet line, and a 300-person auditorium. The community center is located at 1105 S. Walnut St. between W. 3rd Ave and W. 4th Ave in Central City.
- The Central City EOC is not functional, but the Columbia County EOC is open and operational.
- The Central City Memorial Hospital is a 200-bed facility and is at maximum capacity from normal operations prior to the incident and with self-presenters.
- All city departments are actively operating and attempting to secure the city services and get a status report on the effects and impact of the destruction.

Weather:

- Due to a tropical depression gaining strength in the Gulf, there are thunderstorm watches in effect for the Central City area and surrounding counties. (See extended weather forecast.)
- Rules, Roles, and Responsibilities

Weather

NWS Forecast for: LOCAL AREA

Issued by: National Weather Service

This Afternoon: Scattered showers and thunderstorms. Chance of precipitation is 40%. Mostly cloudy, with a high around 88. Windy, with a southeast wind between 15 and 20 mph.

Tonight: Scattered showers and thunderstorms before 8 p.m., then a slight chance of showers. Chance of precipitation is 40%. Mostly cloudy, with a low around 76. Southeast wind between 10 and 15 mph.

Thursday April 27, 201X: A slight chance of showers, then showers and thunderstorms likely after 8 a.m. Chance of precipitation is 60%. Mostly cloudy, with a high around 89. South-southeast wind between 10 and 15 mph.

Thursday Night: Showers and thunderstorms likely, mainly before 8 p.m. Chance of precipitation is 60%. Partly cloudy, with a low near 76. Southern wind between 10 and 15 mph.

Friday April 28, 201X: Scattered showers and thunderstorms before 8 a.m. Scattered showers and thunderstorms after 2 p.m. Chance of precipitation is 50%. Partly cloudy, with a high near 90. South- southwest wind between 10 and 15 mph.

Friday Night: Scattered showers and thunderstorms before 2 a.m. Chance of precipitation is 50%. Partly cloudy, with a low around 75. South-southwest wind between 5 and 15 mph.

Saturday April 29, 201X: Scattered showers and thunderstorms after 2 p.m. Chance of precipitation is 30%. Partly cloudy, with a high around 90. Southwest wind between 5 and 10 mph.

Saturday Night: Scattered showers and thunderstorms, mainly before 8 p.m. Chance of precipitation is 30%. Partly cloudy, with a low around 74. West-southwest wind between 5 and 10 mph.

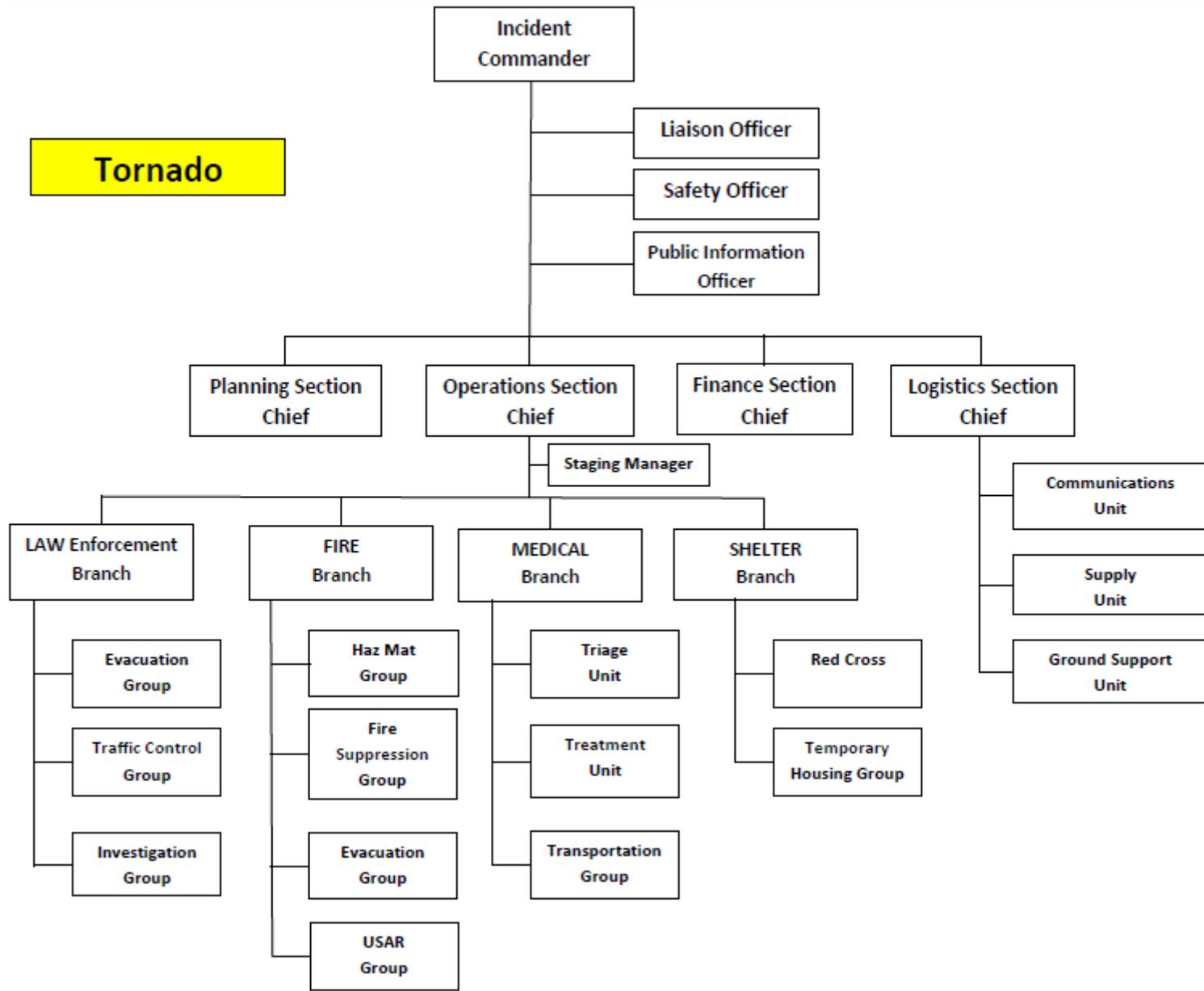
Sunday April 30, 201X: A 30% chance of showers and thunderstorms after 2 p.m. Partly cloudy, with a high around 89. Western wind around 5 mph becoming south.

Sunday Night: A 30% chance of showers and thunderstorms, mainly before 8 p.m. Partly cloudy, with a low near 73. Southern wind around 5 mph.

Monday May 1, 201X: A 30% chance of showers and thunderstorms after 2 p.m. Partly cloudy, with a high around 89. South-southeast wind around 5 mph.

Monday Night: A 30% chance of showers and thunderstorms before 8 p.m. Partly cloudy, with a low around 73. East-southeast wind around 5 mph.

ALL HAZARDS COMMUNICATIONS UNIT LEADER



Tornado

Emergency Resources On-Scene

CENTRAL CITY FIRE DEPARTMENT

The local emergency resources are overwhelmed and handling numerous incidents throughout the city. Central City Fire Department has 5 fire stations, with approximately 30 personnel on duty every day covering 5 Engines, 1 Ladder Truck, 2 Squads, 1 Battalion Chief, and 3 Staff Chief Officers. Total CCFD staffing is 102 personnel.

City Population: 87,000

LIBERTY COUNTY FIRE DEPARTMENT

The Liberty County Fire Department has 4 Fire Stations with daily line staffing of 25 personnel & 88 personnel department-wide, with 4 Type 1 Engine Companies, 1 Type 1 Ladder Truck, 1 Patrol Squad, 1 Battalion Chief and 2 Staff Chief Officers. They have sent limited resources to the City of Central City and are handling the reported smaller structure fires, natural gas leaks, light rescues, and medical assistance.

County Population outside of Central City: 71,000

McKee AMBULANCE SERVICE:

McKee Ambulance Service is a contract service provider and has 3 ambulances serving the City and County. It has 1 ambulance in reserve status and is unstaffed.

3 Type 1 Ambulances with 1 Paramedic and 1 EMT on each.

LAW ENFORCEMENT:

City Police Department

12 Officers on Duty; 75 Agency Total

Liberty County Sheriff's Office

8 Officers on Duty; 45 Agency Total

Law Enforcement Staffing:

1 Officer per patrol vehicle

*All on-duty Central City Police, EMS, and Fire resources are committed to the tornado incident. Emergency call back has been initiated and is in effect although it is anticipated that 20% of the respective service organizations will report back for duty.

Definitions

Law Enforcement Squad – An organized element of a platoon consisting of 11 officers and a supervisor (sergeant), 12 total personnel in a minimum of 3 patrol vehicles.

Type 2 Ambulance Strike Team – 5 Type 2 ambulances (ALS w/no HAZMAT), 2 persons per ambulance.

Type 2 FEMA IST – 22 persons

USAR TF – 70 persons

DMAT – 30 persons

National Guard Platoon – 66 persons

Fire Staffing:

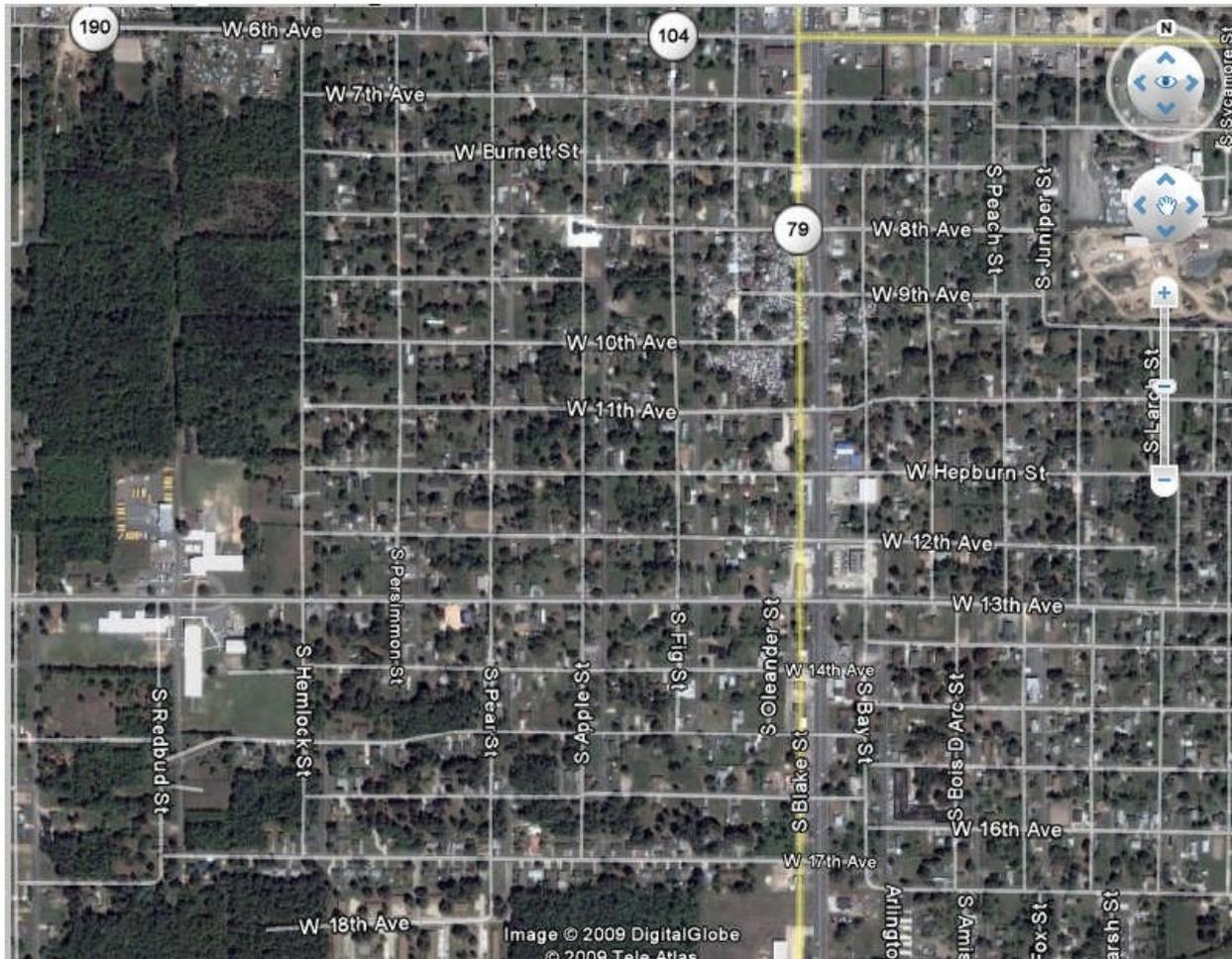
5 Type 1 Engines 4 firefighters on each

1 Type 1 Ladder Truck 5 firefighters on each

2 Squads 2 firefighters on each

Command Vehicle 1 Chief Officer

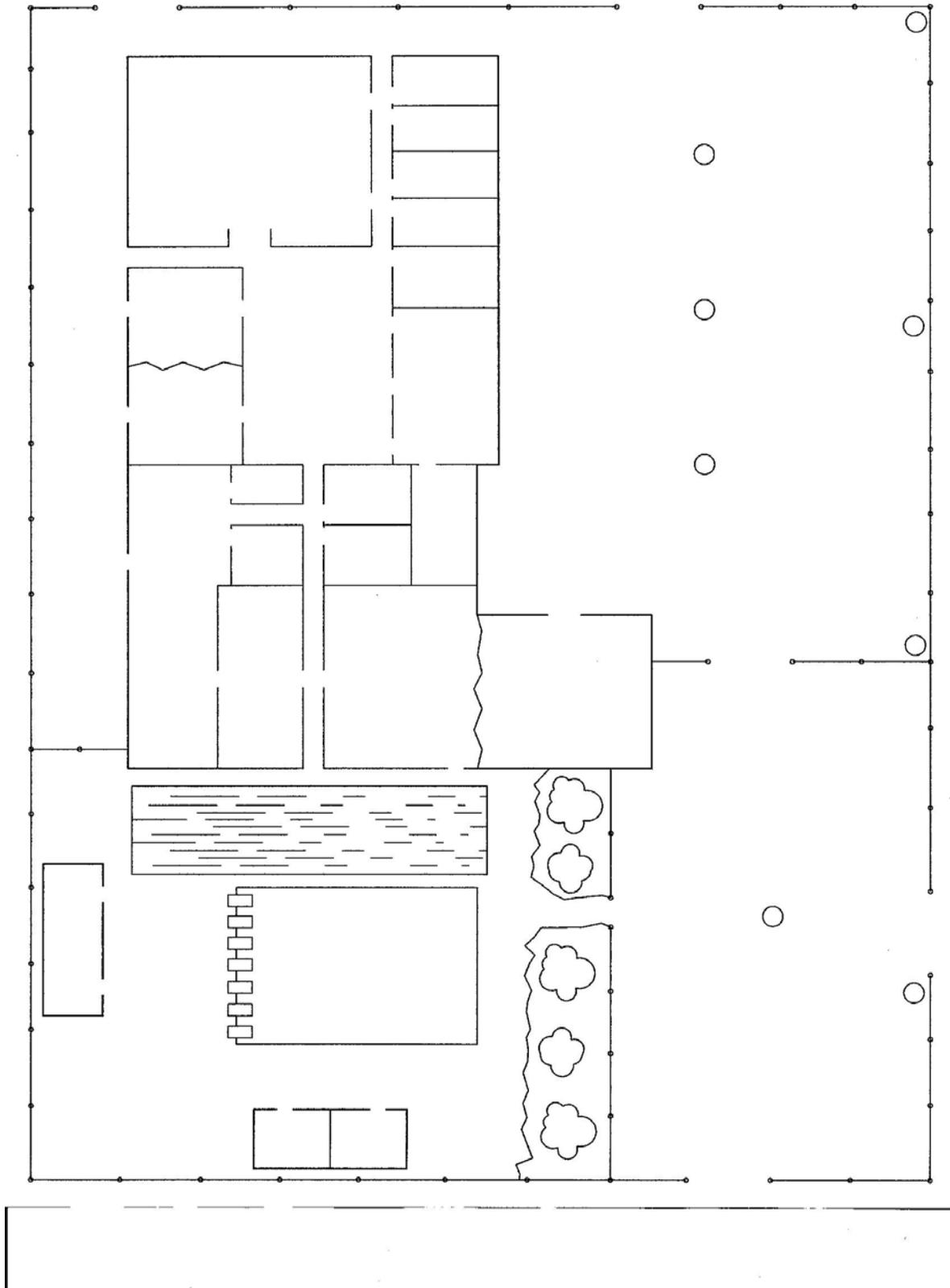
Central City, Map 1



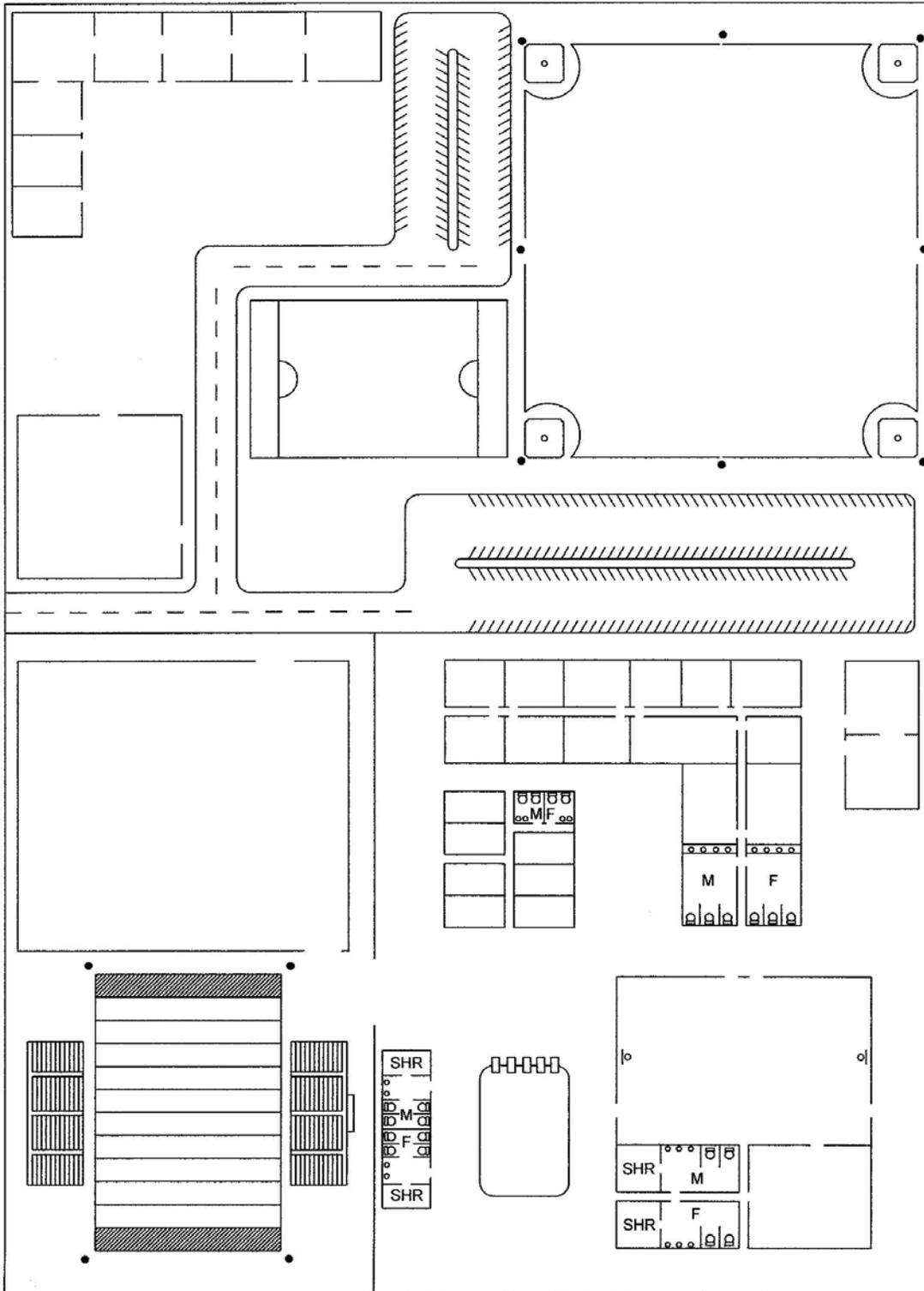
Central City, Map 2



Emily Page Community Center



Nick Dunn High School



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General Message (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

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Incident Personnel Performance Rating (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name:		2. Incident Name:		3. Incident Number:		
4. Home Unit Name and Address:			5. Incident Agency and Address:			
6. Position Held on Incident:		7. Date(s) of Assignment: From: To:		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	9. Incident Definition:	
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.

Incident Personnel Performance Rating (ICS 225)

1. Name:		2. Incident Name:			3. Incident Number:	
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me):						
Signature: _____				Date/Time: _____		
26. Rated by: Name: _____				Signature: _____		
Home Unit: _____				Position Held on This Incident: _____		
ICS 225				Date/Time: _____		

1 copy of each ICS
Form 213 for each group.
Instructor will distribute as
injects as the exercise
progresses.
Refer to exercise instructions
for more information.

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): MIKE SMART / OPERATIONS SECTION CHIEF		
4. Subject: RADIO COVERAGE	5. Date: 4/26/XX	6. Time
7. Message: MUTUAL AID FIRE RESCUE UNITS ARE NOT ABLE TO COMMUNICATE WITH EACH OTHER. DON'T KNOW IF IT IS A COVERAGE OR INTERFERENCE PROBLEM. NEED TO FIX ASAP.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): JANE KELLY / STAGING AREA MANAGER		
4. Subject: PORTABLE RADIOS	5. Date: 4/26/XX	6. Time
7. Message: CAN YOU HAVE 10 PORTABLE RADIOS WITH INTEROPERABILITY CAPABILITIES DELIVERED TO THE STAGING AREA BY 2100 HRS?		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): JAMES STEWART / AVIATION UNIT MANAGER		
4. Subject: AIR TO GROUND COMMUNICATIONS	5. Date: 4/26/XX	6. Time
7. Message: REQUEST FOR INFORMATION TO ASSIST IN COORDINATION OF AVIATION UNIT FOR AIR TO GROUND COMMUNICATIONS. CAN BE REACHED AT (555) 456-1234 TO DISCUSS. GOVERNOR ARRIVING TO SURVEY DAMAGE TONIGHT SO NEED THIS INFORMATION BY 1830.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): TERRY SMITH / LOGISTICS SECTION CHIEF		
4. Subject: EMERGENCY MESSAGE	5. Date: 4/26/XX	6. Time
7. Message: PLEASE CONTACT ME IMMEDIATELY UPON RECEIVING THIS MESSAGE REGARDING AN IMPORTANT MESSAGE FOR ONE OF THE RADOS.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): KERRY JONES / COMMUNICATIONS TECHNICIAN		
4. Subject: GENERATOR AT TOWER SITE	5. Date: 4/26/XX	6. Time
7. Message: THE GENERATOR AT THE BACK UP TOWER SITE WILL BE OUT OF FUEL IN APPROXIMATELY 1 HOUR.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): KERRY JONES / COMMUNICATIONS TECHNICIAN		
4. Subject: GENERATOR AT TOWER SITE	5. Date: 4/26/XX	6. Time
7. Message: THE GENERATOR AT THE BACK UP TOWER SITE WILL BE OUT OF FUEL IN APPROXIMATELY 1 HOUR.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	

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General Message Form (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): PAT JOHNSON / COML		
3. From (Name and Position): SALLY JACKSON / DOCUMENTATION UNIT MANAGER		
4. Subject: 214 DOCUMENTATION	5. Date: 4/26/XX	6. Time
7. Message: PLEASE PROVIDE COPIES OF THE ICS 214s FOR THE LAST OPERATIONAL PERIOD FOR YOUR UNIT TO THE DOCUMENTATION UNIT BY THE END OF THE CURRENT OPERATIONAL PERIOD.		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: <u>S. MOLDUNE</u> Position/Title: <u>ICT3</u> Signature: _____		
ICS 213	Date/Time: <u>1/22/XXXX</u> <u>XXXX</u>	