

## **FORMS**

### **ICS Forms utilized by COST:**

- ▶ **ICS 204 Assignment List**
- ▶ **ICS Form 210 Status Change**
- ▶ **ICS Form 211 Check-in Info**
- ▶ **ICS Form 213RR Resource Order/Demob**
- ▶ **ICS Form 214 Daily Activity**
- ▶ **ICS Form 220 Demob Form**

### **ICS-214 Form**

The unit log:

- ▶ Documents operational period activities and completed for each operational period
- ▶ Unit leaders document major events and items of significance
- ▶ ICS-214 log submitted to Planning Section at end of operational period
- ▶ ICS-214 logs may be used as evidence
- ▶ Unit leaders should retain a copy



Incident Name:			Operational Period: <span style="float: right;">Date / Time</span>							OPERATIONAL PLANNING WORKSHEET ICS 215 - EPA				
			From:    /    /    : To:       /    /    :											
Branch	Division / Group or Location	Work Assignments	Resource / Equipment								Notes / Remarks	Reporting Location	Requested Arrival Time	"X" Here if 204a Needed
			Resource											
			Req.											<input type="checkbox"/>
			Have											<input type="checkbox"/>
			Need											<input type="checkbox"/>
			Req.											<input type="checkbox"/>
			Have											<input type="checkbox"/>
			Need											<input type="checkbox"/>
			Req.											<input type="checkbox"/>
			Have											<input type="checkbox"/>
			Need											<input type="checkbox"/>
			Req.											<input type="checkbox"/>
			Have											<input type="checkbox"/>
			Need											<input type="checkbox"/>
			Req.											<input type="checkbox"/>
			Have											<input type="checkbox"/>
			Need											<input type="checkbox"/>
Total Resources Required			0	0	0	0	0	0	0	0	Prepared By:	Date	Time	
Total Resources on Hand			0	0	0	0	0	0	0	0		/ /	:	
Total Resources Needed			0	0	0	0	0	0	0	0				

ICS-213RR EPA

Used for resource requesting

1. Incident Name:		Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.		Resource Request Message ICS Form 213RR-EPA				
2. Date/Time Prepared		A. Logistics Resource Request Number (assigned by Logistics Section):		(Pre-printed # here)				
3. ORDER Note: One 213RR per funding source		3a. Funding Source (if known): <input type="checkbox"/> FEMA MA# <input type="checkbox"/> CERCLA <input type="checkbox"/> OPA <input type="checkbox"/> Other 3b. TO # or TDD						
Requester	3c. Qty	3d. Unit	3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information.(Ops indicate if request is TACTICAL)	3f. Requested Reporting Location:	Date/Time:	3g. (RESL) Tactical? Y/N	3h. LSC/FSC	3i. PC PO
							Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
							Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
	4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :				5. Requester 5a. Requester Position and Signature: (Print Name)			
				5b. Contact Method/Number(s):				
				6. Section Chief/Command Staff Approval: Date/Time:				
CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS								
Logistics	7. LSC Notes:							
	8. Logistics Section Signature:				Date/Time:			
	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:				Date/Time:			
Finance	Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) <input type="checkbox"/> Yes, reassign resources to incident. <input type="checkbox"/> No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing.							
	10. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER DATE ORDER WAS PLACED DATE RECEIVED							
Planning	11. Reply/Comments from Finance:							
	12. Finance Section Signature:				Date/Time:			
	13. RESL - Note availability of each resource request:							
14. RESL Review/Signature:				Date/Time:				
Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)								

# Instructions and General Routing of ICS-213RR EPA Form (Back Page of ICS-213RR EPA)

Copy 6, Green, Requester's copy

## INSTRUCTIONS FOR REQUESTER AND GENERAL ROUTING OF THE ICS FORM 213RR-EPA

### ICS FORM 213RR-EPA INSTRUCTIONS FOR REQUESTER –

Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through six copies.

1. Incident Name
2. Date/Time Prepared (Military Time)
3. Order: (Note: Only one ICS Form 213RR-EPA per funding source)
  - a. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
    - ☐ FEMA - also note Mission Assignment number (MA#), if applicable
    - ☐ CERCLA
    - ☐ OPA
    - ☐ Other
  - b. Task Order (TO) # or Technical Direction Document (TDD) #, if known
  - c. Quantity
  - d. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
  - e. Detailed Description (be specific – add attachments as necessary)
  - f. Requested Reporting Location for delivery including Date/Time
4. Suggested Source – Completed by Requester if known, if not, LSC/FSC/EOC will determine
5. Requester Validation
  - a. Position, Signature (please print legibly)
  - b. Contact Number(s) or instructions to update Requester

### ICS FORM 213RR-EPA ROUTING INFORMATION

1. Requester submits ICS Form 213RR-EPA to Logistics – Requester keeps GREEN copy
2. Logistics receives ICS Form 213RR-EPA from Requester – LSC keeps PINK copy
3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

#### TACTICAL

Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.

RESL determines if resource is on-site and available.

Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution

No: RESL returns forms to LSC (SPUL) for ordering

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

#### NON-TACTICAL

Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel Reassignments

LSC determines if resource is on-site and available.

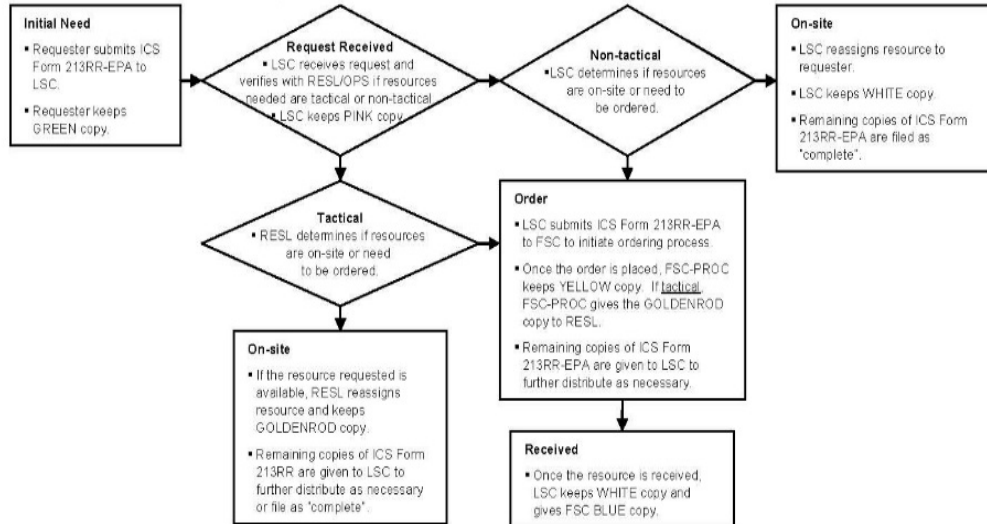
Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as needed

No: LSC orders equipment; LSC/SPUL distributes copies as needed

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

Copy	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SPUL	LSC/SPUL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	If tactical order is placed
1 (Top)	White	LSC/ Documentation Unit	LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping

### ICS FORM 213RR-EPA ROUTING FLOWCHART



ICS-204-EPA Form

1. Incident Name		2. Operational Period		Date / Time		Assignment List ICS 204 - EPA
		From: / / / :		To: / / / :		
3. Branch		4. Division/Group/Staging				
5. Operations Personnel						
ICS Position		Name		Affiliation		Contact # (s)
Operations Section Chief:						
Branch Director:						
Division/Group Supervisor/STAM:						
6. Resources Assigned						
"X" indicates 204a attachment with additional instructions						
Strike Team/Task Force/ Resource Identifier		Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
7. Work Assignments						
8. Special Instructions						
9. Communications (radio and/or phone contact numbers needed for this assignment)						
Name/Function		Radio: Freq./System/Channel		Phone		Cell/Pager
Emergency Communications:						
10. Prepared by		Date / Time		11. Reviewed by (PSC)		Date / Time
		/ / / :				/ / / :
				12. Reviewed by (OPS)		Date / Time
						/ / / :

1. Incident Name		2. Operational Period (Date/Time) From:                      To:		ASSIGNMENT LIST ATTACHMENT ICS 204a- EPA	
3. Branch			4. Division/Group		
5. Strike Team/Task Force/Resource (Identifier)		6. Leader		7. Assignment Location	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
Approved Site Safety Plan Located at:					
9. Other Attachments (as needed)					
<input type="checkbox"/> Map/Chart		<input type="checkbox"/> Weather Forecast		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____		<input type="checkbox"/> _____	
10. Prepared by		Date/Time		11. Reviewed by (PSC)	
				Date/Time	
				12. Reviewed by (OSC)	
				Date/Time	

ICS-211-EPA-Form

1. Incident Name			2. Check-In Location			3. Date / Time / / : :			CHECK-IN LIST ICS 211 - EPA		
CHECK-IN INFORMATION											
4. List Personnel (Overhead) By Agency Name – Or List Equipment By The Following Format: S=Supplies O=Overhead E=Equipment A=Aircraft H=Helicopter VL=Vessels C=Crew VH=Vehicle			5.	6.	7.	8.	9.	10.	11.	12.	13.
AGENCY	RESOURCE IDENTIFIER	KIND	ORDER/ NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	INCIDENT CONTACT INFORMATION	INCIDENT LODGING INFO/CONTACT INFO	HOME UNIT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT
				/ / :							
				/ / :							
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14. ICS 211 - EPA Page ____ of ____			15. Prepared By (Name and Position) Use Back For Remarks or Comments								
CHECK-IN LIST											
ICS 211 - EPA (Rev 08/08)											



**Form is an official incident document that will launch the ICS process.**

[illegible]

## ICS-201-EPA Form

"Sometimes, you don't get a 201"

Diamond Lake Project crew  
Crew + 6

Push Dozer

Center Lake Pleasure

Bill Kimball ST. Tur. Ldr.

N. comp gun engine

BLM Eng. 204

Wolf Creek Crew

Aquilar + 17

# ICS-221 Form

## Demobilization

HURRICANE KATRINA  
ENVIRONMENTAL BRANCH  
PERSONNEL CHECK OUT PROCEDURES  
ICS-221

Environmental Branch personnel must checkout through the Environmental Branch command post within the Gulf Strike Team facility, U.S. Coast Guard Air Training Center, 8501 Tanner Williams Road, Mobile, Alabama. Remotely deployed personnel may checkout through their respective Divisional Command Post. Prior to demobilization, all personnel shall complete the following checklist:

1. Incident Name Hurricane Katrina	2. Date/Time	3. Assignment
4. Personnel released	5. Agency	6. Home Base
7. Demobilization Transport (circle one) a. GOV                      Vehicle no. _____ b. POV c. RENTAL VEHICLE d. Commercial Airline    Carrier _____ Flt. No. _____ Transport to airport needed?		
8. Checkout through each of the following units. Use "Other" for a unit not specifically designated (If checking out remotely, it is the Division Supervisor's responsibility to clear the following):  <div><input type="checkbox"/> Documentation Unit                      _____</div> <div><input type="checkbox"/> Resource Unit                                      _____</div> <div><input type="checkbox"/> Logistics Unit                                      _____</div> <div><input type="checkbox"/> Finance    _____</div> <div><input type="checkbox"/> Other (Specify)                                      _____</div>		
9. Remarks:  CALL RESOURCE UNIT LEADER AT (251) 441-5377 UPON ARRIVAL AT HOME UNIT OR NEXT ASSIGNMENT.  PROVIDE ORIGINAL FORM TO RESOURCES UNIT		
10. Prepared by (include Date and Time)		