

“Forms Box” Assembly Instructions



Items Needed:

- Portable hanging file folder box
- 38 Hanging file folders with tabs and labels
- The following printed and bound documents:
 - ICS position Checklists
 - FEMA 502-2 ICS Forms Booklet
 - KY Emergency Management All Hazards Field Operations Guide
 - US Department of Homeland Security – FEMA Typed Resource Definitions Guide
 - 508-1 Animal Health Resources
 - 508-2 Incident Management Resources
 - 508-3 Emergency Medical Services Resources
 - 508-4 Fire and Hazardous Materials Resources
 - 508-6 Law Enforcement and Security Resources
 - 508-7 Public Works Resources
 - 508-8 Search and Rescue Resources
- The following printed and laminated documents:
 - Position Specific Command Charts
 - Form Responsibility and Flow Excel Spreadsheets
- 7 small, yellow, round stickers
- Several copies of each form



Provided by Asst. Chief Eric J. Seibel and the Point Pleasant Fire Protection District

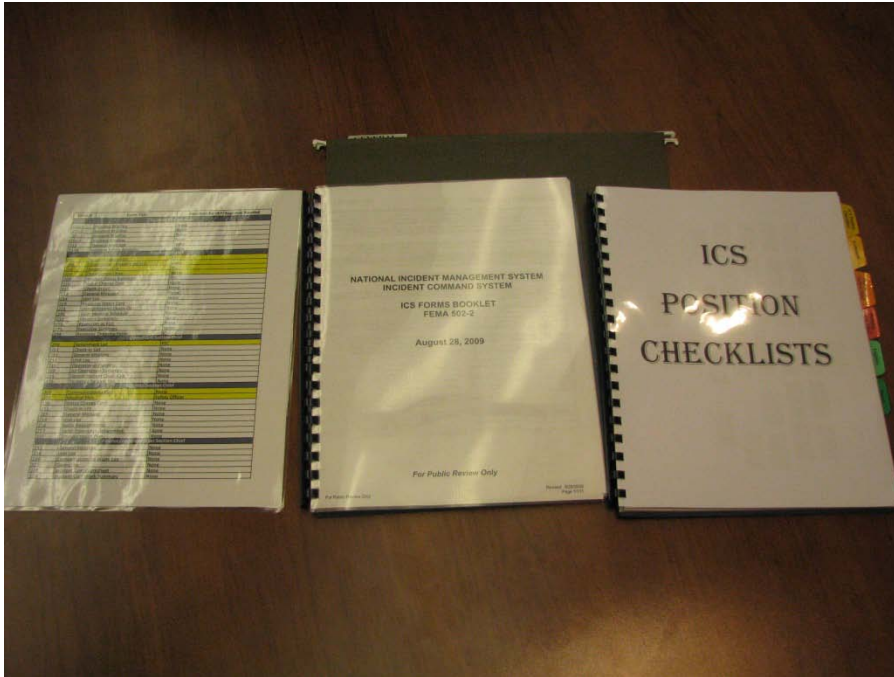


Assembly Instructions

GENERAL SECTION

Label the first hanging file folder "GENERAL" and include in this folder the following items:

- Laminated Forms Flow Sheet showing overall forms flow
- Laminated overall ICS Chart
- ICS position Checklists Booklet (the individual sections can also be bound separately and placed with each section)
- FEMA 502-2 ICS Forms Booklet



Behind the General Section should be labeled hanging file folders for the following forms:

- 211 Check-In List
- 213 General Message
- 213 RR Resource Request
- 214 Unit Log



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COMMAND SECTION

The Command File Folder should contain its laminated Form Flow Sheet specific and ICS command chart for that specific section. This should be repeated for each ICS Section.



Behind the Command Section should be labeled hanging file folders for the following forms:

- 201 Incident Briefing
- Uniform Press Release (Optional)
- 215A Incident Safety
- IAP Cover Sheet



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ADDITIONAL SECTIONS

Each Section File Folder should contain the laminated Form Flow Sheet and ICS command chart which is specific for that section.



Behind the each Section should be labeled hanging file folders for the following forms:

PLANNING

- 202 Incident Objectives (this label should get a yellow sticker as this form is needed for the IAP)
- 203 Organizational Assignment List (this label should get a yellow sticker as this form is needed for the IAP)
- 204 Assignment List (this label should get a yellow sticker as this form is needed for the IAP)
- 207 Organization Chart (this label should get a yellow sticker as this form is needed for the IAP)
- 209 Incident Status
- 221 Demobilization Check-Out
- 230 Daily Meeting Schedule



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- 231 Meeting Summary
- 232 Resources at Risk
- 233 Executive Summary
- 234 Resource Ordering

OPERATIONS

- 215 Operational Planning
- 220 Air Operations Summary
- 223 Tentative Release List

LOGISTICS

- 205 Communications Plan (this label should get a yellow sticker as this form is needed for the IAP)
- 206 Medical Plan (this label should get a yellow sticker as this form is needed for the IAP)
- 216 Radio Requirements
- 217 Radio Frequency Assignments
- 235 Transportation Plan

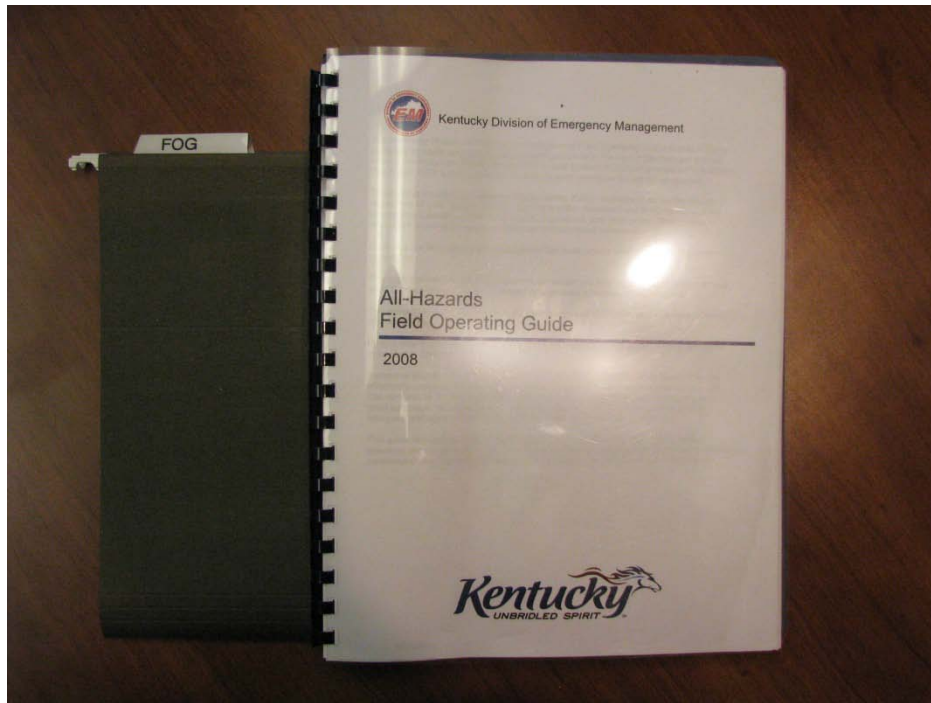
FINANCE/ADMINISTRATION

- 226 Compensation for Injury
- 227 Claims Log
- 228 Incident Cost
- 229 Incident Cost Summary

FIELD OPERATIONS GUIDE

Label the hanging file folder “FOG” and include in this folder the bound Kentucky Emergency Management All Hazards Field Operations Guide





RESOURCE TYPING

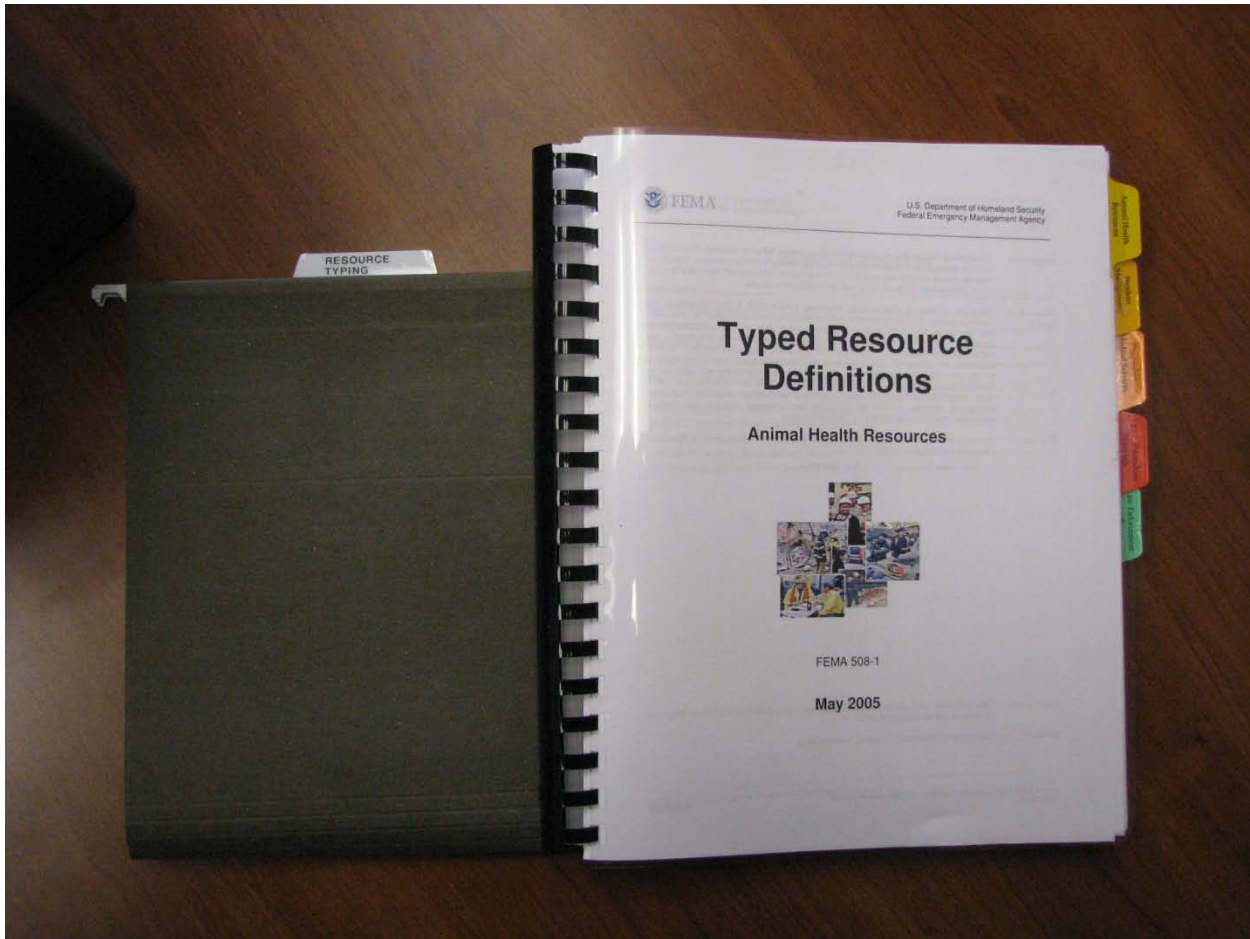
Label the hanging file folder “RESOURCE TYPING” and include in this folder the bound and tabbed US Department of Homeland Security – FEMA Typed Resource Definitions Guides with the following sections included:

- 508-1 Animal Health Resources
- 508-2 Incident Management Resources
- 508-3 Emergency Medical Services Resources
- 508-4 Fire and Hazardous Materials Resources
- 508-6 Law Enforcement and Security Resources
- 508-7 Public Works Resources
- 508-8 Search and Rescue Resources



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