

RACES / ARES / Public Service

Instructions for Incident / Event Radio Communications Plan (ICS Form 205-AR)

Note: This form is used to list the incident / event communications plan and is distributed to each communications team member.
Purpose: This form is to be used to summarize the event radio communications requirements, assignments, frequencies, and any other communications usage information.

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| 1. Event/Incident Name | Enter the Incident or Event name assigned. |
| 2. Date/Time Prepared | Enter the date and time from created. (24 hour clock preferred) |
| 3. Operational Period | Enter the operational date and time prepared. (24 hour clock preferred) |
| 4. Basic Radio Channel Utilization | (Enter the following information for radio channel use.) |
| Ch # | At the Communications Leader's discretion, Ch # may equate to the Radio's channel number or used as a reference line. |
| Function | Net function each channel is assigned (i.e., command, medical, logistics, etc). |
| Channel Name/Trunked Sys | Nomenclature or commonly used name for the channel or talkgroup |
| Assignment | How/who this channel will be used by (net control, tactical, SAG, APRS, etc). |
| RX Freq, N or W | Received frequency as the mobile or portable unit would be programmed using nnn.nnnn followed by a "N" for narrowband or "W" for wideband.
Name of specific trunked radio system for the talkgroup may be entered across fields normally used for channel information. |
| RX Tone/NAC | CTCSS tone or Network Access Code for the received frequency. |
| TX Freq, N or W | Transmit frequency as the mobile or portable unit would be programmed for using nnn.nnnn followed by a "N" for narrowband or "W" for wideband. |
| TX Tone/NAC | CTCSS tone or Network Access Code for the transmitted frequency. |
| Mode | "A" for analog, "D" for digital, or "M" for mixed mode operations. |
| Remarks | Narrative information regarding this channel's usage or special situations. |
| 5. Prepared by | Name, call sign, and contact phone number of preparer. |
| 6. Incident Location | Location that the incident/event occurs. |

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 (e.g. D-STAR) 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.