FORMS BOX INVENTORY AND SETUP

Purpose: The purpose of this box is to store blank forms needed to initiate proper documentation early in an incident/event. This box contains the most commonly used ICS forms, T-cards, multi-part Resource Request forms, and multi-part General Message forms.

Contents:

  1 32 Liter "Really Useful Box"
  21 Letter Size Hanging Folders (listed below from back to front)

      7 Folders Labeled 213RR RESOURCE REQUEST
      4 Folders Labeled 213 GENERAL MESSAGE
      1 Folder Labeled T-CARD PW/UTILITIES
      1 Folder Labeled T-CARD OVERHEAD
      1 Folder Labeled T-CARD MISC
      1 Folder Labeled T-CARD LAW
      1 Folder Labeled T-CARD HEALTH
      1 Folder Labeled T-CARD FIRE
      1 Folder Labeled T-CARD EMS
      1 Folder Labeled "211, 213, 214, 215, 215A, 221" (w/ manila folders as follows)

           Each of the following contain 15 blank ICS Forms respectively
           211 INCIDENT CHECK-IN LIST
           213 GENERAL MESSAGE
           214 ACTIVITY LOG
           215 OPERATIONAL PLANNING WORKSHEET
           215A IAP SAFETY ANALYSIS
           221 DEMOBILIZATION CHECK-OUT

      1 Folder Labeled "201, 207, 208, 209" (w/ manila folders as follows)
           Each of the following contain 15 blank ICS Forms respectively
           201 INCIDENT BRIEFING
           207 INCIDENT ORGANIZATION CHART
           208 SAFETY MESSAGE/PLAN
           209 INCIDENT STATUS SUMMARY

      1 Folder Labeled "IAP" (w/ manila folders as follows)
           Each of the following contain 15 blank ICS Forms respectively
           202 INCIDENT OBJECTIVES
           203 ORGANIZATION ASSIGNMENT LIST
           204 ASSIGNMENT LIST
           205 RADIO COMMUNICATIONS PLAN
           205A COMMUNICATIONS LIST
           206 MEDICAL PLAN

250 3-part ICS 213 General Message forms
250 5-part ICS 213RR Resource Request forms
700 T-cards (as listed below)
     100 Overhead – Grey
     100 Public Works/Utilities – Orange
     100 Law – White
     100 EMS – Blue
     100 Health – Green
     100 Miscellaneous – Tan
     100 Fire – Red

Assembly: This box is assembled as listed above, from back to front. The 213's and 213 RR's are distributed evenly between the appropriately labeled folders.

Photo