ICS 205 Exercise

Exercise Message Submission Window

- June 17th 00:00 UTC - June 20th - 15:00 UTC

Difficulty Level: BASIC

Purpose: To demonstrate the basic understanding and the ability to 1) create a correctly formatted ICS-205 and 2) transmit the document to a diverse team using Winlink.

Objectives:

Properly format and complete the entries for an ICS-205 Radio Plan form.

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency assignments for each operational period. The plan is a summary of information obtained about available radio frequencies and the assignments of those resources by the Team Leader for use by incident responders.

Convey the completed document by Winlink to participating agencies. See your Clearinghouse addresses in Resources below and always, in addition to your designated Clearinghouse address, include ETO-BK (a backup address to mitigate potential primary Clearinghouse issues.)

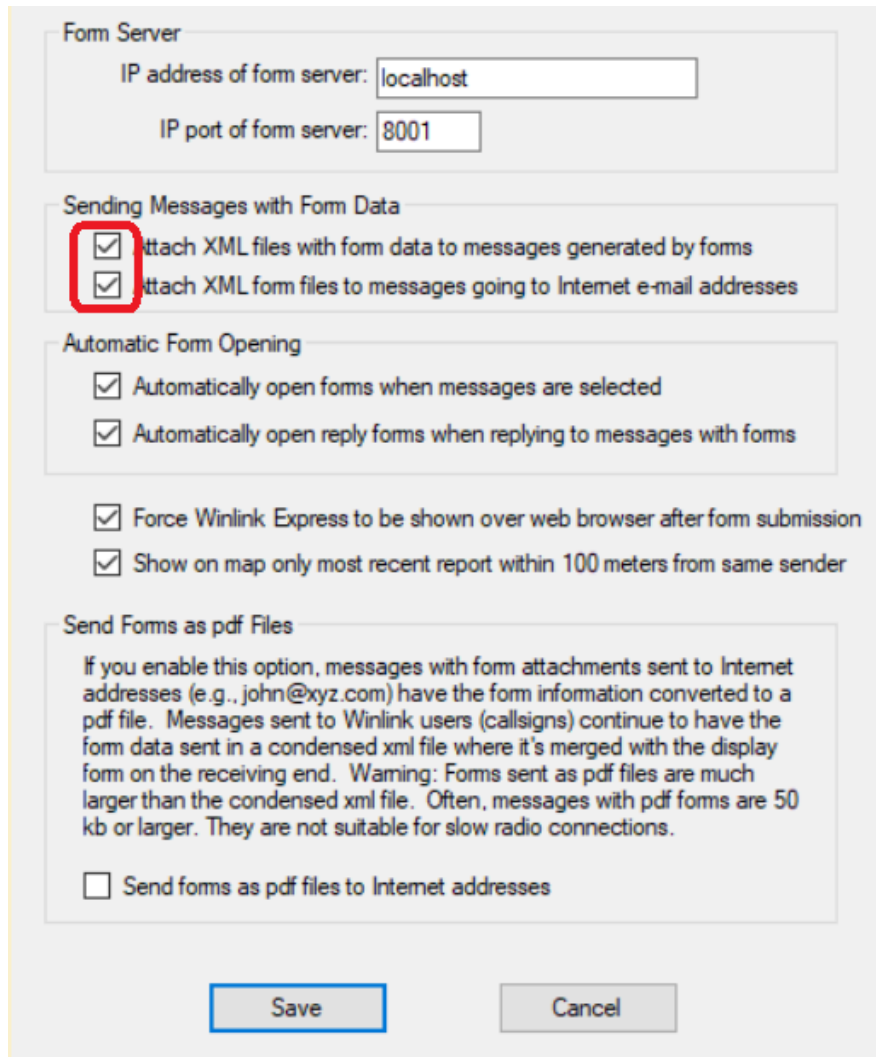## Resources:

● General Notes on Frequently-Seen Mistakes:

https://emcomm-training.org/Winlink_Thursdays.html

● Finding your ETO Clearinghouse (see Step Two):

https://emcomm-training.org/General-Drill-Info.html

Special Configurations:

- Recent configurations of Winlink have provided options on whether transmission of Form Data XML files for the current form are transmitted with each document. If not transmitted, the HTML form will not display on the receiving station's browser; and, the ETO Feedback process uses this form data XML to parse the data in the exercise, so it should be provided. Ensure that the Send Data with Form Data settings are as configured for ETO Exercises submissions.
- This dialog can be found under **Settings ⇒ Form settings…**

Form Server

IP address of form server: localhost

IP port of form server: 8001

Sending Messages with Form Data

☑ Attach XML files with form data to messages generated by forms

☑ Attach XML form files to messages going to Internet e-mail addresses

Automatic Form Opening

☑ Automatically open forms when messages are selected

☑ Automatically open reply forms when replying to messages with forms

☑ Force Winlink Express to be shown over web browser after form submission

☑ Show on map only most recent report within 100 meters from same sender

Send Forms as pdf Files

If you enable this option, messages with form attachments sent to Internet addresses (e.g., john@xyz.com) have the form information converted to a pdf file. Messages sent to Winlink users (callsigns) continue to have the form data sent in a condensed xml file where it's merged with the display form on the receiving end. Warning: Forms sent as pdf files are much larger than the condensed xml file. Often, messages with pdf forms are 50 kb or larger. They are not suitable for slow radio connections.

☐ Send forms as pdf files to Internet addresses

Save   Cancel

Continue to the next page for the instructions.

Exercise Instructions:

Some entries are contained in double quotes for emphasis and delineation. Do not include the quotes in your answers.

Open and select the form.

Open the Winlink Express application.
Click on the *Message \ New Message* menu item.
Verify that *Send As* is set to **Winlink Message**.
Optional: Check the check box for *Request message receipt.*
Click on *Select Template* and then double click on *Standard Templates*.
Scroll down and Double Click on *ICS USA Forms*.
Select *ICS205 Radio Plan.txt* and double click on it to open it.
- The ICS-205 will open in your default browser.

Fill out the Top section

1. In the upper left-hand corner, click on the [Setup] button. In the **Enter Agency/Group Title** field enter "EmComm Training Organization".
2. Fill out the **Incident Name**: "ETO ICS-205 Exercise".
3. **Date /Time Prepared**: Use autofill. Must be within the exercise submission window at the very top of exercise instructions.
4. **Operational Period**: 2025-06-17 00:00 - 2025-06-20 15:00

Section 4 Basic Radio Channel Use – Line 1 - Entry for Repeater

Do *NOT* make up values or use your real-world local repeater. Use the values below!

1. Leave the Zone Group blank.
2. Enter "1" in the Channel Number field.
3. Enter "Coordination" in the Function field.
4. Enter "VHF Repeater" for the Channel Name / Trunked Radio System Talkgroup field.
5. Enter "amateur" to the Assignment field.
5. Enter "147.160" the RX Freq field.
7. Enter "W" in the N or W field.
8. Enter "103.5" in the RX Tone / NAC field.
9. Enter "147.760" in the TX Freq field.
10. Enter "W" in the N or W field.
11. Enter "103.5" in the TX Tone / NAC field.
12. Enter "A" in the Mode (A, D, or M) field.
13. Enter "Primary repeater" in the Remarks field.

Section 4 Basic Radio Channel Use – Line 2 - Entry for Simplex

Do *NOT* make up values or use your real-world local repeater. Use the values below!

1. Leave the Zone Group blank.
2. Enter "2" in the Channel Number field.
3. Enter "Tactical" in the Function field.
4. Enter "VHF Simplex" for the Channel Name / Trunked Radio System Talkgroup field.
5. Enter "amateur" to the Assignment field.
6. Enter "147.440" the RX Freq field.
7. Enter "W" in the N or W field.
8. Enter "CSQ" in the RX Tone / NAC field.
9. Enter "147.440" in the TX Freq field.
10. Enter "W" in the N or W field.
11. Enter "CSQ" in the TX Tone / NAC field.
12. Enter "A" in the Mode (A, D, or M) field.
13. Enter "Primary simplex" in the Remarks field.

Leave the remaining lines in section 4 blank.

Completing the ICS-205 Form

Section 5
Special Instructions: enter "Winlink address: ETO-DRILL@winlink.org"

Section 6
1. Enter your first name, call sign in the Approved by (CUL) Name Field.
2. Click on the Date/Time Field and accept the provided date and time entry or one that is commensurate with the operational period (within the exercise start and end date).
3. Enter the number 5 in the "IAP Page" field. In a real event the ICS-205 is usually associated with an IAP page number.
4. For the "Attach CSV data file to message" – click the "no" option.
5. SAVE your form entries by clicking on the [Save ICS205 Data] button.

Transmitting the ICS-205 to Participating Units and Agencies (ETO-NN & ETO-BK)

1. With your ICS-205 form content loaded or completed, click on the [Submit] button.
2. Click "OK" to complete your form submission.
3. Close the browser after the submission is accepted by the Winlink client.
4. Return to the Winlink client and the new message entry window.
5. Complete the "To:" entry with your ETO Clearinghouse address.
6. Complete the "CC:" entry entering ETO-BK, and optionally, your personal E-mail address.
7. Click on the [Post to Outbox] option to complete the E-mail posting.
8. Complete the process for transmitting the ICS-205 to your ETO Clearinghouse.
   (Clearinghouse Lookup: https://emcomm-training.org/General-Drill-Info.html)

End of Exercise Instructions

See the next page for examples of a completed *ICS-205 Radio Plan* Form that would receive the maximum score for the exercise.

Example of Completed *ICS-205 Radio Plan* Form

			INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)								
			EmComm Training Organization								

1. Incident Name:
ETO ICS-205 Exercise
Form Information

2. Date /Time Prepared
2025-05-19 19:12
Load ICS205 Data

3. Operational Period:
Date From: 2025-06-17 Date To: 2025-06-20
Time From: 00:00 Time To: 15:00

4. Basic Radio Channel Use: Paste Channel Data from a Spreadsheet

Zone Grp.	Ch #	Function	Channel Name / Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone / NAC	TX Freq	N or W	TX Tone / NAC	Mode (A, D, or M)	Remarks
	1	Coordination	VHF Repeater	amateur	147.160	W	103.5	147.760	W	103.5	A	Primary repeater
	2	Tactical	VHF Simplex	amateur	147.440	W	CSQ	147.440	W	CSQ	A	Primary simplex

5. Special Instructions: (Be Brief)
Winlink address: ETO-DRILL@winlink.org

6. Approved by (CUL) Name: Bob, KM6SO   **Date/Time:** 2025-05-19 19:17   **IAP Page:** 5

Attach CSV data file to message? ○ Yes ◉ No

Submit Save ICS205 Data Reset Form Export Data to CSV file   ICS205   Ver 19.5