

ICS 205A – Communications List	Incident Briefing #:
---------------------------------------	----------------------

Incident Name:	Incident Briefing at:
----------------	-----------------------

COMMUNICATIONS AND CONTACT INFORMATION

<i>Incident Position</i>	<i>Name</i>	<i>Organisation</i>	<i>Method(s) of Contact (phone, radio, email)</i>

ICS 205A – Communications List	Prepared By:	At:
---------------------------------------	--------------	-----

ICS 205A – COMMUNICATIONS LIST

Purpose: The Contact List (ICS 205A) records methods of contact for incident personnel (radio frequencies, phone numbers, pager numbers, etc.) and functions as an incident directory.

Preparation: The ICS 205A can be filled out during check-in and is maintained and distributed by Planning Communications Unit personnel.
This form should be updated each operational period.

Distribution: The ICS 205A is located within the ICC & distributed by the Planning Communications Unit.
All completed forms for the completed operational period must be given to the Management Support Coordinator (including DTG photographs of the wipe clean A1 version).
This form is not for public release.

Notes: The ICS 205A is also an optional part of the Incident Action Plan (IAP).
This form can be used in conjunction with the ICS 205.
If additional pages are needed, use a blank ICS 205A and re-page as required.

Item Title	Instructions
Incident Briefing #:	Enter the briefing number for the form.
Incident Name	Enter the name assigned to the incident.
Incident Briefing At:	Enter the time for which the form applies.
Basic Contact Information	
Incident Position	Enter the Incident assigned position or title
Name	Enter the name of the assigned person.
Organisation	Enter the organization from which the assigned person is from.
Method(s) of Contact	For each person, enter the applicable contact details & methods
Prepared By	Enter name of the person preparing the form and date/time.