INCIDENT COMMUNICATIONS ACTIVITY REPORT (ICAR)

OMB Control No.: 1670-NEW
OMB Expiration Date: Expires: MM/DD/YYY

1. Incident Name:	**2. Reporting Period:** Date From: Date To:	**3. Location:** Locality State/Tribal/Territory

4. Activity: ☐Incident ☐Planned Event ☐Exercise **5. Situation:**

6. Incident Action Plan:
☐ IAP Developed
6a. Number of Agencies Involved
Local Tribal
State/Territorial
Federal NGOs

7. Command and Coordination:
7a. Role/Function
☐ Incident Command Post
☐ Emergency Operations Center
☐ Emergency Communications Center
☐ Other

7b. Structure
☐ Incident Command System
☐ Incident Support Model
☐ Departmental Structure
☐ Other

8. Information and Communications Technology Positions Staffed: (During identified reporting period)

Position	8a. Number Used	8b. Training Completed	8c. Task Book Completed	8d. Supervised by	8e. Response Time Goals Established	Met
Branch Dir.					☐	☐
COML					☐	☐
ITSL					☐	☐
COMT					☐	☐
INCM					☐	☐
INTD/RADO					☐	☐
AUXC					☐	☐
					☐	☐

9. Information and Communications Technology Plans:

9a. Plans developed and documented via:
☐ ICS 205 (Incident Radio Communications Plan)
☐ ICS 205A (Communications List)
☐ ICS 205B (Incident IT/Data Plan)
☐ Other

9b. References/Tools used to develop plan:
☐ Region IFOG ☐ CASM
☐ State IFOG ☐ Pre-filled ICS 217A
☐ NIFOG ☐ Preplanned ICS 205/A/B
☐ TICP ☐ Other

9c. Plan identified secondary and backup communications processes or assets:
☐ Secondary ☐ Backup

9d. Plan identified needs of aviation or other complex operational resources:
☐ Unmanned (UAV) ☐ Fixed-Wing ☐ Rotary-Wing ☐ Other

9e. Plan identified process/procedures for generating public alerts and warnings for affected communities:

System	Process Identified	System Used During Event
Integrated Public Alert and Warning System (IPAWS)	☐	☐
Local/Independent Notification System	☐	☐
Traffic/Transportation Alerting System	☐	☐
Other	☐	☐
Other	☐	☐

10. Social Media:

10a. Was social media used by command and coordination staff while managing the event?
☐ Facebook ☐ Instagram ☐ Twitter ☐ Other:

10b. Who managed the inbound collection/analysis and outbound messaging via social media for the incident?

Function	Collection/Analysis	Outbound Messaging
Incident PIO	☐	☐
Individual Agency/Jurisdiction PIOs	☐	☐
Joint Information Center	☐	☐
Intelligence/Investigations	☐	☐
Other	☐	☐

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11. Tactical Equipment/Systems Deployed: (Select all that apply, including technical specialists (THSP) when used)

☐ Radio Cache	☐ Tactical Repeaters	☐ Voice Gateways	☐ LMR/Radio THSP
☐ Data/IT/Broadband ☐ Data/IT/Broadband THSP	☐ Geographic Info Sys ☐ GIS THSP	☐ Satellite Voice or Data ☐ Satellite THSP	☐ Video Systems ☐ Video THSP
☐ Landline Telco Systems ☐ Telco THSP	☐ CoLTs/SOWs ☐ Wireless Telecom THSP	☐ Mobile Command Unit ☐ Mobile Command THSP	☐ Other ☐ Other THSP

12. Voice Usage and Interoperability: (Select all methods planned or used)

☐ Shared Channels	☐ Regional Interop Channels	☐ National Interop Channels	☐ Federal Interop Channels
☐ PTT via Broadband	☐ PTT to LMR Interface	☐ AES Encryption Used	☐ Other Encryption Used
☐ LMR Digital P25	☐ LMR Digital non-P25	☐ GETS	☐ WPS
☐ LMR Analog	☐ Other	☐ Other	☐ Other

13. Data Usage: (Select all data sources used)

☐ FirstNET	☐ Other Commercial LTE	☐ Satellite Data Service
☐ Public WiFi	☐ Commercial Wired Service	☐ Other

13a. Functions/Tools that required data access: (Select all used)

☐ Real-Time Tactical Video	☐ Personnel Tracking/Accountability	☐ Remote Sensors
☐ Tactical Common Operating Picture (e.g. Wearables)	☐ Strategic Common Operating Picture (e.g. ICP/EOC Info Sharing)	☐ GIS ☐ Other

14. Incident Communications Objectives:

Information and communications technology issues encountered during the event? (Indicate the number of issues encountered for both Voice and Data, as well as the number of issues resolved by assigned information and communications technology personnel)

Issue Category	# Voice	# Resolved	# Data	# Resolved
Equipment Configuration (e.g. pre-programmed I/O)				
Equipment Performance				
Equipment/Resource Availability				
User Equipment Familiarity/Training				
Staffing/Resource Availability (w/in Comm Function)				
Policy				
Malicious Activity				
Other:				

15. Optional Information

16. Optional Submitted by:

Name:_____ Position/Title:_____ Email: _____

16a. Allow Follow-up Contact ☐ Yes 16b. Special Codes 16c. Special Codes

Incident Communications Activity Report (ICAR)

Purpose. The Incident Communications Activity Report (ICAR) is intended to capture the emergency communications activity of any organized incident management command and coordination structure established for an Incident, Planned Event, or Exercise.

Preparation. The ICAR is completed by the person with overall information and communications technology responsibilities within the identified command and coordination organization, for the indicated reporting period. The reporting period is flexible to meet agency or jurisdictional program needs. The report is designed to accommodate either, a single report for the incident/event duration, or multiple reports for smaller time periods within the same incident/event.

Distribution. This form is a prototype, under development for potential nationwide use as a standard information capture format for information and communications technology support for incidents, planned events, and exercises. While under development, the form is available for use by organized information and communications technology support programs and individual Communications Unit Leaders and Information Technology Services Unit Leaders to use at their discretion.

Notes:

- The report is designed for easy completion. Only applicable and "Yes" responses are captured. Blank fields are assumed no, not applicable, or not being reported.
- All information is optional. Leave fields blank if they are not being reported.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident, event, or exercise. If needed, an incident number can be added.
2	**Reporting Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and end date for the reporting period to which the form applies. The reporting period is flexible to meet agency or jurisdictional program needs. The report is designed to accommodate either, a single report for the incident/event duration, or multiple reports for smaller time periods within the same incident/event.
3	**Location** • Locality • State/Tribal/Territory	Enter the "locality" or jurisdiction where the activity occurred. Enter Standard State Abbreviations. Write out full tribal, territory, federal facility or land names.
4	**Activity**	Select (one) the type of activity being reported.
5	**Situation**	Enter a description that best describes the overall situation.
6	**Incident Action Plan**	Select if an Incident Action Plan was developed to document the established command and coordination organization and its incident/event objectives etc. Enter the number of participating agencies for each Jurisdiction category.
7	**Command and Coordination Structure**	See Appendix B of the Third Edition National Incident Management System for more information on EOC organization structures.
	7a. Role/Function	Select (one): Incident Command Post (ICP) is the location of the tactical-level, on-scene incident command organization. Emergency Operations Center (EOC) is where incident support occurs through operational and strategic coordination, resource acquisition and information gathering, analysis, and sharing. Emergency Communications Centers (ECC)/PSAPs Enter other role/function

Block Number	Block Title	Instructions
7	**Command and Coordination Structure (Continued)**	See Appendix B of the Third Edition National Incident Management System for more information on EOC organization structures.
	7b. Structure	Select (one): Incident Command System, Incident Support Model (includes ESF or hybrid structure), Departmental Structure, or… Enter other structurer.
8	**Information and Communications Technology Positions Staffed**	Enter the information for each position relevant to the Reporting Period. Leave blank or use 0 if not staffed, not-applicable, or No.
	8a. Number Used	Enter the number of people who were assigned to each position.
	8b. Training Completed	Enter the number of people who staffed the position and have completed the associated All-Hazards Position Specific Training.
	8c. Task Book Completed	Enter the number of trained people who staffed the position and have completed the associated All-Hazards Position Specific Task Book, per the requirements of the authority having jurisdiction.
	8d. Supervised by	Select the position that each staffed position reported to for the reporting period. Choices are Incident Commander, Operations Chief, Logistics Chief, Services Branch Director, Information and Communications Technology Branch Director, Communications Unit Leader, Information Technology Services Unit Leader, Incident Communications Center Manager. If no appropriate choices are listed, enter a position title.
	8e. Response Time Goals	Select the appropriate categories if the SLTT jurisdiction has established a communications program (COMU) with response-time goals for the positions. This category is only applicable during the reporting period that the resource was requested. If no goals exist or are not applicable, leave the section blank. Check Yes if Established Check Yes under Met if a goal is established for the position AND the goal was met for the initial notification and response.
9	**Information and Communications Technology Plan**	Documented plans that identify the information and communications technology resources, and their function, used for the incident/event.
	9a. Plans developed and documented via	Select (all) the methods used to document the plan(s). Enter Other methods not listed.
	9b. References/Tools used to develop plan	Select (all) of the existing plans, resources, and tools that were referenced to assist in developing the specific incident/event plans. Enter Other resources not listed.
	9c. Plan identified secondary and backup communications processes or assets	Select “Secondary” if the incident/event specific plans identified communications assets to be used if issues occurred with the primary planned assets. Select “Backup” if the plan identified assets to be used if issues occurred with the primary and secondary planned assets. (3rd level)
	9d. Plan identified needs of aviation or other complex operational resources	Select (all) aviation resources used during the event. Enter Other complex resources not listed. (E.g. Marine, Tunnel)
	9e. Plan identified process/procedures for generating public alerts and warnings for affected communities	Select (all) the public alert and warning systems available to the command and control organization with process identified to generate an alert message. Enter Other systems not listed. Select (all) the systems that were used during the report period.

Block Number	Block Title	Instructions
10	**Social Media** 10a. Was social media used	Select (all) the social media methods used by command and coordination staff while managing the event. Enter Other systems not listed.
	10b. Who managed the inbound collection/analysis and outbound messaging via social media	Select (all) the functional areas with the responsibility of social media inbound collection/analysis and outbound messaging. Enter Other functions not listed.
11	**Tactical Equipment/Systems Deployed**	Select (all) tactical equipment, systems, and technical specialists (THSP) deployed under control of the command and coordination organization to support the incident/event. Enter Other resources not listed
12	**Voice Usage and Interoperability**	Select (all) voice communications and interoperability resources planned for or used to support the incident/event. Enter Other resources not listed.
13	**Data Usage**	Select (all) sources of data access and connectivity planned for or used to support the incident/event. Enter Other sources not listed.
	13a. Functions/Tools that required data access	Select (all) functions and/or tools requiring data access that were planned for or used to support the incident/event. Enter Other functions or tools not listed.
14	**Incident Communications Objectives**	Enter the number of issues encountered for both Voice and Data within each Issue Category. Enter the number of issues Resolved by assigned information and communications technology personnel for both Voice and Data within each Issue Category. Enter Other Issue Category if not listed.
15	**Optional Information**	Enter any additional information to record for the reported period. Examples may include incident/event details, weather influences, unmet needs, overview of major tasks accomplished, etc.
16	**Optional Submitted by**	Enter the name, organizational position, and email address of the person preparing the form.
	16a. Allow Follow-up Contact	Select Yes to authorize follow-up contact from program managers.
	16b. Special Codes	Enter any special codes designated by your COMU program.
	16c. Special Codes	Enter any special codes designated by your COMU program.