



## COMMUNICATIONS LIST (ICS FORM 205a-OS)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS form 205-OS. Whereas the ICS form 205-OS is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS form 205a-OS, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Purpose.** The Communications List records methods of contact for personnel on scene.

**Preparation.** The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

**Distribution.** The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

| Item # | Item Title                             | Instructions  |
|--------|--|---|
| 1.     | Incident Name                          | Enter the name assigned to the incident.  |
| 2.     | Operational Period                     | Enter the time interval for which the form applies. Record the start and end date and time.   |
| 3.     | Basic Local Communications Information | Enter the communications methods assigned and used for each assignment.   |
|        | Assignment Name                        | Enter the ICS organizational assignment.  |
|        | Method(s) of contact                   | Enter the name of the contact person for the assignment.<br>Enter the radio frequency, telephone number(s), etc. for each assignment. |
| 4.     | Prepared By                            | Enter the name of the Communications Unit Leader preparing the form.  |
|        | Date/Time                              | Enter date (month, day, year) and time prepared (24-hour clock).  |