

ICS 2.0

Table of Contents

About ICS	2
Sources	2
Installation	2
Demo mode	3
Setup	4
Browse	4
Staff Report	5
Credits and Contact Info	6

About ICS

The Incident Command System is used on emergency scenes of every size, and it is designed to expand as needed to fit any size incident. Most of us are familiar with the top level positions like Incident Commander, Operations, Planning, Logistics, and maybe even a few more. But as the organization grows and expands, that's where things start to get confusing!

Our program, aptly named "ICS", lets you quickly and easily navigate through the entire organizational structure. You can see who reports to who in an instant. Even better, when you click on a position, you get a description of the duties and responsibilities of that position. So if you get thrown into a new position, or need to find someone to get something done, ICS will tell you who does what.

You can even assign actual names and contact info to each position, and view a report showing just the filled positions. Then you can beam this to another handheld user or a printer!

ICS is flexible so you can choose what type of "scenario" you are using. For example, a large wildland fire or a hospital emergency (HEICS). More scenarios will be added in the future.

Now, would you rather carry around a bulky manual or just put ICS on your Palm?

You can find lots more firefighting software for handhelds at www.ScienceOnTheGo.com.

Sources

Most of the information for the wildland fire scenario was extracted from the publication "ICS POSITION DESCRIPTIONS AND RESPONSIBILITIES" dated October 1994. Several detailed descriptions are missing from this document, so we filled in critical gaps with descriptions from the Fireline Handbook (January 1998).

All 82 positions represented in the Fireline Handbook are shown on the organizational chart in the ICS software, but the following overhead positions have no descriptions associated with them: Status Check-in/Recorder, Interagency Resource Rep, Human Resource Specialist, Training Specialist, Communications Technician, Incident Head Dispatcher, Personnel Time Recorder, Commissary Manager, Equipment Time Recorder, Claims Specialist, Compensation for Injury Specialist, Facility Maintenance Specialist, Equipment Manager, Ordering Manager, Receiving & Distribution Manager, Tool & Equipment Specialist. These detailed descriptions will be added if demand is there.

We've obtained the information for the HEICS (Hospital Emergency ICS) scenario from the publicly available documentation, third edition, June 1998.

Installation

System Requirements

To install and use ICS on your Palm device, you will need:

- Palm OS 3.0 or higher (Palm III or later handheld model)
- Approximately 130 KB of RAM

Once you have downloaded ICS, installing the software onto your handheld is easy – just follow the three easy steps below. This requires the desktop software that came with your handheld device since a HotSync is necessary.

Step One: Unzip the file

Step Two: Select the files you want to install

Step Three: HotSync your PDA to install the files

Step One: Unzip the file

When you download the ICS application, the result is probably a file ending with “.zip” such as “ICS.zip”. This is a compressed, or zipped, file format so you need to decompress the file. Some browsers may automatically decompress the files for you, so if you see a folder containing ICS.prc then you can skip this step.

To decompress a zipped file, you need a program like WinZip or Alladin Expander (Windows), or Stuffit Expander (Macintosh). Select the “.zip” file with one of these programs and the file will be decompressed.

Step Two: Select the files you want to install

The Palm Desktop software is used to select files to be installed the next time you HotSync. Your Palm User Manual should provide thorough instructions for how to do this. Any file ending with “.prc” or “.pdb” is a Palm file that you should mark to be installed on your handheld.

In a nutshell, just double-click on the “.pdb” and “.prc” files and this will add them to the list to be installed on your Palm after the next HotSync.

If you know you will not be using a particular scenario, you don't need to install those data files. For example, if you will only be using the HEICS scenario, you don't need to install “Wildland Staff.pdb” and “Wildland Duties.pdb”.

Step Three: HotSync your handheld to install the files

To install the files, HotSync your handheld as usual by placing your handheld in the cradle or connecting the HotSync cable and pressing the HotSync button. Once the HotSync is complete, you will see “ICS” in your applications window.

Demo Mode

A demo version of the ICS program can be downloaded free. The demo version contains some limitations. To upgrade to a full unlimited program, you need to enter a key code. This key code is related to your Palm user name. You can freely distribute the ICS program, even after entering your key code, as it will revert back to a demo version when copied.

With an unregistered demo copy, you cannot view the Duties for most of the positions, nor can you change the Staff assignments for most positions. However, you can still generate a

Staff Report after someone beams the Staff database to you.



Setup

On the opening screen, you will see a button named "Register". Tap this button and enter the personal key code that you received after making your purchase. You can still use ICS without a key code but some functions are limited.

Choose the ICS scenario you will be using from the Scenario menu, such as "Wildland fire" or "HEICS". This is stored and you don't need to do this each time you run the program. Staff assignments are stored independently for each scenario.

You can beam all the current staff assignments to another Palm user from the Options menu.



Browse

Choose the "browse" menu item, or tap the "browse" button, to browse through the ICS chart. A thick line next to a position indicates that a new page will be opened when you tap, revealing more positions below that one. Otherwise, when you tap on a position, you can view the duties and responsibilities or edit the staff assignments for that position (tap the "duties" and "staff" button to toggle between these modes).

When editing the staff assignments for a position, you can store several lines of text. This allows you to have more than one person assigned, such as for multiple shifts, or in the case of multiple divisions or strike teams operating simultaneously. You can also store contact info such as phone numbers or radio frequencies here.

Wildland Report

Description

Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by

OK Staff A

Operations top ↑

Edit Staff Position

Division/Group Supervisor

You may add one or more names for this position, as well as contact info

Smith, DIV A, FERN 1

Jones, DIV B, FERN 2

Doe, DIV C, FERN 3, 555-1212 cell

Save Cancel Duties

Staff Report

Choose the “staff report” menu item, or tap the “report” button, to generate a concise listing of all the staff positions that are currently filled.

To start over with staff assignments, choose the “Erase Staff” menu item.

Staff Report Font Browse

***Incident Commander**
Joe Smough

***Operations Section Chief**
Larry Frost

***Staging Area Manager**
Mary Rogers

***Division/Group Supervisor**
Smith, DIV A, FERN 1
Jones, DIV B, FERN 2
Doe, DIV C, FERN 3, 555-1212 cell

Credits and Contact Info

ICS was created and is copyrighted by John Covele, President of Pocket Mobility, Inc. Our web site features the latest version and news about ICS, as well as other Palm software for emergency responders.

Pocket Mobility, Inc.
2735-B Iris Ave
Boulder, CO 80304
(303) 546-6200

<http://www.PocketMobility.com>