

RADIO REQUIREMENTS WORKSHEET (ICS FORM 216)

Purpose. The Radio Requirements Worksheet is used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

Initiation of Form. The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Division Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Division Assignment Lists.

Distribution. The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

ITEM TITLE - INSTRUCTIONS

Incident Name - Print the name assigned to the incident.

Date - Enter date (month, day, year) prepared.

Time Prepared - Enter time prepared (24-hour clock).

Branch - Enter the Branch number (I, II, etc.) for which radio requirements are being prepared.

Agency - Enter the three-letter designator of the agency staffing the Branch Director position (e.g., VNC, CDF, ANF, LFD, etc.)

Operational Period - Enter the time interval for which the assignment applies. Record the start time and end time and date if end time is different from start date.

Tactical Frequency - Enter the radio frequency to be used by the Branch Director to communicate with each division Supervisor in the Branch.

Division/Group - Enter for each Division/Group in the Branch the Division/Group identifier (A, B, etc.) and the agency assigned (e.g., LAC, VNC, etc.)

Agency/ID No./Radio Requirements - List all units assigned to each Division/Group. Record the agency designator, unit or resource identification, and total number of radios needed for each unit or resource.

Prepared By - Enter the name and position of the person completing the worksheet.

***NOTE:** Detailed instructions for the completion of the Worksheet are found in ICS 223-5 Communications Unit Position Manual, Chapter 3.