



Hartford County Coordinator Incident Information Form

Date of Incident: ___/___/___	Town of Incident:	
Time of Alarm:	Everbridge Needed? <input type="checkbox"/> Y <input type="checkbox"/> N	
Time of TN Notification:	Everbridge Groups Notified:	
1 st ST/TF Activated:	ST/TF Activation Time:	
2 nd ST/TF Activated:	ST/TF Activation Time:	
Coordinators On-Scene:		
Coordinator Scribe:		

To Do List:

- Each Participating Coordinator Shall Start Their Own ICS214
- Report to IC and Introduce Yourself (Stay at the ICP!)
- Identify immediate resources needed (2nd Coordinator, Coverage Units, Additional ST/TF)
- Accountability of Units & Agencies -ICS211
- Has an ICS203 (Organization Assignment List) Been Started? If Not Start One
- Has an ICS205 (Communications Plan) Been Started? If Not Start One (STOCS Box?)
- Has a Staging Area Been Established? If Not Establish One (Utilize Modified ICS211)
- Need a Canteen?
- Sent County Everbridge (Rick or Todd)

Resource Requests & Times:

Resource or Asset	Time Requested	Time Arrived	Person Requesting
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	
	___:___	___:___	



Accountability

Town or Agency	Unit Location	Units

Communications



Frequency	System Type	Use
	Repeater Simplex Conv Trunked Digital Analog	
	Repeater Simplex Conv Trunked Digital Analog	
	Repeater Simplex Conv Trunked Digital Analog	
	Repeater Simplex Conv Trunked Digital Analog	
	Repeater Simplex Conv Trunked Digital Analog	

Command Staff:

Incident Command: _____

Operations: _____ Section/Division: _____

Operations: _____ Section/Division: _____

Operations: _____ Section/Division: _____

Staging Officer: _____ Staging Location: _____

Staging Officer: _____ Staging Location: _____

Staging Officer: _____ Staging Location: _____

Water Supply Officer: _____

Accountability: _____

Safety Officer: _____

Note: After Action Report Will be Submitted by the Point Coordinator Within 72 Hours of the Incident