INCIDENT BRIEFING (ICS FORM 201)

Purpose: The Incident Briefing form provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The briefing is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Proper symbology should be used when preparing a map of the incident.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special information on a sketch map or attached to the topographic or orthophoto map.
5.	Prepared By	Enter the name and position of the person completing the form.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency three-letter designator, S/T, Kind/Type and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the "on the scene" column upon arrival.
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.
6.	Summary of Current Actions	Enter the strategy and tactics used for the incident and note any specific problem areas.
7.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	Resources Summary	Enter the following information about the resources allocated to the incident. Enter the number and type of resources ordered.

Instructions for Completing the Incident Briefing (ICS Form 201)

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
	4. M/	AP SKETCH	
ICS 201		REPARED BY (NAME A	ND POSITION)
100 201	PAGE 1		

	6. SUMMARY OF CURRENT ACTIONS
ICS 201	PAGE 2



	8. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCES IDENTIFICATION	ΕΤΑ	ON SCENE 4	LOCATION/ASSIGNMENT	
ICS 201	PAGE 4				

Instructions for Completing the Incident Objectives (ICS Form 202)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS	
		NOTE: ICS Form 202, Incident Objectives, serves only as a cover sheet and is not considered complete until attachments are included.	
1.	Incident Name	Print the name assigned to the incident.	
2.	Date Prepared	Enter date prepared (month, day, year).	
3.	Time Prepared	Enter time prepared (24-hour clock).	
4.	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and include date(s).	
5.	General Control Objectives (Include alternatives)	Enter short, clear, and concise statements of the objectives for managing the incident, including alternatives. The control objectives usually apply for the duration of the incident.	
6.	Weather Forecast for Operational Period	Enter weather prediction information for the specified operational period.	
7.	General Safety Message	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached.	
8.	Attachments	The form is ready for distribution when appropriate attachments are completed and attached to the form.	
9.	Prepared By	Enter the name and position of the person completing the form (usually the Planning Section Chief).	
10.	Approved By	Enter the name and position of the person approving the form (usually the Incident Commander).	

INCIDENT OBJECTIVES	1. INCIDENT NAME		2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD (DATE/TIME)				
5. GENERAL CONTROL OBJECTIVES FOR THE INCID	DENT (INCLUDE ALTERNA	TIVES)		
· · · · · · · · · · · · · · · · · · ·	·····			
6. WEATHER FORECAST FOR OPERATIONAL PERIO	D			
			- <u> </u>	
	· · · · · · · · · · · · · · · · · · ·			
7. GENERAL SAFETY MESSAGE				
8. ATTACHMENTS (/ IF ATTACHED)				
	MEDICAL PLAN (ICS 206)	-		
ASSIGNMENT LIST (ICS 204)	INCIDENT MAP TRAFFIC PLAN	—		
9. PREPARED BY (PLANN 202 ICS 3-80	IING SECTION CHIEF)	10. APPROVE	ED BY (INCIDENT	COMMANDER)

ORGANIZATION ASSIGNMENT LIST (ICS FORM 203)

Purpose: The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position or unit. It is used to complete the Incident Organization Chart (ICS Form 207) that is posted on the Incident Command Post display.

Preparation: The list is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.

Distribution: The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		An Organization Assignment List may be completed any time the number of personnel assigned to the incident increases or decreases or a change in assignment occurs.
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the assignment list applies. Record the start time and end time and include date(s).
5 through 10.		Enter the names of personnel staffing each of the listed positions. Use at least first initial and last name. For Units indicate Unit Leader and for Division/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated.
	Prepared By	Enter the name of the Resources Unit member preparing the form. Attach form to the Incident Objectives.

ORGANIZATION ASSIGNMENT LIST	1. INCIDENT NAME	2. DATE PREPARED 3. TIME PREPARED		
POSITION NAME	4. OPERATIONAL PERIOD (4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMANDER AND STAFF				
INCIDENT COMMANDER	9. OPERATIO	9. OPERATIONS SECTION		
DEPUTY	CHIEF			
SAFETY OFFICER	DEPUTY			
	a. BRANCH I	- DIVISION/GROUPS		
LIAISON OFFICER	BRANCH DIRECTOR			
6. AGENCY REPRESENTATIVES	DEPUTY			
AGENCY NAME	DIVIDION/GROUP			
	DIVISION/GROUP			
	b. BRANCH II	- DIVISION/GROUPS		
	BRANCH DIRECTOR			
7. PLANNING SECTION	DEPUTY			
CHIEF	DIVISION/GROUP			
DEPUTY	DIVISION/GROUP			
RESOURCES UNIT	DIVISION/GROUP			
SITUATION UNIT	DIVISION/GROUP			
DOCUMENTATION UNIT	DIVISION/GROUP			
DEMOBILIZATION UNIT	c. BRANCH III	- DIVISION/GROUPS		
TECHNICAL SPECIALISTS	BRANCH DIRECTOR			
	DEPUTY			
	DIVISION/GROUP			
8. LOGISTICS SECTION	DIVISION/GROUP			
CHIEF	d. AIR OPE	RATIONS BRANCH		
	AIR OPERATIONS BR. DIR.			
a. SUPPORT BRANCH	AIR TACTICAL GROUP SUP.			
DIRECTOR	AIR SUPPORT GROUP SUP.			
SUPPLY UNIT	HELICOPTER COORDINATO	R		
FACILITIES UNIT	AIR TANKER/FIXED-WING C	RD.		
	10. FINAM	VCE SECTION		
b. SERVICE BRANCH	CHIEF			
DIRECTOR	DEPUTY			
r				
	PROCUREMENT UNIT			
MEDICAL UNIT	COMPENSATION/CLAIMS UN			
	COST UNIT			
PREPARED BY (RESOURCES UN	IIT)			
203 ICS 1-82				

INCIDENT RADIO COMMUNICATIONS PLAN (ICS FORM 205)

Purpose: The Incident Radio Communications Plan provides, in a concise format, information on all radio frequency assignments for each operational period. The plan is a summary of information obtained from the Radio Requirements Worksheet (ICS Form 216) and the Radio Frequency Assignment Worksheet (ICS Form 217). Information from the Radio Communications Plan on frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

Preparation: The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on preparing this form may be found in ICS 223-5, Communications Unit Position Manual.

Distribution: The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment Lists.

Instructions for Completing the Incident Radio Communications Plan (ICS Form 205)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Operational Period Date/Time	Enter the date and time interval for which the Radio Communications Plan applies. Record the start time and end time and include date(s).
4.	Basic Radio Channel Utilization System/Cache	Enter the radio cache system(s) assigned and used for the incident (e.g., Boise Cache, FIREMARS, Region 5, Emergency Cache, etc.).
	Channel	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division, tactical, and ground-to-air.)
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
5.	Prepared By	Enter the names of the Communications Unit Leader preparing the form.

INCIDENT ORGANIZATION CHART (ICS FORM 207)

Purpose: The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The attached chart is an example of the kind of organizational chart used in the ICS. Personnel responsible for managing organizational positions would be listed in each box as appropriate.

Preparation: The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

Distribution: When completed, the chart is posted on the display board located at the Incident Command Post.

Wall Size Chart: The ICS 207 WS is a large chart that is primarily used to post on the command post display board for better visibility.





NFES 1332

UNIT LOG ICS-	1. INCIDENT NAME	2. DATE 3 TIME PREPARED PREPARED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD
7.	PERSONNEL ROSTER ASSIGNED	
NAME	ICS POSITION	HOME BASE
8.	CTIVITY LOG (CONTINUE ON REVERSE)	
TIME	MAJOR EVENTS	

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