

ICS FORM 201 – INCIDENT BRIEFING

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 form 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.

Instructions for Completing the Incident Briefing (ICS Form 201)

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, resource 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.

ICS FORM 201 – INCIDENT BRIEFING (CONTINUED)

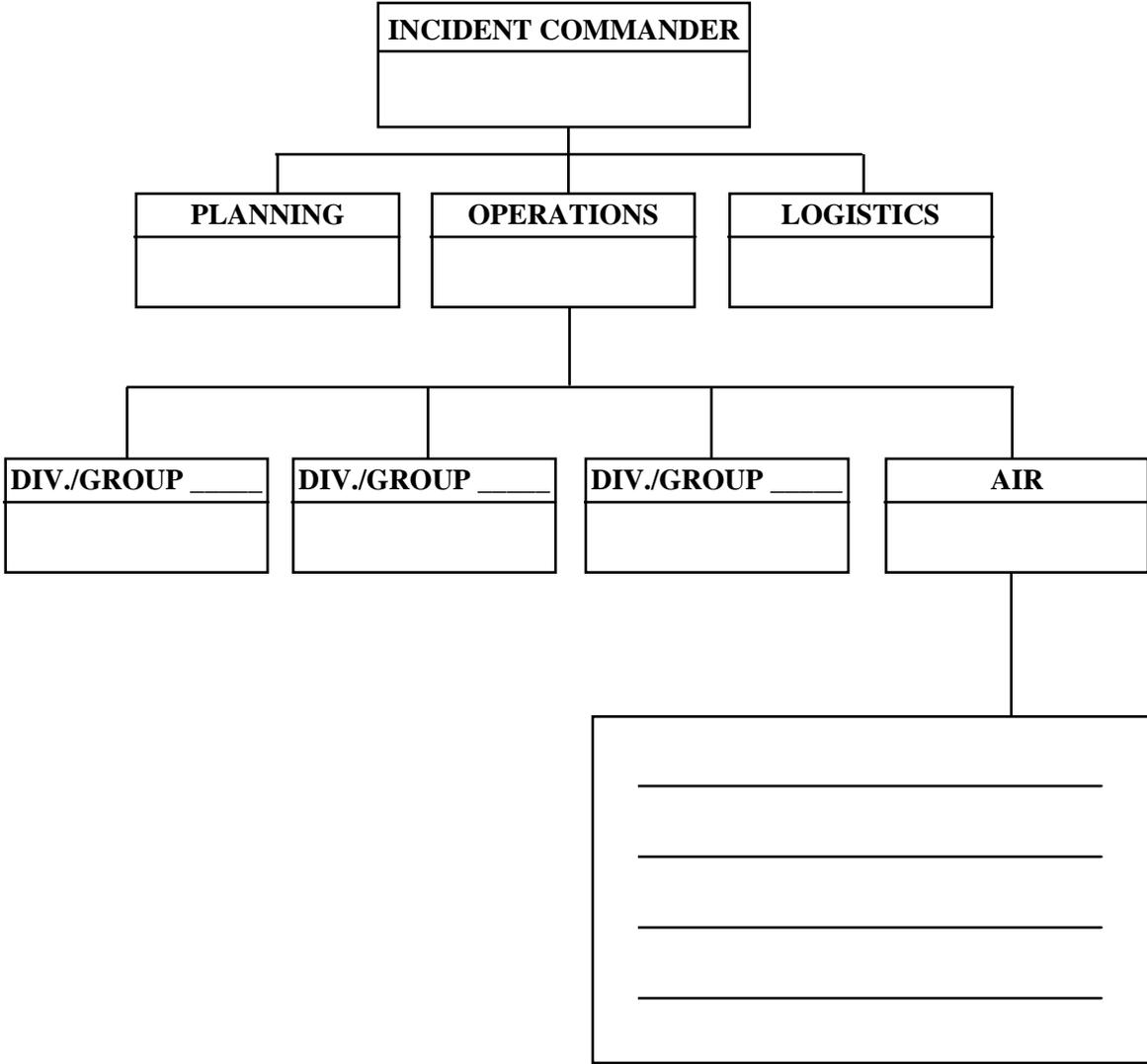
Item Number	Item Title	Instructions
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.
6.	Summary of Current Actions	Enter the strategy and tactics used for the incident and note any specific problem areas.
7.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	Resource Summary	Enter the following information about the resources allocated to the incident. Enter the number and type of resources ordered.
*NOTE		Additional pages may be added to ICS Form 201 if needed.

ICS FORM 201 – INCIDENT BRIEFING (CONTINUED)

Incident Briefing	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
ICS 201	Page 1	5. Prepared by (Name and Position)	

ICS FORM 201 – INCIDENT BRIEFING (CONTINUED)

7. Current Organization



ICS FORM 202—INCIDENT OBJECTIVES

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).

ICS FORM 202—INCIDENT OBJECTIVES (CONTINUED)

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List – ICS 203 <input type="checkbox"/> Div. Assignment Lists – ICS 204 <input type="checkbox"/> Communications Plan – ICS 205	<input type="checkbox"/> Medical Plan – ICS 206 <input type="checkbox"/> Incident Map <input type="checkbox"/> Traffic Plan	<input type="checkbox"/> (Other) <input type="checkbox"/> <input type="checkbox"/>	
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	

ICS FORM 203—ORGANIZATION ASSIGNMENT LIST

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) which 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.

Instructions for Completing the Organization Assignment List (ICS Form 203)

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.

ICS FORM 203—ORGANIZATION ASSIGNMENT LIST (CONTINUED)

ORGANIZATION ASSIGNMENT LIST			
1. Incident Name		Chief	
2. Date	3. Time	Deputy	
4. Operational Period		a. Branch I – Division/Groups	
Position	Name	Branch Director	
5. Incident Commander and Staff		Deputy	
Incident Commander		Division/Group	
Deputy		Division/Group	
Safety Officer		Division/Group	
Information		Division/Group	
Liaison Officer		Division/Group	
6. Agency Representative		b. Branch II – Division/Groups	
Agency	Name	Branch Director	
		Deputy	
		Division/Group	
7. Planning Section		Division/Group	
Chief		c. Branch III – Division/Groups	
Deputy		Branch Director	
Resources Unit		Deputy	
Situation Unit		Division/Group	
Documentation Unit		Division/Group	
Demobilization Unit		Division/Group	
Technical Specialists		Division/Group	
Human Resources		Division/Group	
Training		d. Air Operations Branch	
		Air Operations Branch Director	
		Air Attack Supervisor	
		Air Support Supervisor	
		Helicopter Coordinator	
8. Logistics Section		Air Tanker Coordinator	
Chief		10. Finance/Administration Section	
Deputy		Chief	
Supply Unit		Deputy	
Facilities Unit		Time Unit	
Ground Support Unit		Procurement Unit	
Communications Unit		Compensation/Claims Unit	
Medical Unit		Cost Unit	
Security Unit			
Food Unit		Prepared by (Resource Unit Leader)	
9. Operations Section			

ICS FORM 205—INCIDENT RADIO COMMUNICATIONS PLAN

Purpose: The Incident Radio Communications Plan provides in one location 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).

ICS FORM 205—INCIDENT RADIO COMMUNICATIONS PLAN (CONTINUED)

Item Number	Item Title	Instructions
	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.

ICS FORM 206—MEDICAL PLAN (CONTINUED)

Medical Plan	Incident Name:	Date Prepared:	Time Prepared:	Operational Period:				
5. Incident Medical Aid Stations								
Medical Aid Stations		Location			Paramedics? Yes—No			
6. Transportation								
A. Ambulance Services								
Name		Location		Phone Number	Paramedics? Yes—No			
B. Incident Ambulances								
Name		Location			Paramedics? Yes—No			
7. Hospitals								
Name	Address	Travel Time		Phone Number	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
8. Medical Emergency Procedures								

ICS FORM 207—INCIDENT ORGANIZATION CHART

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 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 can be posted on the command post display board for better visibility.

Incident Name _____
 Operational Period _____
 Date _____ Time _____

