



INCIDENT BRIEFING

PURPOSE

The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

PREPARATION

The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

DISTRIBUTION

Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

NOTES

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
3	Date Prepared	Enter date prepared (day/month/year).
4	Time Prepared	Enter the time prepared (Use 24-hour clock).
5	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
6	Map/Sketch (Include) <ul style="list-style-type: none"> • Show the total area of operations. • The incident site/area, • Impacted and threatened areas. • Overflight results. • Trajectories. • Impacted shorelines. 	<ul style="list-style-type: none"> • Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. • Utilize commonly accepted ICS map symbology. • If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). • North should be at the top of page unless noted otherwise.
7	Prepared By	Enter the name and position (if not Planning Section Chief), date and time of the person completing the ICS 201.
8	Summary of current actions	Enter the objectives used on the incident and note any specific problem areas.
9	Current Organisation	Enter on the organization chart the names of the individuals assigned to each position. The following below can be added to the Notes section. <ul style="list-style-type: none"> • Add any lines/spaces needed for Command Staff. • Add Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, use both the Incident Commander boxes. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resources Summary	<ul style="list-style-type: none"> • Enter the information about the resources allocated to the incident. • If additional pages are needed, use a blank sheet or another ICS 201 and adjust page numbers accordingly.




1. INCIDENT NAME/NUMBER	

3. DATE PREPARED		4. TIME PREPARED	
DATE		TIME	

2. INCIDENT TYPE	

5. OPERATIONAL PERIOD (DATE / TIME)			
FROM		TO	

6. MAP / SKETCH	
<p>(COULD INCLUDE MAPS SHOWING THE TOTAL AREA OF OPERATIONS, THE INCIDENT SITE, OVERFLIGHT RESULTS, TRAJECTORIES, IMPACTED SHORELINES, OR OTHER GRAPHICS DEPICTING SITUATION AND RESPONSE STATUS.)</p>	
	
Large empty area for map/sketch	

7. PREPARED BY (PLANNING SECTION CHIEF)			
NAME		DATE	

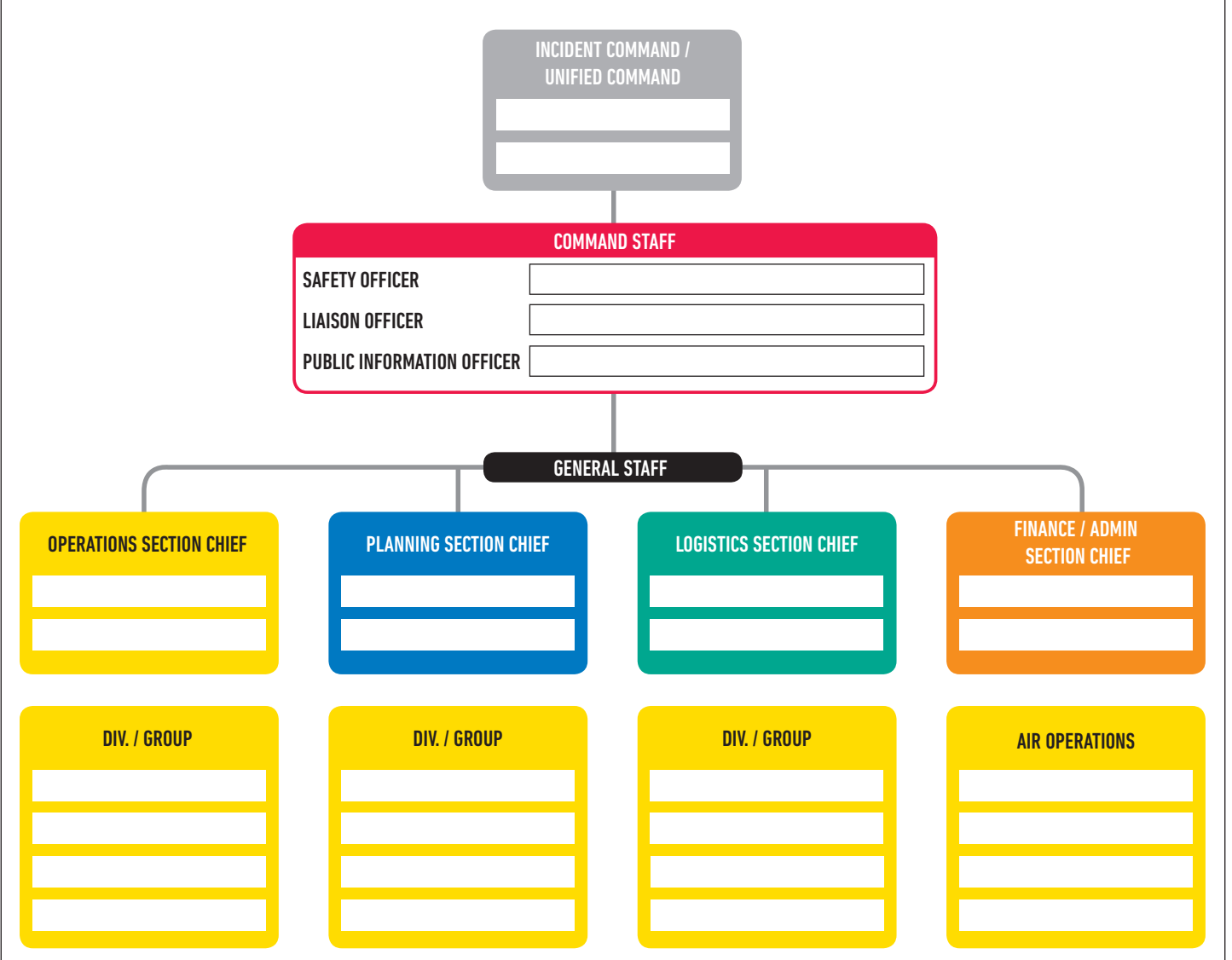


8. SUMMARY OF CURRENT ACTIONS

A large, empty rectangular box with a thin black border, intended for the user to enter a summary of current actions.



9. CURRENT ORGANIZATION



NOTES

Blank area for notes.

