

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

Distribution

After the initial briefing of the Incident Command 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.

INSTRUCTIONS FOR COMPLETING THE INCIDENT BRIEFING [FORM 201]

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (year, month, day).
3.	Time Prepared	Enter Time prepared (24-hour clock).
4.	Summary of Situation and Current Actions	Include the objectives, strategies and tactics used on the incident and note any specific problem areas.
5.	Prepared By	Enter the name and position of the person completing the form.
6.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special information on a map sketch/site map or attached to the topographic or orthophoto map.
7.	Resources Summary	See specific notes for each column listed below.
	Resources Ordered	Enter the agency name supplying the resource ordered.
	Resource Identification	Enter the agency three letter designator or radio call sign of the resource.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the "on Scene" column upon arrival.
	Location/ Assignment	Enter the assigned ICS location of the resource.
8.	Current Organization	Draw your ICS organization chart for the incident. Modify the chart as necessary.
*NOTE		Additional pages may be added to ICS Form 201 if needed.

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. SUMMARY OF SITUATION AND CURRENT ACTIONS (INCLUDING OBJECTIVES, STRATEGIES AND TACTICS)			
FORM 201	PAGE 1	5. PREPARED BY	

6. MAP STETCH

8. CURRENT ORGANIZATION CHART