# INCIDENT BRIEFING (ICS FORM 201)

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| **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. |
| **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 symbology 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 Logistic Section Units 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 |
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| 1. | Incident Name | Print the name assigned to the incident. |
| 2. | Date Prepared | Enter date prepared (yyyy-MMM-dd) |
| 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. |
| 6. | Summary of Current Actions | Enter the strategy and tactics used on 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. |
| | Resources Ordered | Enter the number and type of resource ordered. |
| | Resource Identification | Enter the agency 3 letter designator, S/T, Kind/Type and resource designator. |
| | ETA/In Scene | Enter the estimated arrival time and place the arrival time or the checkmark in the “on Scene” column upon arrival. |
| | Location/Assignment | Enter the assigned location of the resource and /or the actual assignment. |
| * NOTE | Additional pages may be added to ICS Form 201 if needed. | |