

## C-4001

### Demonstrate the ability to complete an ICS Form, 201 (Incident Briefing)

#### CONDITONS

You are the Incident Commander of a new or continuing incident.

#### OBJECTIVE

Using the information received from the requesting agency or your predecessor, complete the Incident Briefing Form, ICS 201, for this incident.

#### TRAINING AND EVALUATION

##### Training Outline

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.

**Instructions for Completing the Incident Briefing (ICS Form 201).** The following steps should be followed to complete ICS Form 201:

##### Item

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/other appropriate 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 resource ordered. 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 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.

##### Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

##### Evaluation Preparation

**Setup:** Workspace with form ICS201, pens, pencils etc

**Brief Student:** Enter briefing information received on the ICS201 form.

## Evaluation

### Performance measures

### Results

1. Completely fill out items 1-8 on the ICS Form 201

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Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.